



March 28, 2022

Alice Livdahl, Chairwoman
Hubbardston Planning Board
7 Main Street, Unit # 7
Hubbardston, MA 01452

via email and US Mail
plan@hubbardstonma.us

RE: Proposal for Development Feasibility Study
Map 06, parcels 043,044 & 045
Project No. 5560

Dear Mrs. Livdahl and Members of the Board.

Thank you for again considering the professional services of Places Associates, Inc. for a professional service related an assessment of the development potential for the above properties located off of Streeter Road and Old Westminster Road in Hubbardston. In preparing this proposal, we have developed our scope of services based on our experience in the Town of Hubbardston and performing similar services for other clients.

PROJECT RESEARCH AND SET-UP:

In preparing this proposal, we will conduct online research to identify a variety of the site conditions that assist in the development of property and constrain development. We will research and obtain copies of the Town of Hubbardston's Zoning Bylaws, Subdivision Control Bylaws, Board of Health, Conservation Commission and Department of Conservation and Recreation regulations that will likely affect the development potential of the property. Our research will also include wetland's locations, soils types, land cover and related topics. This project phase will also accommodate the time previously spent with the Hubbardston Planning Board by providing preliminary review and discussing the site with the Board at its last public meeting

Phase Cost: \$ 250.00

Comprehensive Materials Review:

Review: During this project phase we will review the variety of regulations and conditions that may affect the potential development of the site, as noted above. We will develop a summary of applicable regulations that may affect the subject parcels. In addition to regulatory constraints, we will review the physical characteristic of the property to identify if the site is likely to support an on-site sewage disposal system, private water supply well and has sufficient land area to support development. Upon the completion of this review, we will initiate the development of a Feasibility Study Report. This report will summarize the resources used in undertaking this review and categorically list the impacts of regulations, existing conditions and related information on the development potential of the site.

Supporting Documentation:

Many of the above criteria are best presented using graphics or maps to depict the impact of regulations, etc. As part of the overall report generation, we will translate or excerpt map information onto a plan for the graphic depiction of various topics.

Report Generation:

Once the above two sub-phases are completed, we will develop an overall site development feasibility report that will identify potential uses for the property. While no report can list all potential uses, we will address the common residential uses that may be developed on the site. This report will be provided to the Board as both a hard copy and pdf formatted document.

Phase Cost: \$ 1,500.00

Meeting Attendance:

If the Board requests we attend a meeting, that would be charged at the applicable rate for the attendee. Night meeting rate for Places Associates is \$ 150/hr. We anticipate that meeting attendances will be virtual. If in person meeting attendance is required, costs for travel and attendance will apply. Meeting attendance is not included in the above costs or budget but should be budgeted for a 2 hour minimum.

BASIS FOR PROPOSAL:

The estimates contained in this proposal are based upon our current billing rates and our understanding of the project and of the existing regulatory environment. We will update you regularly on the progress of the project, the status of the budget, and any anticipated changes in cost, regulatory requirements, scope or scheduling. Our policy is to invoice for our services at the conclusion of discrete phases during the project; payment is requested within thirty (30) days.

This proposal is for the services listed and not otherwise excluded or limited. Should other professional services be requested or required, we will provide those on a time and materials basis or, if requested, we will issue a separate proposal.

AUTHORIZATION

This office is prepared to start the project within 1 week of receipt of the signed proposal and services will be provided as dictated by the Board and the review/revision process.

Authorization to proceed shall consist of a letter or email that references this proposal. The terms and conditions of our agreement with the Planning Board shall apply to the provision of services proposed.

Very truly yours,
Places Associates, Inc.

By:

William E. Murray

William E. Murray, ASLA, APA, CLARB
Vice President