



The Commonwealth of Massachusetts

Mitt Romney, Governor Kerry Healey, Lt. Governor

MEMORANDUM

This Memo and the budget on page three are part of the contract.

TO: MAPC Contact: Mark Racicot
Town of Hudson Contact:
FROM: Executive Order 418 Interagency Work Group
DATE: 3/18/03; Budget **Revised to add consultant 10/7/03**
RE: Request for approval of Scope of Services in the Community Development Planning Process

The Interagency Work Group (IAWG) is in receipt of a Revised Proposed Scope of Services for CD planning submitted by the Regional Planning Agency on behalf of the community on 1/22/03.

The Town used no consultant to conduct preplanning activities leading to the development of the Scope of Services utilizing \$0 in pre-planning services.

The appropriate members of the Interagency Work Group (IAWG) reviewed the proposed Scope of Services. The findings contained in this report were agreed upon by the IAWG during a meeting held on 1/29/03. The Scope of Services is approved as modified in red. If the changes are agreeable to the various parties, planning can commence as soon as the signature page is signed by all parties.

Visioning and Goal Setting: Approved as proposed

Open Space and Resource Protection: Approved as proposed

Housing: Approved as modified in red

Economic Development: Approved as modified in red

Transportation: Equivalency granted.

Putting It All Together: Approved as modified in red



Ellen Roy Herzfelder, Secretary
251 Causeway St, Suite 900
Boston, MA 02114
(617) 626-1000
www.state.ma.us/envir



Jane Wallis Gumble, Director
1 Congress Street
Boston, MA 02114
(617) 727-7001
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Barbara Berke, Director
1 Ashburton Place
Boston, MA 02108
(617) 727-8380
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Daniel A. Grabauskas, Secretary
10 Park Plaza, Suite 3170
Boston, MA 02116
(617) 973-7000
www.eotc.org

Budget: The total EO418 budget for the Scope proposed is \$30,000 including preplanning. The amount utilized for preplanning was \$0. The approved planning tasks utilize the remaining \$30,000.

Definitions related to EO418 “affordable housing”:

- Low income households are those making up to 50% of area-wide median income
- Moderate income households are those making up to 80% of area-wide median income
- Middle income households are those making up to 150% of area-wide median income

Administrative Arrangements: The RPA must develop an attachment to the Scope of Services which includes any administrative arrangements between the consultant and RPA, e.g., procedures and schedule for paying consultants, procedures for securing authorization from the community before the RPA pays the consultant, etc. Note: The MSA Contract signed by all consultants, including the RPAs, constitutes the general terms and conditions for performing work under EO418.

Budget, funding sources, and approved tasks and consultants: On page 3, we provide a summary of the tasks within the Scope of Services showing the funding sources to be used by the Regional Planning Agency (RPA) in processing bills for those services. It is critical that the RPA invoice the correct state agencies and pay consultant(s) consistent with this budget.

Signature Page: The signature page, when fully executed, turns the Scope of Services into a contract among the RPA, consultant(s), and community.

Record keeping: The fully executed copy of Scope of Services including all attachments and this memo is the official file copy of the Scope. In event of a problem or an audit, the RPA may be required to produce this official record. A copy of the fully executed Scope with all attachments should be forwarded to the IAWG.

Plan Submission: Four electronic copies of the completed CD or master plan in pdf format must be provided to the IAWG. No paper copies of the plan are required. One electronic copy including all GIS data files must be provided to the IAWG. All GIS products should be submitted as a stand-alone ArcView 3.x project with views and layouts, as well as all of the necessary data and graphics upon which the project depends. It is the intent of the IAWG that all completed plans will be placed on the EO418 web at DHCD.

If the community has questions related to the report, it should contact the RPA or Ann Whittaker at DHCD by phone: (617) 727-7001 x 401 or e-mail: ann.whittaker@state.ma.us for clarification. Please note that the primary source of information and guidance to the community throughout this process is the RPA, which is serving as the project administrator for the IAWG.

