

NANTUCKET LAND BANK COMMISSION WORKSHEET
UNAUDITED FINANCIAL REPORT as of March 31, 2018

STATEMENT OF ACCOUNTS - UNRESTRICTED FUNDS	Feb YIELD	Mar YIELD	2/28/2018	3/31/2018
Nantucket Bank / Operating Fund x8888	0.00	0.00	\$14,162.84	\$13,862.84
Nantucket Bank / Collection Account x7653	0.40	0.40	\$19,470,741.22	\$20,721,945.65
Nantucket Bank / Special CD x1135 <i>matures 5/20/2018*</i>	1.00	1.00	\$4,813,422.55	\$4,817,512.34
TOTAL UNRESTRICTED FUNDS:			\$24,298,326.61	\$25,553,320.83

STATEMENT OF ACCOUNTS - RESTRICTED FUNDS	Feb YIELD	Mar YIELD	2/28/2018	3/31/2018
US Bank / Series A Bonds Reserve Fund / <i>TNotes mature 4/8/21 MktVal</i>	1.70	1.70	\$2,771,355.17	\$2,785,761.68
US Bank / Series A Bonds Debt Service Fund <i>x1002</i>	0.20	0.20	\$20,178.77	\$20,182.20
US Bank / Acquisition Fund <i>x1003</i>	0.00	0.00	\$1.10	\$1.10
Nantucket Bank / SHAC Escrow x7038	0.70	0.70	\$27,538.77	\$27,554.62
Nantucket Bank / NFRM Escrow x9058	0.60	0.60	\$10,039.04	\$10,043.99
Nantucket Bank / CSMF (Industrial Pk Mitigation) Escrow x1457	0.40	0.40	\$55,145.45	\$55,163.58
Nantucket Bank / Nabalus Escrow x1473	0.40	0.40	\$18,811.29	\$18,817.48
Nantucket Bank / Golf Capital Reserve	0.40	0.40	\$2,940,094.45	\$2,921,772.87
Nantucket Bank / NGM Management Reserve	0.60	0.60	\$19,062.69	\$19,072.09
Hingham Savings / Marble Reserve CD <i>matures 2/29/2018</i>	1.25	1.25	\$216,113.24	\$216,342.79
Citizens Bank / Deutsch Williams Acquisition Escrow			\$0.00	\$0.00
TOTAL RESTRICTED FUNDS:			\$6,078,339.97	\$6,074,712.40
TOTAL FUNDS:			\$30,376,666.58	\$31,628,033.23

BONDS:	Principal Outstanding	Payment Due	Annual Payments
2009 Series A Issue <i>(Final principal payment 7/1/2022)</i>	\$3,480,000	<i>Principal and Interest due 7/1/18, Interest due 1/1/19</i>	\$1,314,517.50
2012 Series A Issue <i>(Final principal payment 2/15/2032)</i>	\$5,060,000	<i>Interest due 8/15/18, Principal and Interest due 2/15/19</i>	\$428,712.50
2016 Series A Refunding Bond <i>(Final principal payment 12/1/2027)</i>	\$8,995,000	<i>Interest due 6/1/18, Principal and Interest due 12/1/18</i>	\$1,019,850.00
TOTAL BONDS:	\$17,535,000	TOTAL ANNUAL BOND PAYMENTS:	\$2,763,080.00

NOTES:	Principal Outstanding	Payment Due	Annual Payments
Marble Note #19	\$1,700,000	<i>Interest of \$25,768.60 due 3/9/18, 6/9/18, 9/9/18, 12/9/18</i>	\$103,074.40
Acceasy Note #35	\$2,000,000	<i>Principal due 7/17/18</i>	\$1,000,000.00
TOTAL NOTES:	\$3,700,000	TOTAL ANNUAL NOTE PAYMENTS:	\$1,103,074.40
TOTAL DEBT:	\$21,235,000	TOTAL ANNUAL DEBT PAYMENTS:	\$3,866,154.40

*A 12-month CD with the benefit of withdrawing at any time, if needed, without penalty.

