



TOWN OF LINCOLN  
MIDDLESEX COUNTY MASSACHUSETTS

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Anita M. Scheipers  
Assistant Town Administrator

LINCOLN TOWN OFFICES  
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July 26, 2011

Michael Brandmeyer, Superintendent  
Lincoln Public Schools  
Ballfield Road  
Lincoln MA 01773

Re: Parking Modifications Associated with Temporary Town Offices

In order to ensure that the public has convenient access to the relocated town offices, it was proposed that we construct an additional 16 parking spaces along Ballfield Road in front of the Hartwell complex, and along the south side of the center playing field; as shown on the attached plan as Areas A, B and C. The parking spaces are to be provided in recognition of the need of residents seeking services from the re-located town offices to have additional parking. These areas were determined to be the best locations to provide maintained spaces located within a reasonable distance from the Hartwell building, Pod B and Pod A.<sup>1</sup> Handicapped residents may use the allotted accessible spaces within the Hartwell parking lot.

The parking spaces are designed to be constructed of permeable pavement which provides a solid surface on which lines can be painted to designate parking spaces, and yet allows water to discharge through the layers of pavement and sub soils to lessen storm water runoff impacts to the adjacent wetland areas. This feature makes permeable pavement the preferred material of the Conservation Commission for this project.

Section A is the section of six new parallel parking spaces proposed alongside Ballfield Road in front of the Hartwell complex, and is designed to replace a short section of sidewalk. The sidewalk materials will be removed and replaced with the permeable paving and associated subsoils. Signage will inform the public that these six spaces are reserved for town offices business.

Section B is the area of seven to ten parallel parking spaces proposed for the south edge of the playing field adjacent to the septic system (opposite the tennis courts); to be constructed by excavating the loam and existing subsoils and replacing it with the permeable pavement materials and related subsoils. It is anticipated that seven spaces will be constructed; leaving room and Conservation approvals for the addition of three more spaces if needed in the future. This layout addresses all concerns previously held by the Recreation Department.

Section C (not labeled) is the area of 8 new angled parking spaces to be created where the existing 5 parallel parking spaces now exist opposite Section B. These spots will be established by restriping the existing paved area and by installing a Cape Cod berm at the near corner to control traffic flow.

It is proposed that this work will be bid in late July and the work to be completed in the mid-August time frame before school opens. We will work directly with Michael Haines to coordinate this project. The funding for this work comes from the Town Offices account established through the bonding of the construction project as approved by the March 26, 2011 annual town meeting and associated election. The total project costs are anticipated to be approximately \$20,000. Signage will be purchased and installed by the Highway Department.

