

William Hounsell Consulting

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August 24, 2017

Mr. James A. Wheeler, P.E.
City Manager
City of Berlin
Berlin, New Hampshire 03570

Subject: Funding/Legislative Support Services
Letter Agreement

Dear Mr. Wheeler:

I am pleased to submit this agreement to provide my services in support of the city's efforts to promote affordable funding and legislative action on a variety of water infrastructure issues and seek funding assistance for past and present planned improvement to the city's wastewater and storm water infrastructure. As part of this initiative, I will be available to the city on an as-needed basis to provide advice, meet with and correspond with representatives of relevant funding agencies, and attend legislative hearings as appropriate and as authorized by the city.

I am prepared to support your efforts to obtain possible funding from state and federal sources through a range of activities, including:

- Provide services to support NEW HAMPSHIRE DRINKING WATER AND GROUNDWATER ADVISORY COMMISSION (RSA 485-F:4) recommendations on use of Trust Funds.
- Attend commission meetings and agency meetings and related legislation hearings as required;
- Assist the city in supporting efforts to reestablish state aid grants for municipal wastewater and water infrastructure projects; and
- Assist the city in obtaining state/federal funding for the city stormwater and wastewater system planned infrastructure expansion and upgrade.

My proposed scope of work, schedule, and fees for consulting services follows.

Scope of Consulting Services

Mr. William Hounsell will assist the city manager and other representatives to facilitate for funding payments for eligible wastewater and stormwater projects, support the N.H. Drinking Water and Groundwater Commission efforts to use the Drinking Water Trust Fund to aid in local funding efforts to provide for the protection, preservation, and enhancement of the drinking water and groundwater resources of the state, support state legislative

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funding initiatives, assist in efforts to obtain funding ,and evaluate funding from state and federal sources.

Mr. Hounsell shall also assist the city in communicating its needs to state legislators and the U.S Congressional delegation and monitor the progress of legislation related to the funding of the city's state aid grant payments owed by the state.

The specific services to be provided shall be authorized by the city manager and as designated below.

Schedule

Mr. Hounsell shall provide services upon request of the City Manager. These Consulting Services shall be provided until **June 30th, 2018** unless the period of service is extended by the City Manager's written authorization.

Fee for Consulting Services

Services for Mr. William Hounsell will be at a billing rate of \$100 per hour for labor. Related direct expense costs, including car rental, mileage, telephone, facsimile, copy, and other related expense costs shall be billed at cost plus 10%. Billing and payment shall be monthly based upon the work completed at that time. The total budgetary fee limit for these services is \$9,500.00. This fee is based on an estimated level of efforts of 95 hours. In addition, Mr. Hounsell shall not be obligated to provide services the cost of which would exceed the budget limit without written authorization from the City Manager.

This Agreement may be terminated immediately by written notification by either party to the other.

Your signature below will authorize Mr. Hounsell to perform the service outlined herein. Please return one signed copy to me.

If you have any questions or comments, please contact me at 603-387-1443. I am pleased to support the City in this effort.

Very truly yours,

Approved:
City Manager

William J. Hounsell
William Hounsell Consulting

City of Berlin, New Hampshire