



October 15, 2015

Luke Ascolillo
Chair, Town of Carlisle Community Preservation Committee

Re: Status Report and Request for Reimbursement CC at Play for Fields Renovation Project – Phase II

Dear Luke:

This letter is to update you and the committee on the status of the CCHS Field Renovation Project – Phase II. It is intended to meet the requirements for annual reporting under our grant agreement, and to meet the committee's requirements for disbursement of funds on the project.

Project Update

The construction project began in earnest in June, 2015, once the High School graduation was completed. In that time we have installed new pathways and lighting, constructed new JV Baseball and Softball fields, and installed a new football field. As of this letter, our contractors are finalizing a punchlist, and our project phase is largely complete.

While site preparation for a new concessions building is underway, the actual construction of the building will take place next spring. New sod has been installed, and several areas have been hydro-seeded. These will areas will also not be ready until the spring growing season is underway.

We are very proud of the results of the construction, and our vendors have done an excellent job. Photos included with this submission do a better job telling the story of how the athletic campus has been beautifully transformed. A ribbon cutting at the first home football game of the season was the product of great project management under very constrained timelines. We owe a great debt of thanks to Gale Associates, Russ Dion, Dave Fisher, and John Boynton for their help in managing this so well.

The construction this year was not without some challenges, however. Alterations had to be made to the drainage system, per the Concord Natural Resources Commission. Thankfully, these did not substantially disrupt the construction, nor did they meaningfully alter the overall budget. They introduced delays, however, that made it very close timing to ready fields for the use of fall sports. Thankfully, our vendors pulled through and we managed to have the fields available on time.

Concord Carlisle at Play, Inc.
33 Bradford Street
Concord, MA 01742
www.CCatPlay.org



Financial Update:

Below is a summary of our budget and current expense projection for Phase II CPA eligible items. The columns are explained below the table.

CCHS Project Costs - Phase II Budget Comparisons					
<i>As of October 14, 2015</i>					
	Original CPC Application	Bid Estimate	Current Projection	Actual (invoiced to date)	
Phase 2					
Engineering & Design - total	\$ -	\$ 42,110.00	\$ 97,556.73	\$ 52,775.56	
<i>Gale</i>	\$ -	\$ 42,110.00	\$ 64,490.00	\$ 30,858.83	
<i>GPR</i>	\$ -	\$ -	\$ 14,050.00	\$ 7,900.00	
<i>Haley & Aldrich</i>	\$ -	\$ -	\$ 19,016.73	\$ 14,016.73	
Fields, pathways, and other CPA eligible expenses (RAD Sports)	\$ 1,608,825.02	\$ 1,493,000.00	\$ 1,514,256.35	\$ 1,264,435.85	
<i>Total Phase 2</i>	\$ 1,608,825.02	\$ 1,577,220.00	\$ 1,709,369.81	\$ 1,369,986.97	
Current Projection Vs. Original Budget	\$ (100,544.79)				
Current Projection Vs. Bid	\$ (132,149.81)				

Original CPC Application: These are the budget estimates submitted last winter, before bids were received. The budget did not include engineering and design expenses.

Bid Estimate: This budget is based upon the bid estimates from each vendor upon their award.

Current Projection: These estimates include estimates for all change orders since construction has been underway. Almost all of these variances have been the result of drainage related items (including water testing).

Actual (invoiced to date): Includes expenses which have been approved for invoice. Each invoice is subject to multiple approvals.

As you can see from the exhibit, expenses are running higher than the originally submitted budget by about 6%. However, that is a bit overstated, as the original budget did not include design and engineering that we knew we would incur. The reason for this is that these contracts had already been signed and were underway at the time of our application, and we could not apply for funding on expenses that we had already obligated ourselves to. Some of these design and engineering expenses (GPR and Haley & Aldrich), however, are new and related to resolving unanticipated drainage and water testing issues at the site.

To date, all of the actual expenses have been paid using private funds. We are simultaneously submitting our reimbursement request to the Concord CPC. We have the resources to complete Phase II, and we do not anticipate any financial difficulties in meeting the overall project plan. We have just begun fundraising for Phase III.



Update on Conditions Specific to This Project

Our grant agreement enumerated several conditions to funding, and this letter is intended to satisfy you that all of these have been met as we also submit our reimbursement request for the full allocation of \$350,000 toward Phase II.

- Community Use Agreement: The agreement required that the Town of Carlisle sign a Community Use Agreement with the Regional School District for the project lands. The signed version is included with this submission.
- Budget: Per the above, included with this submission is the original budget as approved by the CPC, and an accounting of actual expenditures to date for CPA eligible items. Also included with this submission are invoices from R.A.D. Sports, the primary contractor on the project. These invoices contain a more detailed Schedule of Values, with which you can see the line item detail of the project expenses.
- Reporting: We hope that this letter and the included attachments will satisfy the conditions for reporting under the agreement.
- Community Preservation Act Awareness: We worked with the committee to design a temporary sign, which has been posted at the site. Before the project is completed, a more permanent sign acknowledging Carlisle's contribution will be made. We also sent a letter to the Carlisle Mosquito (see the Mosquito, 9/25/2015) thanking the committee and the town for their support.

If you have any questions about this submission, please feel free to call me at 781 - 314 - 1321.

Best regards,

A handwritten signature in black ink, appearing to read "Drew McMorrow".

Drew McMorrow
Board Treasurer

CC: Larry Barton



JV Baseball field pre construction



JV Baseball in construction



JV Baseball – substantially complete



New accessible pathways in use during games



Scoreboard at the football field



JV Softball under construction



JV Softball – completed



A view of Memorial Field, nearly finished.



View of Memorial Field shortly after the surface was ready play, where the JV girls field hockey team spelled out "CC at Play".



An image from the ribbon cutting ceremony for Memorial Field on Friday, September 18. The ribbon reads "Teamwork. Sportsmanship. Camaraderie. Respect. Leadership. Balance. Wellness. Community. Achievement."