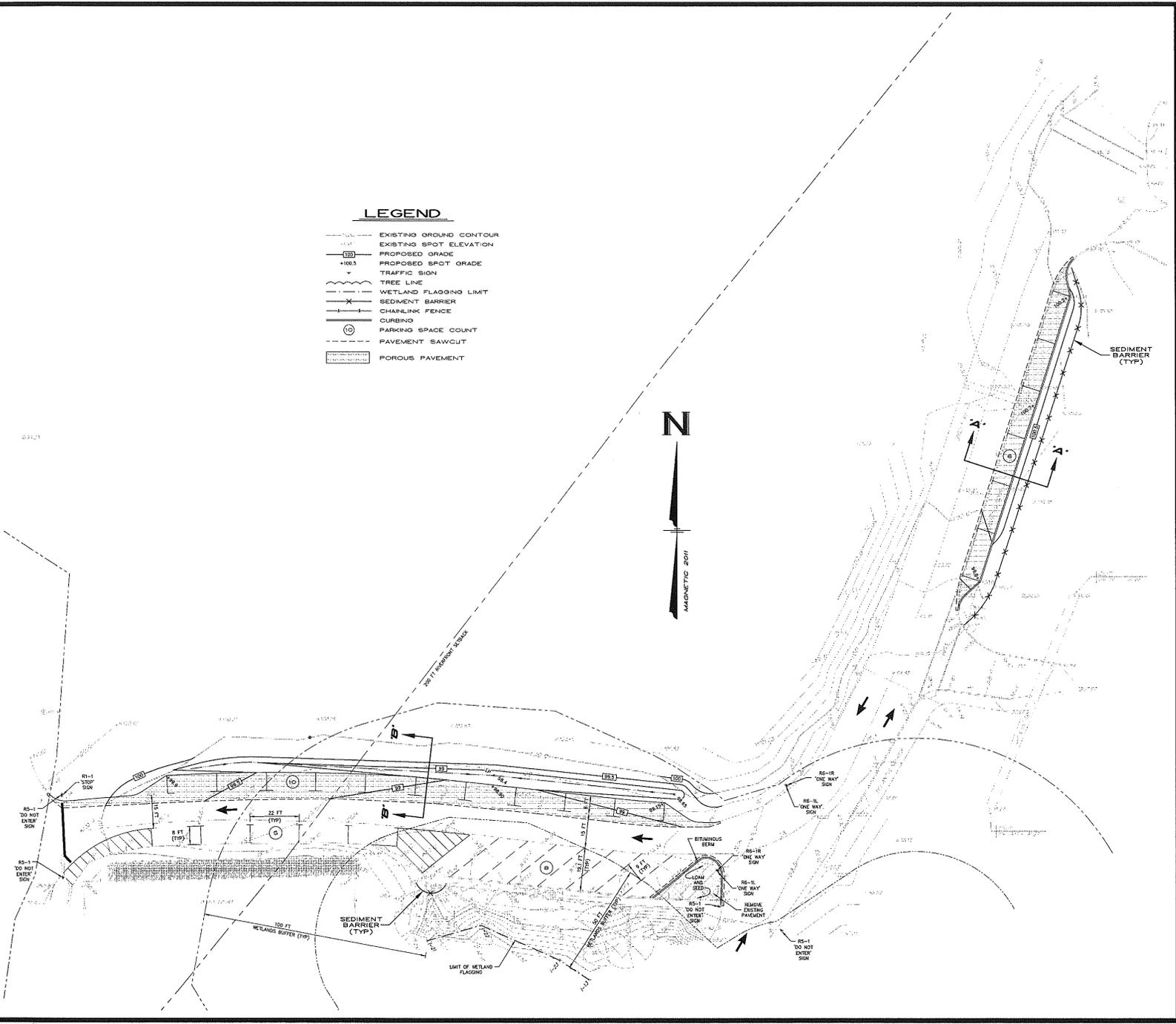
Please feel free to contact me if there are questions associated with this proposed parking. We look forward to working with your staff on these projects.

Regards,

Anita M. Scheipers  
Assistant Town Administrator

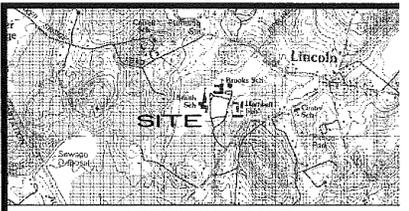
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<sup>1</sup> Parking for town offices staff has already been determined to best be located in the parking lot adjacent to the Reed Field House. Town Offices staff will be asked to use the last few rows located to the eastern side of the lot – farthest away from the school buildings.



**LEGEND**

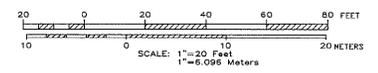
- EXISTING GROUND CONTOUR
- EXISTING SPOT ELEVATION
- PROPOSED GRADE
- PROPOSED SPOT GRADE
- TRAFFIC SIGN
- TREE LINE
- WETLAND FLAGGING LIMIT
- SEDIMENT BARRIER
- CHAINLINK FENCE
- CURBING
- PARKING SPACE COUNT
- PAVEMENT SAWCUT
- POROUS PAVEMENT



VICINITY MAP

No.	DATE	REVISION

SITE PLAN  
**PROPOSED PARKING**  
 LINCOLN SCHOOL COMPLEX  
 LINCOLN, MASSACHUSETTS  
 PREPARED FOR:  
**TOWN OF LINCOLN**  
 16 LINCOLN ROAD, 1ST FLOOR LINCOLN, MASSACHUSETTS 0



16 JUNE 2011

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 Civil Engineers/Land Surveyors  
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FIELD BOOK: 1178	DRAWING NAME: 50H-F201	5113	1 C
DRAWING LOCATION: 0_V6113.DWG		PLT	