NANTUCKET ISLANDS LAND BANK
INCOME STATEMENT FY18
JULY 1, 2017 - MARCH 31, 2018

YEAR TO DATE

REVENUES

4020-00	TRANSFER FEES	\$ 19,291,888.84
4760-00	RENTAL INCOME	98,080.78
4761-00	LEASES PROPERTY	4,900.00
4762-00	PROPERTY USE FEES	300.00
4802-00	INT- GOLF CAPITAL RESERVE	7,780.78
4803-00	INT COFFIN SET OFF ESCROW	170.24
4804-00	INT NFRM ESCROW	43.99
4816-00	INT MARBLE RESERVE - HING	2,020.53
4818-00	INT DW ESCROW	301.54
4821-00	INT NB COLLECTION	49,290.45
4829-00	INT NB NABALUS ESCROW A	56.01
4830-00	DONATIONS	5,000.00
4830-20	RESTRICTED DONATION	518,500.00
4833-00	INT SERIES A DEBT SERVICE	152.08
4834-00	INT SERIES A RESERVE	24,665.52
4836-00	INT SPEC CD X1135	36,028.40
4839-00	INT CSMF (INDSTRIAL PK) ES	163.58
4841-00	GRANT FUNDS PROP MANGM	461,058.34
4850-00	OTHER INCOME	0.01
	TOTAL REVENUES	20,500,401.09

EXPENSES

6210-00	HEAT / UTILITIES	4,547.06
6211-00	ELECTRIC	5,609.47
6215-00	WATER	7,532.60
6237-00	PROP MAN RESEARCH	1,000.00
6238-00	PROP MAN EQUIP/SUPPLIES	2,511.40
6239-00	REP PROP EQUIP	6,655.30
6240-00	REP/MAINT OFFICE EQUIP	475.00
6244-02	REP/MAIN MUNSON	225.00
6244-04	REP/MAIN BROAD ST	1,827.75
6244-05	REP/MAIN SOMERSET FMHSE	499.00
6244-10	REP/MAIN REITH / MASSASOI	225.00
6244-12	REP/MAIN GARDNER HSE/ST	1,152.76
6244-14	REP/MAIN SHOP SOMERSET	3,702.73
6244-26	REP/MAIN FAIR STREET PARK	4,476.32
6244-28	REP/MAIN BACHMAN FRONT	618.15
6244-29	REP/MAIN HOLDGATE SYSTE	602.05
6244-33	REP/MAIN CODFISH PARK PL	8,632.51
6244-34	REP/MAIN EASY STREET PAR	3,055.99
6250-00	CLEANING AND TRASH REM	8,280.55
6308-00	GOLF CONSULTING SERVICE	31,358.09
6309-00	LEGAL SERVICES GOLF	61,600.32
6310-00	PROFESSIONAL SERVICES	2,495.00
6311-00	ACCT/AUDIT/BANK CHARGES	18,982.00
6312-00	LEGAL GENERAL	12,212.08
6313-00	LEGAL LITIGATION	5,020.00
6314-00	LEGAL ACQUISITION	52,854.62
6315-00	ACQUISITION EXPENSES	19,842.75
6318-00	BOND TRUSTEE EXPENSE	2,062.50
6322-00	ADVERTISING	1,999.72
6323-00	PRINTING	640.00
6341-00	TELEPHONE	2,136.11
6342-00	POSTAGE	4,469.69
6350-00	WATER QUALITY MONITORI	66,566.51
6351-00	INVASIVE SPECIES WORK	15,185.31
6352-00	ENVIRONMENTAL - CONSULT	300.00
6355-00	ENVIRONMENTAL - SUPPLIES	639.04
6378-00	SPEC PROP IMPRVMNT	15,325.52

