



Community Preservation Committee Littleton, Massachusetts

The CPC was established by Town Meeting in 2007. The CPC has the powers and responsibilities specified by Massachusetts General Law Chapter 44B, section 5(b), the Community Preservation Act.

Community Preservation Eligibility Request

Project Title: Creation of Tennis Courts at Littleton HS Date: 06/26/2023
Name of Applicant: Alicia Day
Name of Organization: Littleton Parks, Recreation, and Community Education
Address: 41 Shattuck Street
Telephone: 978-540-2491
Email: aday@littletonma.org

CPA Category (circle all that apply): ☒ Open Space ☐ Historic Preservation
☒ Recreation ☐ Community Housing

CPA Funding Requested: \$ 734,000 Total Project Cost: \$ 734,000

Project Endorsements: Are you the owner of the material property and/or assets that are at stake in this project? (circle one of three, below):

YES

NO

☒ THE PROPERTY/ASSETS ARE OF THE TOWN OF LITTLETON

(If response, above, is other than "yes", have you received approval from the owner or the pertinent town board(s) to serve as agent for this project? (circle one): ☒ YES ☐ NO)

Project Description: Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials, as might be necessary for the CPC to gain a general understanding of the project.

Renovating the HS tennis courts and creating two new tennis courts to replace the two courts at Townhall that will be demolished to build a senior center.

NOTE: This "Eligibility Request" enables the CPC to assess the project's eligibility for further consideration. If eligible, the "Application for Funding" must be completed.



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To Applicant: Please circle the word(s) “yes” for which your project meets eligibility (see pg. 6).

View a .pdf version of the official Department of Revenue allowable uses chart at:
<http://www.communitypreservation.org/DOR-Allowable-Uses-2012.pdf>

Projects are only eligible for CPA funding if they are a “yes” below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

Chart adapted from “Recent Developments in Municipal Law”, Massachusetts Department of Revenue, October 2012.

Attach this table to your completed “Community Preservation Eligibility Request” and submit both to:

Keith A. Bergman
(978) 952-2311
Town Administrator
Town Offices, 3rd floor
37 Shattuck Street
P.O. Box 1305
Littleton, MA 01460



Community Preservation Committee Littleton, Massachusetts

The CPC was established by Town Meeting in 2007. The CPC has the powers and responsibilities specified by Massachusetts General Law Chapter 44B, section 5(b), the Community Preservation Act.

Community Preservation Application for Funding

Date: 06/26/2023

Project Title: Creation of Tennis Courts at Littleton HS
Name of Applicant: Alicia Day
Name of Organization: Littleton Parks, Recreation, and Community Education
Address: 41 Shattuck Street, Littleton, MA 01460
Telephone: 978-540-2491 Email: aday@littletonma.org

CPA Category (circle all that apply):
☒ Open Space
☒ Recreation
☐ Historic Preservation
☐ Community Housing

CPA Funding Requested: \$ 734,000 Total Project Cost: \$ 734,000

Please attach answers to the following questions. Include supporting materials as necessary.
[Please see attached documents.](#)

1. **Project Description:** Please give a detailed project description, including specific objectives.
2. **Goals:** How does this project accomplish the goals of the Community Preservation Plan for Littleton? (See Guidelines for Project Submission for general criteria)
3. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?
4. **Budget:** Please provide a full budget including the following information, as applicable.
(NOTE: CPA funds may not be used for maintenance):
 - a. Total amount of the project cost, with itemization of major components.
 - b. Additional funding sources. Please include those that are available, committed, or under consideration.
 - c. Describe the basis for your budget and the sources of information you used.
5. **Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?



41 Shattuck Street, Littleton, MA 01460

PHONE: (978) 540-2490 FAX: (978) 540-2490

littletonrec@littletonma.org www.littletonrec.com

TO: Carolyn Mueller, Community Preservation Committee Chair
FROM: Alicia Day, Director of Parks, Recreation, and Community Education (PRCE)
CC: Kevin Mitrano, Park Commission Chair and Sol Marini, Park Commission Vice Chair
DATE: 06/26/2023
RE: CPC Application details for HS Tennis Courts

1. Project Description: Please give a detailed project description, including specific objectives.

This project would create a new tennis facility with four courts at the Littleton High School. These new courts will replace the two courts at Townhall that are being demolished to make way for the new Senior Center and the two courts that currently reside at the High School that are in need of repair.

