

**Town of Pepperell**  
**Contract for Professional Planning Services**

**October 1, 2018**

**Contract for Services:**

The Town of Pepperell has contracted with Lisa Davis, AICP, 33 Bradford Street, Concord, MA to provide professional planning services for the Town through the Planning Office. Professional planning services will be provided to the Planning Board, residents, potential permit applicants and Town boards in need of these services. She shall work under the direction of the Town Administrator.

Hours of work shall regularly be 8 to 10 hours per week including necessary meetings. In addition to providing professional planning services, Lisa Davis will work with Administrative Assistant in the Planning Office to organize office procedures, prepare for Planning Board meetings, and help to make Administrative Assistant familiar with planning rules, permits, definition of terms, and general completion of permit applications. Any additional hours needed to fulfill the workload would have to be approved by the Town Administrator.

Hourly compensation: \$ 53.00/hour

Use of vehicle for Town of Pepperell business: \$.545/mile, documentation of use must be kept by operator.

Invoices for hours worked and mileage may be submitted on a schedule desired by Lisa Davis, but no more frequent than weekly.

This contract goes into effect on October 1, 2018.

  
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John F. Moak, Interim Town Administrator

  
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Lisa Davis, AICP