

**Agreement for Professional Planning Assistance
in Support of the Planning Board of the Town of Kensington**

2-TIER CONTRACT FOR PLANNER SERVICES

This agreement is entered into between the Kensington Planning Board, hereinafter called the Board, and GKG PLANNING LLC, hereinafter called GKG PLANNING, whose address is 132 Amesbury Rd, Kensington, New Hampshire on July 1, 2023.

WHEREAS, the Town of Kensington requires qualified general planning and technical assistance and services in support of the Planning Board;

WHEREAS, GKG PLANNING has been judged qualified to satisfactorily perform such planning assistance;

NOW THEREFORE, the parties do mutually agree as follows:

1. That GKG PLANNING will be retained by the Kensington Planning Board on a contractual basis to perform general planning services otherwise known as Planner Services which are more specifically described in Appendix A hereto. The effective date of the Agreement shall be the date specified above. This agreement will modify and replace any other agreement in existence for these services.

2. The Kensington Planning Board shall pay for the Core Services (as listed in Appendix A) rendered pursuant to this Agreement up to a maximum total of \$11,760. Payment shall be made by the Kensington Planning Board to GKG PLANNING according to the following schedule:

2.1	\$5,880	payable upon execution of this agreement.
2.2	\$5,880	payable upon December 1, 2023.

The Kensington Planning Board shall facilitate payment of Application Specific Services in accordance with the requirements listed in the Appendix B - Recoupment Method. These payments shall become due on submittal of accurate billing records.

3. GKG PLANNING Services

GKG PLANNING shall complete these services to the on-going satisfaction of the Kensington Planning Board for the time period set forth in Section 6 of this Agreement.

ATTEST

Chairman, Board of Selectmen

In the Presence of:

For GKG PLANNING:

ATTEST

Glenn K. Greenwood, Member

Core Services shall include attendance for twelve (12) Planning Board meetings (4 hours for preparation and attendance at each meeting) per year and 10 hours of general assistance per month for the contract year provided from the GKG's office in Kensington New Hampshire. The hourly rate for services is \$70 per hour.

Time:	Night Meetings	4 hours x 12= 48 hours
	General Assistance	10 hours x 12= <u>120 hours</u>
	Contract Total	Core Services = 168 hours x \$70/hr= \$11,760

Task 2 Application-Specific Services

Application-Specific Services are those services that are attributable to and required by a specific application. All time incurred by the Planner that is dedicated to a specific applicant, whether expended prior to the submission of an application, during the application process, or after approval or conditional approval, shall be considered to be Application-Specific time and shall be tracked and recorded as such. The first four hours of time attributed to a specific application shall be covered by the Town under the auspices of the Core Services Budget noted above. Application-Specific time above and beyond the first four hours per application shall be billed to the applicant using the recoupment method elected by the parties and laid out more fully in Appendix B. These services are expected to focus on application review and comment and may be recouped in accordance with state law against the applicant. Services provided in accordance with this task include but are not limited to, review of applications for completeness and possible issues of specific and generic concern, notation of local, state or federal permits which may be required, coordination of additional engineering, environmental, legal, other review or compliance issues that are required, continue monitoring applications for compliance with Planning Board and consultant requests.

The Planner shall be available to work with applicants before, during and after the formal application review process outside of scheduled Board meetings to ensure that plans are complete and that necessary information is submitted prior to presentation to the Board; prepare and submit a brief staff report for each application on the agenda including purpose of agenda item, summary of application status, and a list of Board's possible actions with recommendations.

This task will be subject of the recoupment method elected by the parties and laid out more fully in Appendix B.