The loss of the Town Hall courts will affect the LHS tennis teams because they will not be able to host home matches or tournaments. Massachusetts Interscholastic Athletics Association (MIAA) requires schools to have four courts at a minimum for their tennis teams. There are 18 schools in the girls' tennis league and 14 schools in the boys' tennis league. Littleton is the only town in these leagues that will not be able to meet the MIAA requirements. Additionally, the request for access to pickleball keeps increasing every year. PRCE's pickleball membership last year had about 60 members actively playing daily. This year we only have 18 pickleball members, but the courts at Town hall are still being used daily for both pickleball and tennis. With these four new courts we would be able to paint lines for pickleball play and maintain providing what we currently have been providing instead on losing all options to play pickleball all together.

2. Goals: How does this project accomplish the goals of the Community Preservation Plan for Littleton?

This project meets the CPC goals by making steps towards preserving the number of tennis courts in town. The Townhall courts were supposed to be replaced at another location prior to their demolition, planned for August 2023. It will also create a new tennis facility with four courts on the High School premises for the community to use.

3. Timeline: What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?

If we obtained the funding at fall Town meeting then we would work with the highway department to plan removal of old materials and prepping the site for the new courts to be installed in spring when the weather is favorable for the concrete to cure. The entire project

will be able to be completed within one year; if weather is in our favor perhaps six months from fall Town meeting.

4. Budget: Please provide a full budget including the following information, as applicable.

- a. The total amount of the project is \$734,000. Please see the attached invoice for a cost break down.
- b. I have asked DPW Director, Stephen Jahnle to look at this project and identify areas where the highway department can help to reduce cost. I will also apply and try to obtain a grant from U.S. Tennis Association. If awarded the grant we could receive between \$25,000 to \$40,000 towards the completion of this project. There is no guarantee that we will be selected so I do not want to count on these funds until they have been approved.
- c. Also see the attached invoice.

5. Support: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

- The Park Commission voted on 06/13/2023 to support bringing the High School Tennis court project to CPC.
- We have been communicating and collaborating with Kelly Clenchy, LPS Superintendent, and Steve Marks, LPS Business Manager on this design.
- Mike Lynn, the LPS Athletic Director is supportive of this project.
- The School committee was briefed about this project and they voiced positive support for this project; however, no formal vote has been taken at this time.
- The Select Board have also voiced support for this project, but no formal vote has been taken.

