

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS
ESSEX JUNCTION, VERMONT 05452

COLCHESTER ROAD
P.O. BOX 9

Tel. 878-3956
878-5123

June 15, 1981

Mr. Hugh Campbell
Board of Selectmen
Town of Waitsfield
Waitsfield, Vermont 05673

Re: Engineering Proposal
Feasibility Study
Municipal Building/Recreational Complex

Dear Hugh,

I am pleased to learn that our firm has been selected to undertake a Feasibility Study for Town Offices and a Recreation Field within the Town of Waitsfield.

The Feasibility Study will consider both the construction or rehabilitation of a structure to serve as Town Offices and the construction of public recreation facilities. Considerations will include the needs of the community, an identification of possible sites for the location of each facility, recommendations relative to the most suitable sites, and estimated costs for the proposed facilities.

Work Plan and Schedule

A professionally conceived and agreed upon work plan is essential to achieving the objectives of the Feasibility Study. This section presents our plan for completing the Feasibility Study to the satisfaction of the Town of Waitsfield and within the specified budget and schedule. In the interest of brevity, we have prepared a work plan in outline format.

WATER SUPPLY AND DISTRIBUTION
WASTE WATER COLLECTION AND TREATMENT
STREETS AND HIGHWAYS
AIRPORTS

SUBDIVISIONS
SKI LIFTS
RECREATION AND INDUSTRIAL PLANNING
SOIL BORINGS

LABORATORY ANALYSIS
(WATER AND WASTE WATER)
LAND SURVEYING
SOLID WASTE MANAGEMENT

Engineering—"The link between what we have and what we need"

Task I - Liaison with Local Officials

- A. The Consultant will solicit input from local boards, commissions and individuals relative to existing recreational resources and town office facilities and perceived deficiencies.
- B. The Consultant will review and study existing reports and studies which present information relative to the Town's goals and objectives, which inventory existing town office facilities and recreational resources, and which identify deficiencies. Specific documents to be reviewed include the Town's Zoning Ordinance, the Town Plan, and Mad River Growth Impact Study, and the Vermont State Comprehensive Outdoor Recreation Plan.
- C. The Consultant will meet with and solicit input from the Planning Commission, the Board of Selectmen, and the Central Vermont Regional Planning Commission. He will also meet with the consultant revising the Waitsfield Town Plan.

Task II - Needs Assessment

The Consultant will determine deficiencies (need) by establishing demand and supply (demand - supply = need). The Town's demand for offices and recreational facilities will be based on review of minimum guidelines and input from local officials. Demand considerations will include the Town's adopted guidelines (if any), population data, and community preferences. Supply is simply established by reviewing existing sites and facilities. Need will be expressed in terms of a list of identified deficiencies - sites needed, facilities needed, and new/increased activities needed.

Task III - Identification of Site and Facility Alternatives

The Consultant, upon the determination of needed facilities, will identify site(s) suitable for the location of the town offices and recreation facility. For the town offices, both new construction and acquisition/rehabilitation of an existing structure will be considered. For each site identified, both the assets and constraints to development will be defined. The most suitable sites for both the town offices and recreation facility will be recommended based on considerations of cost and benefit.

June 15, 1981

Task IV - Preliminary Plans

The Consultant will prepare a sketch plan for the recreation facility and a conceptual/floor plan for the town offices.

Task V - Preliminary Budget

The Consultant will prepare preliminary cost estimates for the town offices and recreation field. The estimates will include acquisition, development, design, and other related costs.

Task VI - Financing

- A. The Consultant will analyze potential sources of funding for the project. Federal and state loan and grant programs will be considered; also to be considered will be funding from the private and quasi-public sectors. Recommendations relative to the funding of the projects will be offered.
- B. Recommendations will be made concerning the selection of scheduling of projects. The recommendations should become components of a comprehensive capital improvement program.

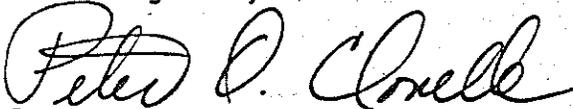
Task VII - Public Discussion and Citizen Review

The Consultant will prepare a report which discussed the various components of the Feasibility Study and includes preliminary plans. The report will be available to boards, commissions and individuals for review and comment. Following review and after any revisions have been made, the final report will be published and formally presented to the Board of Selectmen and Planning Commission and made available to the public.

Enclosed, for your consideration, is an Agreement for Services for the project. If acceptable, please sign and return one copy of the agreement to this office and work could proceed.

Feel free to contact me if you have any questions. I look forward to working with you and other Waitsfield officials and residents on this interesting project.

Best regards,



Peter A. Clavelle

PAC:img

Enclosure

AGREEMENT FOR SERVICES

P.O. BOX 9 COLCHESTER ROAD
ESSEX JUNCTION, VERMONT

DATE: June 15, 1981

(802)878-3956
(802)878-5123

JOB No. _____

ORDERED BY: (OWNER)

BILL TO: (OWNER)

(Name) Town of Waitsfield

(Name) Town of Waitsfield

(Address) Waitsfield, Vt. 05673

(Address) Waitsfield, Vt. 05673

(Attn.) Hugh D. Campbell

(Attn.) Board of Selectmen

(Phone) _____

(Phone) _____

LOCATION OF WORK: Town of Waitsfield, Vermont

DESCRIPTION OF WORK: Feasibility study for Town Offices Complex and a Recreation Facility to include the following tasks: (1) Liaison with local officials; (2) Needs Assessment; (3) Identification of Sites and Facility Alternatives; (4) Preliminary Sketch Plans; (5) Preliminary Budgets; (6) Project Financing (7) Report Preparation.

SKETCH ON REVERSE SIDE OF THIS SHEET IF NECESSARY:

STARTING DATE PROMISED: June 15, 1981

COMPLETION DATE PROMISED: September 15, 1981

FEE (LUMP SUM): Two-Thousand and 00/100 Dollars (\$2,000)

Statements are rendered monthly for the work done in the preceeding month, and are due and payable at that time. The Owner agrees to pay all reasonable collection expense and legal interest in the event that payment is not timely. Cancellation of this order presupposes payment for work already completed.

Robert C. Nowak 6/16/81
Robert C. Nowak, (Date)
Vice President for
Donald L. Hamlin, Consulting Engrs., Inc.

Albert A. Raphael, Jr
Hugh Campbell, Selectmen 6-17-81
Signature of Owner, or (Date)
Authorized Representative
Board of Selectmen
Town of Waitsfield, Vt.