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 Associates—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
Invoice for Services

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

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:

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

Expense Charges:

- Copies, Reprographics
- Mileage, Tolls, Parking, Travel
- Telecommunication

Total Expenses: $47.65

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

By: 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.
Town of Westborough
Westborough, MA

VOID AFTER 90 DAYS

PAY $7,463 DOLLARS AND 90 CENTS

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

Joanne L. Davigneac
TREASURER

CHECK NO. 409715
CHECK DATE 02/25/2016
CHECK AMOUNT $7,463.90

31-7OS4

2113
Invoice for Services

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

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

Period: January 30, 2016 to February 26, 2016

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:

<table>
<thead>
<tr>
<th></th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Labor</th>
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<tr>
<td>Principal</td>
<td>$150.00</td>
<td>4.50</td>
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<td>Registered Professional Design Staff II</td>
<td>$115.00</td>
<td>9.75</td>
<td>$1,121.25</td>
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<tr>
<td>Professional Design Staff I</td>
<td>$105.00</td>
<td>5.00</td>
<td>$525.00</td>
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<tr>
<td>Professional Design Staff III</td>
<td>$95.00</td>
<td>6.50</td>
<td>$617.50</td>
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<tr>
<td>Total</td>
<td></td>
<td>25.75</td>
<td>$2,938.75</td>
</tr>
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</table>

Expense Charges:
Mileage, Tolls, Parking, Travel

Total Expenses: $2,38

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

By: 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.
Town of Westborough
Westborough, MA

VOID AFTER 90 DAYS

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

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

[Signature]
TREASURER

CHECK NO. 410472  410472
VENDOR  7241  CHECK DATE  03/17/2016  CHECK AMOUNT  $2,941.13

DOCUMEN'T INCLUDES A MODERN WOOD. DO NOT CASH IF FORMAL WITH VISIBLE DOCUMENT ALSO CONTAIN VISIBLE INK. TOUCH HERE: RED IMAGE DISAPPEARS WITH HEAT.
Invoice for Services

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:

<table>
<thead>
<tr>
<th></th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Labor</th>
</tr>
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<tr>
<td>Principal</td>
<td>$150.00</td>
<td>5.00</td>
<td>$750.00</td>
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<td>Registered Professional Design Staff II</td>
<td>$115.00</td>
<td>44.00</td>
<td>$5,060.00</td>
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<td>Professional Design Staff I</td>
<td>$105.00</td>
<td>6.00</td>
<td>$630.00</td>
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<td>Professional Design Staff III</td>
<td>$95.00</td>
<td>8.00</td>
<td>$760.00</td>
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<td>Technical Staff I-A</td>
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<td>$7,537.50</td>
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</table>

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

By: 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.
PAY
KATZWIAN DESIGN ASSOCIATES, INC.
31 EAST MAIN STREET
WESTBOROUGH, MA 01581

4/11/2016
$7,537.50

412147

Joan K. Durieux
TREASURER
**Invoice for Services**

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  

**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:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Rate</th>
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<tr>
<td>Principal</td>
<td>$150.00</td>
<td>1.50</td>
<td>$225.00</td>
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<tr>
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<td>$115.00</td>
<td>11.00</td>
<td>$1,265.00</td>
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<td>Professional Design Staff I</td>
<td>$105.00</td>
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<td><strong>Total</strong></td>
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<td>13.75</td>
<td><strong>$1,601.25</strong></td>
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**Expense Charges:**

- Copies, Reprographics  
- Telecommunication

**Total Expenses:** **$210.10**

(Please pay this amount.)

**Total Due:** **$1,811.35**

By:  
James K. 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.*

---
Town of Westborough
Westborough, MA

CHECK NO. 413741
WATERBURY BANK
WATERBURY, CONNECTICUT

PAY $1,811.35

TO THE WATERBURY DESIGN ASSOCIATES, INC.
37 EAST MAIN STREET
WESTBOROUGH

MA 01581

6/02/2016

James R. Maguire
TREASURER

$1,811.35
Invoice for Services

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

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Labor</th>
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<td>Registered Professional Design Staff II</td>
<td>$120.00</td>
<td>2.25</td>
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<tr>
<td>Sr. Project Manager</td>
<td>$112.50</td>
<td>2.00</td>
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<td>4.25</td>
<td>$495.00</td>
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</table>

Expense Charges:

Copies, Reprographics
Field Supplies/Equipment Use

Total Expenses: $427.68

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

By: 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.
Town of Westborough
Westborough, MA

PAY ********922 DOLLARS AND 68 CENTS

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

417032

JOANNE K. DAVIDSON
TREASURER

CHECK NO. 417032
MARLBOROUGH SAVINGS BANK
MARLBOROUGH, MASSACHUSETTS 01752

VENDOR: 7241
CHECK DATE: 09/15/2016
CHECK AMOUNT: $922.68
Invoice for Services

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 27, 2016 to September 30, 2016

Description of Services:

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

Labor Charges:

<table>
<thead>
<tr>
<th>Principal</th>
<th>$150.00</th>
<th>0.50</th>
<th>$75.00</th>
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<tr>
<td>Professional Design Staff IV</td>
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<td>15.50</td>
<td>$1,472.50</td>
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<tr>
<td>Administrative/Technical Staff IV</td>
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<td><strong>Total</strong></td>
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<td>31.75</td>
<td><strong>$2,567.50</strong></td>
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Expense Charges:

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

Total Expenses: $242.56

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

By: Jean 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.
Town of Westborough
Westborough, MA

PAY: $2,810.06

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

CHECK NO. 418595
418595

CHECK DATE: 11/03/2016

CHECK AMOUNT: $2,810.06

TREASURER

https://iiprd.metavante.com/ii/PrintImagev2.jsp

1/9/2017
Invoice for Services

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:

<table>
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<tr>
<th></th>
<th>Hourly Rate</th>
<th>Total Hours</th>
<th>Total Labor</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Associate</td>
<td>$135.00</td>
<td>0.25</td>
<td>33.75</td>
</tr>
<tr>
<td>Registered Professional Design Staff II</td>
<td>$120.00</td>
<td>6.25</td>
<td>$743.75</td>
</tr>
<tr>
<td>Professional Design Staff I</td>
<td>$105.00</td>
<td>10.00</td>
<td>$1,050.00</td>
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<tr>
<td>Administrative Technical Staff II</td>
<td>$70.00</td>
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<td>$35.00</td>
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<tr>
<td>Administrative Technical Staff IV</td>
<td>$65.00</td>
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<td></td>
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<td>23.50</td>
<td>$2,795.00</td>
</tr>
</tbody>
</table>

Expenses:
Field Supplies/Equipment Use.

Total Expenses: $55.00

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

By: James R. Waterman, Principal

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

RECEIVED
NOV 10 2016
TOWN OF WESTBOROUGH
SELECTMAN'S OFFICE

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.
Town of Westborough
Westborough, MA

PAY $2,850.00

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

CHECK NO. 419207

VOID AFTER 60 DAYS

419207

MARLBOROUGH SAVINGS BANK
MARLBOROUGH, MASSACHUSETTS 01752

7241 12/01/2016

$2,850.00

James K. Davey

TREASURER

https://iiprd.metavante.com/ii/PrintImagev2.jsp

1/9/2017