CD Plan Scope of Services & Report

Hudson		Pre-planning		Planning					Municipal Funds
		EOEA Planning for Growth	DHCD CDBG 1%	EOEA Planning for Growth	EOEA Mass GIS	DHCD CDBG 1%	DHCD CDBG Planning	MassHighway SPR	
Deliverables from Scope of Services	Consultant								
Preplanning Services	none								
Visioning & Assets & Liabilities Inventory	Community Investment Associates			1,035			1,035		
Environmental Tasks	EarthTech, Inc			2,880					
Housing Task	Community Investment Associates						5,350		
Housing Task	EarthTech, Inc						2,160		
Economic Development D1, D2, D3	Community Investment Associates			2,925			2,925		
Economic Development D4	EarthTech, Inc			900			900		
Economic Development D5	EarthTech, Inc			1,440					
Putting It All Together Task E5, E7. Production	Community Investment Associates			1,205			1,205		
Putting It All Together Task E3, E4	Community Investment Associates			720					
Task E6	McGregor Associates			4,600					
Putting It All Together Task E1	EarthTech, Inc			180			180		
Putting It All Together Task E2	EarthTech, Inc			360					
Transportation Task	Equivalency granted								
Totals		0	0	16,245	0	0	13,755	0	0

CD Plan Scope of Services & Report

Total EOEAs	16,245	Revised 10/7/03
Total DHCD	13,755	
Total MHD	0	
Total In-Kind	0	
Grand total	30,000	

Town of Hudson
EO 418 Community Development Plan
Scope of Services



Submitted December 2002

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Introductory Overview:

The Town of Hudson submitted a total of 12 plans and reports for consideration of equivalency on the “Open Space and Natural Resource Protection” and “Transportation” CD Plan elements. Equivalency was granted for those two plan elements with the requirement that additional related mapping information is prepared in Hudson’s final CD Plan. Attached to this proposed Scope of Services is an excerpt of the IAWG report on Hudson’s Equivalent Plan submission (Attachment A). Given the approval of equivalency on Open Space and Transportation, Hudson’s CD Plan will focus on the remaining two CD Plan elements: Housing and Economic Development. In addition, Hudson will place a particular focus and emphasis on the “Putting it all together” element of the CD Plan. This focus will enable the Town to develop action steps that may assist the Town in making progress on achieving goals outlined during the visioning and planning process.

Two EO418 approved consultants have been selected to perform services to Hudson in the preparation of our CD Plan. The two consultants are listed below along with the total amount budgeted for their services. The budget and time-frame is further detailed at the end of this document in the table “Overall Budget.” Community Investments Associates was selected because of its expertise in Housing and Economic Development, EarthTech, Inc. was selected because of its expertise in GIS mapping and because of its familiarity with Hudson’s existing GIS data.

At the start of the CD Plan process, the Hudson Board of Selectmen will appoint an EO 418 Ad Hoc Steering Committee to guide the planning process and interface with the Town’s chosen CD Plan consultants.

Consultant 1: Community Investment Associates;
Principal Consultant: Carolyn Britt, & Michael Schaaf
PO Box 235
Ipswich, MA 01938
Tel: 978-356-2164
Total Fee: \$21,000

Consultant 2: EarthTech, Inc., Principal Consultant: Stacy Rogers
196 Baker Avenue
Concord, MA 01742
Tel: 1-978-371-4338
Total Fee: \$9,000

Consultant 3: McGregor and Associates
Principal Consultant: Ralph Wilmer
60 Temple Place
Boston, MA 02111

A. Visioning & Goal Setting:

Recently, the Executive Office of Environmental Affairs (EOEA) selected the Town of Hudson along with six other communities to participate in the Urban Rivers Visioning program. EOEA retained Goody, Clancy and Associates to coordinate the visioning efforts. The Urban Rivers program is an outgrowth of the Community Preservation Initiative and is intended to help communities prepare a comprehensive long term planning vision for their urban riverfront areas. The Town of Hudson was chosen because of the Assabet River that wends its way through the heart of Hudson.