Thank you for your time and consideration. Respectfully submitted,

Alicia Day

PRCE Director
Town of Littleton
Parks, Recreation & Community Education



05/25/2023

PA-5639- Littleton Tennis Court Construction Cost Estimate ver. 1.0

CONSTRUCTION OF FOUR NEW COMPETITION TENNIS COURTS, ACCESS DRIVE, WALKS FENCING, RE-CONFIGURATION OF PARKING

PHASE	NAME	DESCRIPTION	UNIT	UNIT COST	MEASURE	SUBTOTAL	INSTALLATION	TOTAL
1 Site Preparation								
	Mobilize & Set Up	Equipment mobilization, front end requirements &	LS	\$5,000.00	1	\$5,000.00	\$0	\$5,000
	Protection	Temporary Fence & Signs	LF	\$7.00	1,000	7,000	\$0	\$7,000
		Erosion controls	LS	\$1.00	500	\$500	\$0	\$500
	Demolition	Tree Removal	LS	\$2,500	1	\$2,500	\$0	\$2,500
		General Demolition & Disposal	LS	\$2,500	1	\$2,500	\$0	\$2,500
		Remove Top Soils and stack	CY	\$18.00	1,000	\$18,000	\$0	\$18,000
		Remove 0.5" of soil and dispose	CY	\$20.00	1,250	\$25,000	\$0	\$25,000
Site Prep:								\$60,500
2 CONSTRUCTION COURTS								
	New Construction	Install Free Draining Fill	CY	\$25.00	1,250	\$31,250	\$0	\$31,250
		Install subdrain	LF	\$9.00	1,000	\$9,000	\$4,000	\$13,000
		Subdrain crushed stone	TON	\$50.00	100	\$5,000	\$0	\$5,000
		Separation fabric	SF	\$0.50	0	\$0	\$0	\$0
		Temporary Seeding	SF	\$0.20	20,000	\$4,000	\$0	\$4,000
Initial Construction:								\$53,250
3 TENNIS COURTS								
	TENNIS	FOUR FULL COURTS		-		-		-
3a	FENCE	8' TALL CHAINLINK W/ GATES	LF	\$125.00	1,000	\$125,000	0	\$125,000
3b	SURFACE	ASPHALT SURFACE	TON	\$150.00	250	\$37,500	\$0	\$37,500
		POUR, FINISH & PAINT	SF	\$8.00	20,000	\$160,000	\$0	\$160,000
3c	NET POSTS & NETS	PERMANENT POSTS AND REMOVEABLE NETS	EA	\$1500.00	4	\$6,000	\$1000	\$7,000
3d	BENCHES	2 NEW BENCHES PER COURT, ANCHORED IN PLACE	EA	\$800.00	8	\$6,400	\$600	\$7,000
3e	BIKE RACK		EA	\$1,200	1	\$1,200	\$500	\$1,700
Tennis Construction:								\$336,500
4 PAVED PATH & DRIVES								
4a	Excavate	Drive: 300' x 10' wide, 8" deep.	CY	\$40.00	80	\$3,200	\$0	\$3,200
	& Compact	Walks: 500' x 5' wide, 8" deep	CY	\$40.00	65	\$2,600.00	\$0	\$2,600
4b	Bit Asphalt	Paved access drive 350 lf x 10' wide	TON	\$150.00	45	\$6,750.00	\$1250	\$8,000
		Paved access walks 500 lf., 5' wide	TON	\$150.00	32	\$4,800.00	\$1250	\$6,050
		Paved accessible parking areas (4) @ walks 2,250	TON	\$150.00	10	\$1,500.00	\$500	\$2,000
		Precast stair assembly with rails	EA	\$3500.00	1	\$3,500.00	\$1,500	\$5,000
4c	Drainage	Allowance for Drainage	LS	\$5000.00	1	\$5,000.00	0	\$5,000
4d	New Signage	Accessible Parking signs, directional, rules of courts	LS	\$1.00	1,500	\$1,500.00	1000	\$2,500
		Re-install, spread and fine grade lawn area	CY	\$40.00	150	\$6,000.00	\$0	\$6,000
		Hydro Seeding with Mulch	SF	\$0.20	9,000	\$1,800.00	\$0	\$1,800
Paved Paths and Drives								\$42,150
5 SITE SIGNS								
	New Signage	Accessible Parking signs, directional, rules of courts	LS	\$1.00	1,500	\$1,500.00	1000	\$2,500
Site Signs Construction:								\$2,500
6 HP PARKING AND ASSOC								
	PAVING HP only		TON	\$150	6	\$900	\$1,000	\$1,900
	STRIPING		LF	\$4	400	\$1,600	\$500	\$2,100
Relocated HP Spaces								\$4,000
7 GRASS AND PLANTINGS								
7a	Screen Ex. Loam and		LS	\$2,500	1	\$2,500	\$500	\$3,000
7b	Spread Loam		CY	\$25	1000	\$25,000	\$0	\$25,000
	Hydroseed & mulch		SF	\$0.30	20000	\$6,000	\$0	\$6,000
7c	Stabilized Slopes		LS	\$2,500	1	\$2,500	\$0	\$2,500

8 MAINTENANCE

8a Misc. Maint.
8b Erosion Controls
8c Lawn and Slopes

Grass & Plantings:					\$33,500
LS	2000	1	\$2,000	0	\$2,000
LS	\$0.00	0	\$0	2000	\$2,000
LS	\$0	1	\$0	\$2,000	\$2,000
Maintenance:					\$6,000
SUBTOTAL CONSTRUCTION PHASES 1-8:					\$535,900
Contractor's OH&P (10%)					\$53,590
TOTAL CONSTRUCTION ESTIMATED BUDGET, PHASES 1-8:					\$589,490

9 ENGINEERING, PERMITTING, BIDDING & CONSTRUCTION SERVICES

9a Design Services

Layout Project

Research

Grading and Drainage

Plan Revisions and Updates

Review by Principals

Presentation to Committee

Minor Modifications

LS \$12,000 1 \$12,000 \$0 \$12,000

9b

Permitting

Planning Board

Stormwater/Conservation

LS \$10,000 1 \$10,000 \$0 \$10,000

9c

Bid Documents Prep

Public Bidding

LS \$5,000 1 \$5,000 \$0 \$5,000

LS \$5,000 1 \$5,000 \$0 \$5,000

9d

Construction Support

LS \$10,000.00 1 \$10,000 \$0 \$10,000

9e

Project Closeout

LS \$4,000.00 1 \$4,000 \$0 \$4,000

Total Estimated Budget- Phase 13 - Construction: \$46,000

SUB-TOTAL ESTIMATED PROJECT BUDGET:

\$635,490

Contingency (10%)

\$63,549

\$699,039

Inflation Adjustment (5.0%)