UNAUDITED FINANCIAL STATEMENT

NANTUCKET ISLANDS LAND BANK
INCOME STATEMENT FY18
JULY 1, 2017 - MARCH 31, 2018

	YEAR TO DATE
6379-00	SPCL PROJCTS RDS/PARKNG 21,225.00
6380-00	BURN PROGRAM LABOR/NON 3,654.03
6381-00	GENERAL MAINT PROP/CLEA 20,625.94
6383-00	LICENSES/FEES/TAXES/PERMI 10,109.48
6385-00	RECORDING/DEEDS/PROBAT 6,570.00
6421-00	OFFICE SUPPLIES 3,231.40
6426-00	FURNITURE & EQUIPMENT O 3,513.91
6427-00	VECHL MAIN/FUEL TRUCKS 11,925.14
6428-00	DIESEL FUEL PROP 774.66
6511-00	BKS/SUBSCRIPTNS/WEBSITE/ 2,591.63
6512-00	IT SERVICES 7,343.24
6711-00	IN STATE TRAVEL 2,624.97
6713-00	CONFERENCES / EDUCATION 1,496.31
6731-00	DUES TO PROF ASSOC 100.00
6742-00	EMPLOYEE MEDICAL INSURA 153,013.12
6743-00	LIFE INSURANCE EMPLOYER 8,600.83
6744-00	INS GENERAL LIABILITY PAC 39,540.22
6754-00	F.I.C.A. EMPLOYER MEDICAR 7,895.28
6880-02	CAPITAL MUNSON HOUSE 22,373.38
6880-13	CAPITAL - SGC 19,275.40
6880-14	CAPITAL SOMERSET SHOP 30,180.17
6880-17	CAPITAL BROAD ST 45,884.12
6880-19	CAPITAL RAY BOATHOUSE 2,692.50
6880-21	CAPITAL - MGC 445,688.60
6881-02	CAPITAL WALKER/PETREL 105,522.93
6881-14	CAPITAL EASY STREET 157,969.31
6881-15	CAPITAL REYES 26,817.00
6881-16	CAPITAL BACHMAN 36,083.60
6881-17	CAPITAL MCALINDEN 30,580.30
6881-18	CAPITAL CHASE 3,791.40
6882-00	CAPITAL VEHICLE/EQUIPME 41,539.93
6885-02	SHCP BURN 3,676.93
6886-00	SHCP OTHER 2,100.00
6887-02	CSMF OTHER EXPENSES 4,665.45
6887-03	CSMF NABALUS RESEARCH 3,000.00
6888-02	NFRM MITIGATION LABOR/O 527.56
6889-00	BURN PROGRAM EQUIP/SUPP 1,500.28
6927-00	NOTE #19 INTEREST MARBLE 71,293.13
6938-00	2007A BOND INTEREST 12,033.88
6939-00	2009A BOND INTEREST 13,606.86
6942-00	2012A BOND INTEREST 83,126.21
6947-00	2016 BOND INTEREST EXPENS 113,543.44
7110-00	EXECUTIVE DIRECTOR 85,154.54
7112-00	ASSISTANT DIRECTOR 64,156.94
7113-00	PROPERTY MNGMNT COORDI 48,249.90
7114-00	PROPERTY MANAGER 58,313.78
7115-00	ADMINISTRATOR/FINANCE M 60,233.47
7116-00	PROPERTY FOREMAN 69,854.64
7118-00	ASSISTANT ADMINISTRATOR 27,095.08
7119-00	ENVIRONMENTAL COORDIN 39,292.53
7121-10	SEASONAL PROP ASSIST F/T 7,237.75
7121-20	SEASONAL PROP ASSIST P/T 1,728.00
7122-00	PROPERTY STEWARD 45,867.91
7123-00	BURN BOSS HOURLY 20,905.00
7124-00	BURN BOSS - PER DIEM 4,300.00
7125-00	GOLF CONTROLLER 57,115.42
7126-00	GOLF CONTROLLER-REIMBU (45,000.02)
7130-00	PENSION FUND EXP EMPLOY 146,853.42
7160-00	UNREALIZED GAIN/LOSS 54,909.27
TOTAL EXPENSES	2,703,893.07