Through the Urban Rivers initiative, the Town has undergone several well attended public brainstorming sessions. This has assisted the Town with its efforts to develop a comprehensive vision for the community's future on matters related to the Economic Development, Natural Resource Protection, and Historic Preservation in the riverfront area. The "final" consensus developed through these visioning sessions will be presented to the community publicly in December 2002 and January 2003.

This final Visioning document along with the research and input gathered through the process will form the basis of the Town's 418 Visioning and Goal Setting. Additional Visioning will be conducted to further refine the Town's needs and goals as they relate to Housing and Economic Development and to ensure that land parcels outside of the riverfront area will be taken into consideration.

Tasks Associated with Visioning Element, Consultant 1:

1. Review findings and recommendations of Urban Rivers Vision product
 - Documents to be provided to Consultant
2. Meet individually with Hudson's EO418 Coordinator
 - 1-2 meetings/phone conversations with Michelle Ciccolo
3. Conduct between 1-3 meetings with CD Plan Ad Hoc Steering Committee (daytime)
 - Committee of approximately 10-15 people. List of attendees and affiliations to be provided to Consultant. Meetings to be scheduled and arranged by Town.
4. Attend 2 evening visioning session. Visioning sessions to be arranged and coordinated by Town.
 - Housing Visioning
 - Economic Development Visioning

B. Natural Resources & Open Space:

The Town received approval of equivalency for its current Open Space Plan. However, as was noted on the approval, land designated for protection and land determined to be appropriate for development must be shown on one of the final CD Plan GIS maps.

Task Associated with the Natural Resources and Open Space Element, Consultant 2:

1. Prepare one comprehensive GIS Layout that depicts Hudson's priorities for land protection and opportunities for land development.
 - Key parcels and roads should be labeled
 - Wetlands, watershed protection, surface water and other environmental factors should be shown on map

- A table should be provided on the map that summarizes total land for development and total land to preserve.
- Existing Town-owned land should be shown

C. Housing:

The Town of Hudson does not typically have the staff or resources to embark on large-scale housing creation efforts. For this reason, housing development in the past has proceeded in a rather haphazard fashion. However, in recent years, the Town has been making a greater effort to preserve and expand its existing affordable housing stock by finding buyers for LIP units and working with developers on several 40B projects. Just recently the Town obtained its EO418 Housing Certification for FY03. In its approval of Housing Certification, DHCD reminded the community that Year 4-EO418 Housing Certification will require housing creation in accordance with an approved Housing Strategy developed by the Town. Accordingly, the Housing Element of our CD Plan is intended to focus on the development of this strategy while also meeting the explicit requirements of the CD Plan.

Tasks Associated with Housing Element, Consultant 1:

1. Prepare an existing Housing Inventory assessing current conditions (Housing Supply)
 - Town to provide consultant with electronic copy of Assessing database
 - Consultant to utilize other available data (US Census 2000 data, Banker and Tradesman and other available data such as MAPC data)
 - Housing Inventory product to be consistent with guidelines identified in EO418 Certification instructions, see Attachment C pages I-8 through I-10
2. Prepare a Housing Needs report (Housing Demand Study) that includes an analysis of housing needs for individuals and families of low, moderate, and middle incomes.
 - Consultant should utilize available data and feedback from Visioning Sessions along with additional sources as follows: Interview local realtors; consult Hudson Housing Authority; Consult management of local Trailer park to ascertain status of its waiting list; Interviews with Department Heads and Town Staff
 - Evaluate affordability of existing housing
 - Evaluate physical conditions of existing housing
3. Identify gaps between Supply and Demand
 - Consultant will analyze the difference between what is determined to be available in task C-1 and what is needed in task C-2. Specific information on the number of units and type of units needed for individuals and families of low, moderate and middle incomes will be presented in this analysis.
 - Consultant should attempt to identify what population groups are most in need “types of people for whom the gap exists.”
4. Prepare a Housing Strategy that is consistent with the requirements of the EO418 FY04 Certification requirements, see Attachment C pages I-6 through I-7.
 - Consultant should prepare a Housing Goals and Objectives statement. This should incorporate the information culled from the visioning sessions.
 - Short-term goals for addressing the housing needs of low, moderate and middle income individuals and households should be identified and methods to assist the community in implementing the goals.

