



# TOWN OF GRAFTON

Grafton Memorial Municipal Center  
30 Providence Road  
Grafton, MASSACHUSETTS  
01519

**Date:** February 25, 2016  
**To:** Community Preservation Committee  
**Cc:** Tim McInerney, Town Administrator  
**From:** Joe Laydon, Town Planner   
**Re:** **Open Space and Recreation Plan Update**

---

The following is a request to the Community Preservation Committee for funding of an update to the Town's Open Space & Recreation Plan.

Project Description: The Town of Grafton's most recent Open Space & Recreation Plan was completed in 2007 and was valid through 2012. In addition to documenting existing resources facilities, the plan also analyses the town's growth and need for future open space acquisitions and recreation facilities. The Plan includes a 5 year implementation and action plan that provides guidance for future purchases and development of facilities. With an approved plan, the Town is also eligible to receive grants for open space protection, trail development, and recreational facilities. Due to the expiration of the plan, the Town is not qualified to apply for state funds or grants for open space protection or recreational facilities.

Project Funding Request: It is expected that the Open Space and Recreation Plan will cost between \$14,000 and \$17,000 based on a preliminary quote from the Central Massachusetts Regional Planning Commission. The request of an additional \$1,000 is intended to cover additional costs for public outreach, materials, and additional tasks that may arise as part of the project. Staff in the Conservation and Planning Department is finalizing the scope of the Open Space and Recreation Plan update and will be able to provide a more specific cost estimate for the project; however it is not anticipated that the cost would exceed the funding request.

Project Scope: The anticipated scope of the project will include the following:

1. Research and analysis associated with Community Setting, Environmental Inventory and Analysis, Inventory of Lands of Conservation & Recreation Interest and Analysis of Needs.
2. Community involvement includes facilitating and attending meetings, reviewing and interpreting the results of the survey and assisting with the planning of one to two community forums to gather input on draft goals and objectives.
3. Mapping will be done in large part by CMRPC's GIS and Data Analysis Department. A current zoning map and information from the Assessors and other departments (DPW, Sewer) will also be required.
4. Document preparation of all the plan components into a plan for review by the Town. This component includes the description of the process and community involvement, as well as the development of goals, objectives, and an action plan so that the final plan will provide needed guidance and are relevant until its next update. Plans will follow the required format and will include picture, charts, and tables. Typically several drafts will be developed, reviewed, and revised prior to final submittal and final public presentation.

Conclusion: The Open Space & Recreation Plan update will enable the Town to identify and prioritize open space acquisitions, opportunities to link open space resources, and recreation facility development as the town continues to grow. A number of open space acquisitions and recreation projects have been undertaken since the 2007 Open Space & Recreation Plan, and new analysis and action items are needed to ensure ongoing and future development don't fragment undeveloped areas or overburden existing recreation facilities. With the completion and the State's approval of the Open Space & Recreation Plan, the Town can apply for funds and grants to implement the plan, reducing the burden on town finances.