

TO: Juan R. Vega, Assistant Secretary for Communities and Programs
Executive Office of Housing and Economic Development

CC: Jim Malloy, Westborough Town Manager
Westborough Board of Selectmen

FROM: Francisco Torres, Economic Development Coordinator

DATE: May 24, 2017

RE: Community Compact Grant completion

On behalf of the Town of Westborough, thank you for your continued support in our efforts to develop an RFP for the Westborough State Hospital. Through the Best Practices program outlined in the Community Compact Grant, the Town of Westborough was able to conduct a thorough land survey and better understand our infrastructure needs for the Westborough State Hospital property. This memo is to serve as a final report on the status of this project, as the study is now complete.

In developing the Westborough State Hospital RFP, a total of \$26,336.62 was paid to Waterman Design Associations—a local Westborough-based engineering firm- to identify our infrastructure needs. Services performed include land surveying, property line accuracy, GPS surveys, calculation of lots and parcels, plotted and stamped ANR plans, GIS and aerials plans, staking, and monument identification. All were necessary services and critical information to be included in the RFP.

The Town of Westborough effectively applied the \$20,000.00 Community Compact Grant award towards this cost, and the remaining balance was paid through money appropriated through Town Meeting. Please see invoices, proof of payments, and a finalized copy of the Westborough State Hospital RFP attached.

Thank you,

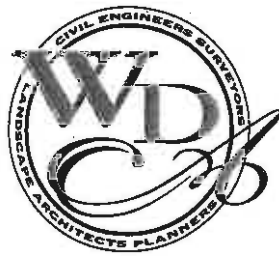
Francisco Torres

Francisco Torres
Economic Development Coordinator
Town of Westborough

ECONOMIC DEVELOPMENT COMMITTEE

Deborah Penta	Tin Howay	Bonnie Sullivan	James Ball
James Malloy	Ian Johnson	John Walden	Jonathan Steinberg
Herb Alexander	Janice Robbins	Francisco Torres	

WATERMAN DESIGN ASSOCIATES, INC.



31 East Main Street, Westborough, MA 01581
508.366.6552 Fax 508.366.6506
watermandesign.com

all to process
[Signature]

Invoice for Services

RECEIVED

February 3, 2016

To:

Jim Malloy, Town Manager
Town of Westborough
45 West Main Street
Westborough, MA 01581

FEB - 8 2016
TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE

Project: J0859:02
State Hospital Property - Westborough, MA

Period: December 1, 2015 to January 29, 2016

Invoice Number : 10666

P.O. : 535517

Description of Services:

Performed on-line research at the Town and Registry of Deeds, performed field survey to locate additional perimeter monuments along the perimeter of the site, reviewed record ANR plan for the property and discussed plan errors and corrective measures with Carl Balduf, and set up traverse points along Chauncy Lake.

Labor Charges:

	<u>Hourly Rate</u>	<u>Hours</u>	<u>Labor</u>
Principal	\$150.00	3.50	\$525.00
Registered Professional Design Staff II	\$115.00	30.25	\$3,478.75
Professional Design Staff I	\$105.00	7.50	\$787.50
Professional Design Staff III	\$95.00	27.00	\$2,565.00
Administrative/Technical Staff II	\$60.00	1.00	\$60.00
Total:		<u>69.25</u>	<u>\$7,416.25</u> ✓

Expense Charges:

Copies, Reprographics
Mileage, Tolls, Parking, Travel
Telecommunication

Total Expenses: \$47.65

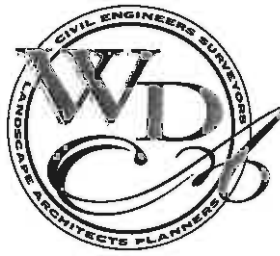
(Please pay this amount.) **Total Due:** \$7,463.90

By:

[Signature]
James R. Waterman, Principal

We reserve the right to add a late charge of 1.50 percent per month or 18 percent per annum to each overdue invoice for all accounts remaining unpaid by the first of the month following the invoice date.

WATERMAN DESIGN ASSOCIATES, INC.



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*OK to pay from
FIM
Account
Article
Jim*

Invoice for Services

March 2, 2016

To:

Jim Malloy, Town Manager
Town of Westborough
45 West Main Street
Westborough, MA 01581

RECEIVED

MAR 7 2016

TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE

Project: J0859:02
State Hospital Property - Westborough, MA

Period: January 30, 2016 to February 26, 2016

Invoice Number : 10732

P.O. : 535517

Description of Services:

Completed required field work and updated Cad files, prepared preliminary plot of project boundary plan and identified discrepancies with previous ANR plan, and attended meeting with you, Carl and Jim on 2/24/16 to discuss final plan schedule.