- Long-term strategies for addressing the housing needs of low, moderate and middle income individuals and households should be outlined along with the methods to assist Hudson in implementing these strategies.

Task Associated with Housing Element, Consultant 2:

5. Prepare a Housing Suitability GIS map
 - Map should be prepared in either a .shp file or separate .apr data layer and should identify land and parcels suitable for housing development. The approximate location, type and quantity of housing to be created should be generally shown on the plan using information provided to the consultant by the Town as derived from the Visioning sessions and Steering Committee meetings.

D. Economic Development:

The Town has made a considerable effort to pursue economic development activities. In addition, the Town works closely with the Assabet Valley Chamber of Commerce to promote a healthy local economy and advance important local projects. However, compiling the various data sources that exist, along with quantifying the goals and objectives in this area have not been clearly articulated in recent years. As part of the CD Plan, the Town is looking forward to developing its vision for Economic Development. The Economic Development Element should examine the creation of employment opportunities for individuals across a broad range of incomes including low, moderate, and middle incomes.

Tasks Associated with Economic Development Element, Consultant 1:

1. Assess the current and future economic profile of the community detailing the economic base, major employers, number and type of jobs provided, demographic and income data, unemployment rates, labor force statistics, commercial vacancy rates, and available space.
 - Utilize existing Census data and data provided by the Chamber of Commerce, Assessing Office, and/or other sources of current data.
2. Using the information gleaned from the visioning sessions, assist the community in the development of an Economic Development Goal Statement
 - Specific tasks should be developed from the general goals identified above.
 - Short term, project specific goals should be outlined
 - Areas of focus are likely to be: parking; underutilized industrial buildings; mixed use facilities; tax rate effects; Main Street marketing; traffic; Washington Street retail
 - **The goals and objectives will include specifics regarding the retention/attraction of employment opportunities for low, moderate, and middle income individuals.**
3. Develop an implementation strategy that will assist the Town in achieving the goals and objectives identified.
 - A discussion of municipal Economic Development strategies and tools available to the community should be outlined. Consideration should be given to the use of Tax Increment Financing and Special Tax Assessments **focusing on mechanisms that will create economic opportunities for low, moderate and middle income individuals.**
 - The strategy should list action steps and set up a priority ranking of those steps.
 - The strategy should give consideration to methods to attract and retain businesses, methods to address slum and blight conditions, priorities for land development, and incentive zoning methods.
 - A discussion of the rationale developed for land identified as suitable for development should be prepared to supplement the GIS map developed by Consultant 2 (below). **The text will describe expected job opportunities in terms of number, type and skill level.**

Tasks associated with Economic Development Element, Consultant 2:

4. Prepare a GIS data layer in either a .apr or .shp file that identifies land suitable for development as commercial or industrial property. The map should show the current zoning, general location of land identified for development, type and quantity of land, and proposed zoning if applicable.
 - The Town of Hudson will assist Consultant 2 with the identification of suitable land.
5. If time permits, Consultant 2 will prepare an existing Downtown Parking Map that identifies current municipal lots, on-street parking, and private lots serving major commercial properties. Town will assist with this effort in identifying parking resources.

E - “Putting it All Together”:

As described herein, the Town is required to do only minimal work associated with the Open Space Element and it is fully exempt of requirements under the Transportation Element. However, in the “Putting it All Together” area of the CD Plan, the Town hopes to be able to address implementation steps associated with achieving all of the goals of EO418.

Tasks associated with “Putting it All Together”, Consultant 2:

1. A single GIS map **reconciling** the major data layers developed under the CD Plan will be produced. Parcel map updates and other miscellaneous data layer updates will be performed as time and funding permits.
2. A zoning map for the Town of Hudson, existing zoning will be developed. This map will include separate data layers for the Watershed Protection District and other related overlay districts. If zoning changes are recommended as a result of task F-4 below, Consultant 2 will also develop coverages that represent the proposed zoning changes or overlay districts.
 - Final products shall be submitted to municipality digitally in ArcInfo coverages or ArcView Project files in Mass. State Plan Coordinates NAD83 meters.