\$34,952

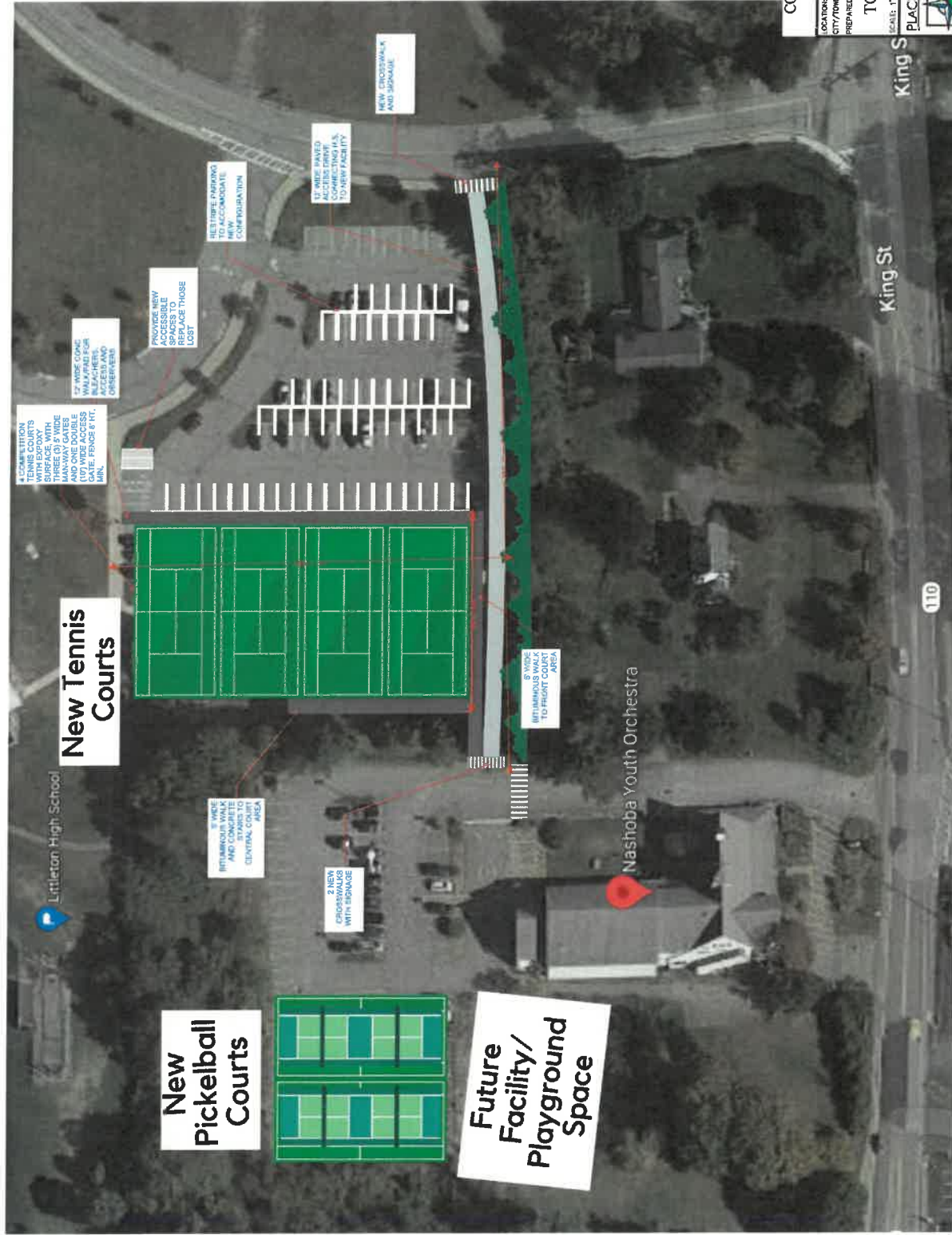
\$733,991

Total Estimated Budget-

\$733,991

TOTAL ESTIMATED PROJECT BUDGET:

\$733,991



New Tennis Courts

New Pickleball Courts

Future Facility/
Playground Space

CONVERT EXISTING TENNIS COURTS TO PICKLEBALL SURFACE WITH 8' WIDE CONC. WALKWAY AND ONE DOUBLE MAN-WAY GATE, FENCE 8' HT. MIN.

12' WIDE CONC. WALKWAY FOR ACCESS AND OBSERVERS

PROVIDE NEW ACCESSIBLE SURFACE TO REPLACE THOSE LOST

NEW 10' WIDE PARKING TO ACCOMMODATE NEW CONFIGURATION

12' WIDE PAVED WALKWAY CONNECTING H.S. TO NEW FACILITY

NEW CROSSWALK AND SIGNAGE

8' WIDE MINIMUM WALK TO FIGHT CLUB AREA

2 NEW CROSSWALKS WITH SIGNAGE

MINIMUM 8' WIDE AND CONCRETE STAIRS TO CENTRAL COURT AREA

CONCEPTUAL TENNIS COURTS - LHS

COLLAPSE KING STREET CITY/TOWN LITTLETON, MA PREPARED FOR:

TOWN OF LITTLETON

SCALE: 1"=20' DATE: MAY 2023

PLACES Associates, Inc.

255 Great Road, Suite 4 Littleton, MA 01460 www.placesassociates.com

PLAN No. 5039-0003 C1