Labor Charges:

	<u>Hourly Rate</u>	<u>Hours</u>	<u>Labor</u>
Principal	\$150.00	4.50	\$675.00
Registered Professional Design Staff II	\$115.00	9.75	\$1,121.25
Professional Design Staff I	\$105.00	5.00	\$525.00
Professional Design Staff III	\$95.00	6.50	\$617.50
Total:		<u>25.75</u>	<u>\$2,938.75</u>

Expense Charges:

Mileage, Tolls, Parking, Travel

Total Expenses: \$2.38 ✓

(Please pay this amount.) **Total Due:** \$2,941.13 ✓

By:

James R. Waterman
James R. Waterman, Principal

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Town of Westborough
Westborough, MA

CHECK NO. 410472 410472

53-7054
2113

VOID AFTER 90 DAYS

VENDOR	CHECK DATE	CHECK AMOUNT
7241	03/17/2016	\$2,941.13

PAY *****2,941 DOLLARS AND 13 CENTS

TO THE ORDER WATERMAN DESIGN ASSOCIATES, INC.
31 EAST MAIN STREET
WESTBOROUGH MA 01581

Joanne L. Davignac
TREASURER



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⑈410472⑈ ⑆211370545⑆8246850239⑈

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Deposit - 2/19

15

March 2 - 2013

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Invoice for Services

RECEIVED March 30, 2016

APR -4 2016

TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE

To:
Jim Malloy, Town Manager
Town of Westborough
45 West Main Street
Westborough, MA 01581

Project: J0859:02
State Hospital Property - Westborough, MA

Period: February 27, 2016 to March 25, 2016

Invoice Number : 10784
P.O. No.: 535517


Description of Services:

Performed additional field survey to locate buildings and access drives, prepared second updated "DRAFT" ANR submission package and attended meeting with you, Jim and Carl on 3/8/16, performed GPS survey of additional site features, calculated areas of all other lots and parcels, and transmitted final "DRAFT" ANR plan for your approval prior to printing on mylar.

Labor Charges:

	<u>Hourly Rate</u>	<u>Hours</u>	<u>Labor</u>
Principal	\$150.00	5.00	\$750.00
Registered Professional Design Staff II	\$115.00	44.00	\$5,060.00
Professional Design Staff I	\$105.00	6.00	\$630.00
Professional Design Staff III	\$95.00	8.00	\$760.00
Technical Staff I-A	\$75.00	4.50	\$337.50
Total:		<u>67.50</u>	<u>\$7,537.50</u>

(Please pay this amount.) **Total Due:** \$7,537.50

By: 
James R. Waterman, Principal

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Town of Westborough
Westborough, MA

VOID AFTER 90 DAYS

CHECK NO.

412147

ST-70782113

412147
MAPLEBOROUGH SAVINGS BANK
MAPLEBOROUGH, MASSACHUSETTS 01782

CHECK DATE

7241 04/07/2016

\$7,537.50

*****7,537 DOLLARS AND 50 CENTS

PAY

WATERMAN DESIGN ASSOCIATES, INC.
31 EAST MAIN STREET
WESTBOROUGH MA 01581

Jane L. Savignac

TREASURER

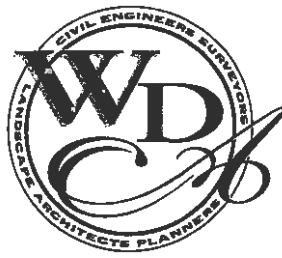
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412147

4/11/2016

\$7,537.50

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ok to pay from Article

Invoice for Services

RECEIVED

May 12, 2016

MAY 18 2016

**TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE**

To:

Jim Malloy, Town Manager
Town of Westborough
45 West Main Street
Westborough, MA 01581

Project: J0859:02
State Hospital Property - Westborough, MA

Period: March 26, 2016 to April 29, 2016

Invoice Number : 10857

Description of Services:

Prepared cover letter and application, plotted and stamped ANR plans and delivered to the Planning Board, and attended the Planning Board hearing on 4/12/16 to present the plan.

Labor Charges:

	<u>Hourly Rate</u>	<u>Hours</u>	<u>Labor</u>
Principal	\$150.00	1.50	\$225.00
Registered Professional Design Staff II	\$115.00	11.00	\$1,265.00
Professional Design Staff I	\$105.00	0.75	\$78.75
Administrative/Technical Staff II	\$65.00	0.50	\$32.50
Total:		<u>13.75</u>	<u>\$1,601.25</u>

Expense Charges:

Copies, Reprographics
Telecommunication

Total Expenses: \$210.10

Total Due: \$1,811.35

By: _____

James R. Waterman, Principal

(Please pay this amount.)

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Town of Westborough
Westborough, MA

CHECK NO. 413741 413741

MARLBOROUGH SAVINGS BANK
MARLBOROUGH, MASSACHUSETTS 01725

VENDOR	CHECK DATE	CHECK AMOUNT
7241	06/02/2015	\$1,811.35

PAY *****1,811 DOLLARS AND 35 CENTS

TO THE ORDER

WATERMAN DESIGN ASSOCIATES, INC.
31 EAST MAIN STREET
WESTBOROUGH MA 01581

Joelle L. Paivignac
TREASURER

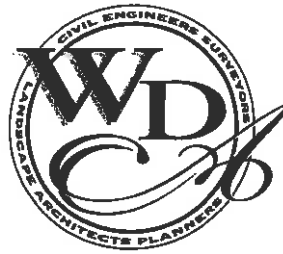
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75 JUN 16 2015

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31 East Main Street, Westborough, MA 01581
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ok to pay from State Hospital Survey Article
JR

Invoice for Services

August 31, 2016

RECEIVED

SEP - 8 2016

TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE

To:

Jim Malloy, Town Manager
Town of Westborough
45 West Main Street
Westborough, MA 01581

Project: J0859:02
State Hospital Property - Westborough, MA

Period: August 1, 2016 to August 26, 2016

Invoice Number : 11124
P.O. No. : 537034

Description of Services:

Aligned ANR lot lines to GIS and aerial plans, prepared staking calculations for bounds and iron pins, and ordered monuments.