Tasks associated with “Putting it All Together” / Transportation, Consultant 1:

Although the Town received Equivalent Plan approval for the Transportation CD Plan element, we believe it would be prudent to quantify some specific short term and long term goals in this area during the final development of our CD Plan.

1. Prepare a 1-2 page summary of existing transportation projects currently underway or planned for construction within the upcoming years. Funding sources for the planned projects, if available, should be identified.
 - Consultant should utilize information from the TIP and additional data provided by the Public Works Director and the Steering Committee.
2. Prepare a 1-2 page summary outlining additional long-term transportation needs as defined by the Steering Committee.
 - Preliminary action steps to assist the community in moving towards the implementation of long-term transportation projects should be described.

Other Tasks associated with “Putting it All Together”, Consultant 1:

3. A Community Development Plan final summary narrative should be developed to build cohesiveness between the 4 CD Plan Elements.

Tasks associated with “Putting it All Together”, Consultant 3:

4. A review of the town’s zoning will be conducted to determine if modifications or improvements should be made in order to assist the community in achieving its CD Plan Goals.
 - The development of a Cluster Zoning Provision should be considered and developed if appropriate
 - Consideration of the need for a Planned Development District or some other type of Incentive Zoning provisions should be examined and developed if deemed appropriate.

Other Tasks associated with “Putting it All Together”, Consultant 1:

5. General Implementation strategies should be discussed including the identification of “how the community envisions meeting the goals it has set in the plan.” In addition, who or what department is the responsible party for implementing the CD Plan should be considered, and the projected time frame.
6. Production of the entire CD Plan – printing and copies (to include copies of all GIS maps furnished to Consultant by Town).

Overall Budget:

<u>CD Plan Element</u>	<u>Task No.</u>	<u>Description of Task</u>	<u>Consultant</u>	<u>Hours Assigned to Task</u>	<u>Time-Frame for completion of task (2003)</u>	<u>Budget Associated with Task (Consultant hours + expenses)</u>
<i>Visioning</i>	A-1	Review Urban River Visions final product	1	3	Jan-Feb	270
	A-2	Meet w/ 418 Coordinator	1	5	Jan-Feb	450
	A-3	Meet w/ Steering Com.	1	5	Jan-Feb	450
	A-4	Attend 2 Evening Visioning Sessions	1	10	Feb-March	900
<i>Open Space</i>	B-1	Comprehensive GIS Map	2	32	May-August	2880
<i>Housing</i>	C-1	Housing Inventory	1	10	Jan-June	900
	C-2	Housing Needs	1	15	Jan-June	1350
	C-3	Supply & Demand Gaps	1	15	Jan-June	1350
	C-4	Housing Strategy	1	30	March-August	2700 1,750 (to balance budget)

CD Plan Scope of Services & Report

	C-5	Housing Suitability Map	2	24	May-August	2160
<u>CD Plan Element</u>	<u>Task No.</u>	<u>Description of Task</u>	<u>Consultant</u>	<u>Hours Assigned to Task</u>	<u>Time-Frame for completion of task</u>	<u>Budget Associated with Task (Consultant hours + expenses)</u>
<i>Economic Development</i>	D-1	Current & Future Economic Profile	1	25	Jan-June	2250
	D-2	Economic Development Goal Statement	1	10	March-August	900
	D-3	Implementation Strategy	1	30	March-August	2700
	D-4	Economic Develop. Suitability Map	2	20	May-August	1800
	D-5	Parking Map	2	16	May-August	1440
<i><u>Putting it all Together</u></i>	E-1	Final GIS Map showing all required data layers	2	4	May-Sept	360
	E-2	Existing Zoning Map	2	4	Jan-June	360
	E-3	Summary of existing trans. projects	1	4	May-Sept	360
	E-4	Outline of additional long-term transportation needs	1	4	May-Sept	360
	E-5	CD Plan Summary Narrative	1	15	June-October	1350
	E-6	Zoning Review	3	46	June-Sept.	4600
	E-7	Implementation Strategy	1	10	June-Sept.	900
		Printing and Production	1		Sept – Dec	160

