



December 1, 2022

Sturbridge Conservation Commission
c/o Ms. Rebecca Gendreau
Sturbridge Town Offices
Town Hall, 308 Main Street
Sturbridge, MA 01566

**Re: Proposal for Notice of Intent Peer Review
Blueberry Hill Estates – Lot 3 Berry Farms Road
20 Fiske Hill Road & 30 Main Street
Sturbridge, MA**

Dear Ms. Gendreau and Members of the Commission,

Oxbow Associates, Inc. (OA) is pleased to submit this proposal to assist the Sturbridge Conservation Commission (SCC) with the review of a Notice of Intent (NOI) submitted by the Applicant Justin Stelmok for the proposed construction of a 68-unit housing community which also includes a clubhouse, road construction, associated stormwater, utilities, and parking areas.

We have evaluated the materials submitted in the previous NOI by LEC Environmental Consultants, Inc. and the Site Plans, and understand the scope required to provide the necessary services to your Commission in support of the review of this revised NOI filing. As requested, OA is prepared to provide the specified services in a timely manner on behalf of your Commission.

OA will examine the submitted documents for compliance or any issues identified by the Commission and OA, and provide the Commission with our findings and recommendations regarding the updated project.

Scope of Services

The following tasks are to be performed under this proposal:

- 1.1** OA will review the **NOI documents** including updated plan sets for technical completeness, clarity, and compliance with State and Local wetland regulations and Wildlife Habitat Protection Guidance.
- 1.2** OA will provide up to two (2) written reports of our findings of proposed project updates, regarding compliance and recommendations regarding requirements or definitions as applicable specifically under the WPA and Bylaw. One draft for review will be provided prior to finalizing each report.
- 1.3** OA will provide representation at two (2) public virtual hearings to be scheduled with the Sturbridge Conservation Commission to present our recommendations. This includes some time to prepare for the meeting, reviewing any new revisions, and summary memo following the meeting.

Total Cost Not to Exceed: \$2,000

Fees for Services

OA has provided a cost, specific to the above-described scope, of \$2,000.00 (does not include engineering review) for, Tasks 1.1 -1.3 inclusive, to include all direct expenses.

These services are to be provided based on the following Fee Schedule:

OA Standard Rate Schedule 2022

Principal Scientist	\$ 200/hr.
Senior Scientist	\$ 175/hr.
Senior Wetland Scientist	\$ 165/hr.
Field Botanist	\$ 145/hr.
Field Biologist	\$ 145/hr.
Env. Scientist II	\$ 125/hr.
Env. Scientist I	\$ 100/hr.
Admin.	\$ 55/hr.

GIS Equipment Fee \$125/diem
Mileage \$0.585/mi., or IRS Reimb. Rate
Expendables/Reimbursables- Plus 10%

Terms

We presume that necessary plan and supporting materials will be available in electronic format if, and as needed to execute the review in a thorough manner. Changes to the design may require an expansion of scope.

Additional Services

Services specifically excluded from this Agreement (below) can be provided at your authorization at standard rates.

Additional tasks and services that may be required or requested beyond the current scope include but are not limited to 1) Supplemental document preparation; 2) Additional meeting(s) or site visit(s); 3) Other.

Should you wish OA to schedule these services, please inform us and provide acknowledgement of this proposal by the Applicant or responsible party. This proposal is valid for thirty (30) days. OA will commence work within one calendar week of receipt of authorization to proceed pending suitable field conditions.

Thank you for the opportunity to provide ecological and environmental consulting services on behalf of your Commission. Please contact Scott Smyers (978-929-9058 x103) with questions or additional information.

Sincerely,
Oxbow Associates, Inc.



Brian O. Butler
President

Agreed to and Accepted by:

Authorized Officer: _____

Date: _____