Labor Charges:

	<u>Hourly Rate</u>	<u>Hours</u>	<u>Labor</u>
Registered Professional Design Staff II	\$120.00	2.25	\$270.00
Sr. Project Manager	\$112.50	2.00	\$225.00
Total:		<u>4.25</u>	<u>\$495.00</u>

Expense Charges:

Copies, Reprographics
Field Supplies/Equipment Use

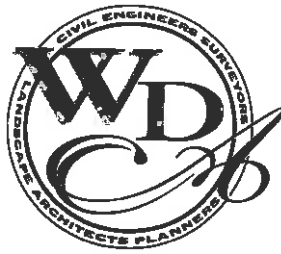
Total Expenses: \$427.68

(Please pay this amount.) **Total Due:** \$922.68

By: *James R. Waterman*
James R. Waterman, Principal

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WATERMAN DESIGN ASSOCIATES, INC.



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ok to pay Jim

Invoice for Services

To:

Jim Malloy, Town Manager
Town of Westborough
45 West Main Street
Westborough, MA 01581

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October 7, 2016

OCT 17 2016

TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE

STATE HOSPITAL PROJ.

Project: J0859:02
State Hospital Property - Westborough, MA

Period: August 27, 2016 to September 30, 2016

Invoice Number : 11176
P.O. No. : 537034

Description of Services:

Calculated and set control points for future installation of bounds, and created worksheet with offsets for field use.

Labor Charges:

	<u>Hourly Rate</u>	<u>Hours</u>	<u>Labor</u>
Principal	\$150.00	0.50	\$75.00
Registered Professional Design Staff II	\$120.00	1.25	\$150.00
Professional Design Staff IV	\$95.00	15.50	\$1,472.50
Administrative/Technical Staff IV	\$60.00	14.50	\$870.00
Total:		<u>31.75</u>	<u>\$2,567.50</u>

Expense Charges:

Field Supplies/Equipment Use
Mileage, Tolls, Parking, Travel

Total Expenses: \$242.56

(Please pay this amount.) **Total Due:** \$2,810.06

By: *James R. Waterman*
James R. Waterman, Principal

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Town of Westborough
Westborough, MA

CHECK NO. 418595

418595

59-7075/2113
07

MARLBOROUGH SAVINGS BANK
MARLBOROUGH, MASSACHUSETTS 01752

VENDOR	CHECK DATE	CHECK AMOUNT
7241	11/03/2016	\$2,810.06

VOID AFTER 90 DAYS

PAY *****2,810 DOLLARS AND 06 CENTS

TO THE ORDER

WATERMAN DESIGN ASSOCIATES, INC.
31 EAST MAIN STREET
WESTBOROUGH MA 01581

Joanne L. Davignac
TREASURER

⑆418595⑆ ⑆211370752⑆ ⑆88 907164 3⑆

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X PAY TO THE ORDER OF
MARLBOROUGH SAVINGS BANK
WESTBOROUGH, MA 01581-0157
211370752
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889070645

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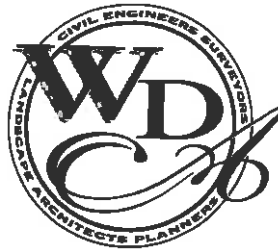
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- Any of our features listed above are missing
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WATERMAN DESIGN ASSOCIATES, INC.



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Invoice for Services

November 3, 2016

ok to pay from Article for

To: Jim Malloy, Town Manager
Town of Westborough
45 West Main Street
Westborough, MA 01581

Project: JN-859.02
State Hospital Property – Westborough, MA

Period: October 1, 2016 – October 28, 2016

Invoice No.: 11267
P.O.: 537034

Description:

Continued work on setting monuments, and prepared updated worksheet of completed permits.

Labor Charges:

	Hourly Rate	Total Hours	Total Labor
Principal	\$150.00	6.00	\$900.00
Associate	\$135.00	0.25	33.75
Registered Professional Design Staff II	\$120.00	6.25	\$743.75
Professional Design Staff I	\$105.00	10.00	\$1,050.00
Administrative Technical Staff II	\$70.00	0.50	\$35.00
Administrative Technical Staff IV	\$65.00	0.50	\$32.50
		23.50	\$2,795.00

Expenses:

Field Supplies/Equipment Use.

Total Expenses: \$55.00

(Please pay this amount.) Total Due: \$2,850.00

By: James R. Waterman, For
James R. Waterman, Principal

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TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE

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