Signature Pages (14 & 15)

The undersigned agree that this scope of services is binding on all the parties and that this represents the work that will be done using Executive Order 418 funds. All rights to products developed through this contract remain vested in the public sector and available to others without copyright or other requirement beyond the cost of reproduction. All products developed under this contract shall include a statement that “This was developed using funds provided pursuant to Massachusetts Executive Order 418.” In addition, any language required by the various funding sources shall be printed as required.

Municipality: Town of Hudson

Chief Executive Signature	Print Name and Title	Date
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Regional Planning Agency:

Signature	Print Name & Title	Date
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Consultant for Visioning Element:

Consultant 1:

Signature	Print Name	Print Title	Date
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Consultant for Housing Element:

Consultant 1:

Signature	Print Name	Print Title	Date
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Consultant 2:

Signature	Print Name	Print Title	Date
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Consultant for Economic Development Element:

Consultant 1:

Signature	Print Name	Print Title	Date
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Consultant 2:

Signature	Print Name	Print Title	Date
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Consultant for Open Space and Natural Resource Element:

Consultant 2:

Signature	Print Name	Print Title	Date
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Consultant for Transportation Element:

N/A

Signature	Print Name	Print Title	Date
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Consultant for Putting It All Together Element:

Consultant 1:

Signature	Print Name	Print Title	Date
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Consultant 2:

Signature	Print Name	Print Title	Date
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Consultant 3:

Signature	Print Name	Print Title	Date
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Attachment A – IAWG report on equivalency request

MEMORANDUM

TO: MAPC Contact: Mark Racicot
Town Hudson Contact: Michelle Ciccolo, 418 Coordinator

FROM: Executive Order 418 Interagency Work Group

DATE: 11/20/02

RE: Request for approval of a local plan as an equivalent plan in the Community
Development Planning Process

The Interagency Work Group (IAWG) is in receipt of a plan(s) submitted by the Regional Planning Agency on behalf of the community with a request for approval as an equivalent plan(s).

According to the Regional Planning Agency, the plan(s) submitted meet the following requirements:

- Less than five years old
- Plan is in use by the community
- Plan must be consistent with and not conflict with current initiatives

The appropriate members of the Interagency Work Group (IAWG) reviewed the plan(s). The findings that are contained in the following report were agreed upon by the IAWG. We look forward to reviewing the Scope of Services, which your community will submit through the Regional Planning Agency (RPA), based on the results of this report.

Report on Review of Plans submitted for Equivalency Review

Regional Planning Agency: **MAPC**

Community: **Hudson**

Report(s) Submitted:

- **Open Space Plan**
- **Greenways Plan for the SUASCO Watershed**
- **Upper Assabet Riverway Plan**
- **Comprehensive Wastewater Management Plan & EIR**
- **SUASCO Watershed Assabet River TMDL Study**
- **Water Test Well Program**
- **Water and Wastewater Needs Study**
- **Route 85 Connector Transportation Study**
- **Congested Signalized Intersection Study for MAGIC Subregion**
- **MAGIC Subregional Area Study**
- **Assabet River Rail Trail Implementation Plan**
- **Metrowest Regional Transit Authority Feasibility Study**

Date Submitted: **11/01/02**

Date of IAWG Meeting: **11/20/02**

Date of this Report: **11/20/02**

The Community seeks equivalency for the following CD Plan required elements:

- Visioning and Assets and Liabilities Inventory
- Open Space and Resource Protection
- Housing
- Economic Development
- Transportation
- Putting It All Together

The following table contains specific comments on the element(s) for which the community is requesting equivalency.

Core Element	Minimum Requirements	Comments
Open Space and Resource Protection (Guide pages F2-F7)	GIS-based land use suitability map showing: <ul style="list-style-type: none"> • location • type, and • quantity • of open space to be protected, including identification and prioritization of: <ul style="list-style-type: none"> • environmentally critical unprotected open space • land critical to sustaining surface and groundwater quality and quantity, and • environmental resources, • <u>and</u> showing land suitable for development 	<ul style="list-style-type: none"> • While GIS based maps were provided none specifically delineate Hudson’s priorities for land protection and development. • Production of such a map must be included in the Scope of Services.
(Guide pages F2-F7)	<ul style="list-style-type: none"> • Water budget analysis 	<ul style="list-style-type: none"> • Provided and found to adequately substitute
	<ul style="list-style-type: none"> • Water quality analysis 	<ul style="list-style-type: none"> • Provided and found to adequately substitute
	<ul style="list-style-type: none"> • Detailed description of the findings and recommendations from the community’s new or existing open space and resource protection plan 	<ul style="list-style-type: none"> • Provided and found to adequately substitute

Attachment B – Steering Committee

Ad Hoc Steering Committee Membership:

<u>NAME:</u>	<u>AFFILIATION:</u>
Michelle Ciccolo	Hudson EO 418 Coordinator
Bob Barrel	Director, Hudson Housing Authority
Lara Simpson	Land Use Board Coordinator / Planning Assistant
Don Garcia	Chairman, Economic Development Commission
Dick Gelpke	Member, Planning Board
Linda Ghiloni	Recreation Director / Open Space coordinator
Barbara Gustafson	Senior Center Director
Tony Loureiro	Chamber of Commerce
Tony Marques	Public Works Director
Martin Moran	Chairman, Conservation Commission
Joseph Peznola	Chairman, Zoning Board of Appeals
Dottie Risser	Town Clerk

Attachment C –Housing Certification Instructions, I-5 – I-10

Town of Hudson

Town of Hudson Scope of Services

78 Main Street, Hudson, MA 01749
Tel: (978) 562-9963 Fax: (978) 568-9641
mcciccolo@townofhudson.org



October 6, 2003

Heidi Samokar
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111

RE: Town of Hudson, EO 418 Community Development Plan Contract Amendment

Dear Ms. Samokar,

I am writing to request a minor amendment to our Scope of Services Contract for the above noted plan. Presently the Town of Hudson has two approved consultants assigned to work on our Community Development Plan. In the final stages of our CD Plan, we anticipate having a comprehensive review of our existing zoning prepared. This was identified in our budget as task E-6 "Zoning Review" and was budgeted to cost \$4,600. Consultant # 1, Community Investment Associates, would like to work with an additional consultant to perform this task. We have been advised that this additional consultant will need to be added to our approved consultant's list for an amount not to exceed \$4,600. The third consultant we would like the IAWG to approve is:

McGregor & Associates
60 Temple Place
Boston, MA 02111

Our primary contact at this firm is Ralph Willmer. Please advise me if I need to submit any additional paperwork to process this amendment. Thank you in advance for your assistance.

Sincerely,

Michelle Ciccolo
Hudson EO 418 Coordinator

C: Carolyn Britt, Community Investment Associates
Ralph Willmer, McGregor & Associates

Attachment A
Procedures and Schedule for
Payment of Consultant

- 1) _____ (Consultant) will provide the Town of Hudson (Client) with an itemized invoice for services performed on a monthly basis.
- 2) The invoice will indicate the tasks performed and total costs for services performed during the invoice period
- 3) The invoice will be signed by the Consultant's authorized signatory verifying that the information presented in the invoice is valid.
- 4) The invoice will be reviewed by the Client and then signed by the Client's authorized signatory. Upon presentation of the invoice to the Client from the Consultant, the Client has 14 days to review and sign the invoice.
- 5) The Client's signature on the invoice authorizes the Metropolitan Area Planning Council (MAPC) to request payment from the Commonwealth for services rendered by the Consultant in connection with the Scope of Services. Said invoices shall be forwarded to MAPC, which, upon receipt of payment from the Commonwealth, will pay the Consultant.
- 6) Any deviations or amendments to this procedure must be agreed to in writing by the Client, Consultant and MAPC.