UNAUDITED FINANCIAL STATEMENT

NANTUCKET ISLANDS LAND BANK
INCOME STATEMENT FY18
JULY 1, 2017 - MARCH 31, 2018

NET INCOME	YEAR TO DATE
	\$ 17,796,508.02
	<u> </u>

NANTUCKET ISLANDS LAND BANK
BALANCE SHEET FY18
MARCH 31, 2018

ASSETS

UNRESTRICTED CASH

1044-00	NB OPERATING	13,862.84
1045-00	NB COLLECTION	20,721,945.65
1048-00	NB SPEC CD X1135	4,817,512.34

TOTAL UNRESTRICTED CASH	25,553,320.83
-------------------------	---------------

RESTRICTED CASH

1110-00	USB 2012 ACQUISITION FUND	1.10
1111-00	USB SERIES A DEBT SERVICE	20,182.20
1112-00	USB SERIES A RESERVE	2,785,761.68
1119-00	HINGHAM - MARBLE RESV CD	216,342.79
1150-00	NB SHAC ESCROW	27,554.62
1151-00	NB NFRM ESCROW	10,043.99
1153-00	NB CSMF (INDUSTRIAL PK) ESCROW	55,163.58
1154-00	NB NABALUS ESCROW ACCT	18,817.48
1155-00	NB-GOLF CAPITAL RESERVE	2,921,772.87
1156-00	NB-NGM MANAGEMENT RESERVE	19,072.09

TOTAL RESTRICTED CASH	6,074,712.40
-----------------------	--------------

TOTAL UNRESTRICTED AND RESTRICTED CASH	31,628,033.23
--	---------------

OTHER ASSETS

1405-00	CASH SURRENDER VALUE / MARBLE	906,880.69
1412-00	DEFERRED LOSS ON DEFEASEMENT	205,738.25
1415-00	2016 BOND DEFERRED LOSS A/A	(9,352.00)
2634-00	DEFERRED OUTFLOWS-PENSION LIAB	79,869.00

TOTAL OTHER ASSETS	1,183,135.94
--------------------	--------------

PROPERTY AND EQUIPMENT

1451-00	CONSERVATION RIGHTS	30,000.00
1452-00	DEFERRED INFLOW PENSION CHG SH	(193,098.00)
1453-00	DEFERRED INFLOW PENSION CHG DF	(17,728.00)
1511-00	LAND	302,409,563.43
1513-00	PROPERTY IMPROVEMENTS	1,459,894.54
1514-00	A/D PROPERTY IMPROVEMENTS	(272,067.22)
1515-00	BUILDINGS AND IMPROVEMENTS	8,041,094.80
1516-00	A/D BUILDING	(2,273,996.82)
1517-00	EQUIPMENT	499,638.78
1518-00	A/D EQUIPMENT	(300,685.96)

TOTAL PROPERTY AND EQUIPMENT	309,382,615.55
------------------------------	----------------

GOLF ASSETS

1600-00	INVESTMENT IN MIACOMET GOLF	11,764,615.18
1605-00	MGC OPERATIONS ADVANCES	75,000.00
1680-04	INSURANCE	(485,816.83)
1700-00	INVESTMENT IN SCONSET GOLF	11,502,834.59

TOTAL GOLF ASSETS	22,856,632.94
-------------------	---------------

TOTAL ASSETS	365,050,417.66
--------------	----------------

NANTUCKET ISLANDS LAND BANK
BALANCE SHEET FY18
MARCH 31, 2018

LIABILITIES AND CAPITAL

CURRENT LIABILITIES

2015-00	GOLF MANAGEMENT RESERVE	(19,000.00)
2016-00	INT - NGM MANAGEMENT RESERVE	(72.09)
2020-00	ACCRUED EXPNSES (POST RET BEN)	(390,872.00)
2022-00	ACCRUED BENEFITS PAYABLE	(45,900.86)
TOTAL CURRENT LIABILITIES		455,844.95

LONG-TERM LIABILITIES

2623-00	2012A BOND PAYABLE	5,060,000.00
2624-00	2012A BOND PREMIUM	178,443.22
2625-00	A/A 2012 BOND PREMIUM	(45,460.93)
2633-00	2009A BOND PAYABLE	3,480,000.00
2635-00	2009A BOND CLOSING COSTS	(82,075.00)
2638-00	2016 REFUNDED BOND PAYABLE	8,995,000.00
2639-00	2016 BOND REFUNDING PREMIUM	703,781.00
2640-00	2016 BOND PREMIUM ACCUM AMORT	(31,990.00)
2723-00	NOTE #19 PAYABLE MARBLE	1,700,000.00
2739-00	PENSION LIABILITY	1,383,584.00
2742-00	NOTE #35 PAYABLE ACKEASY	2,000,000.00
TOTAL LONG-TERM LIABILITIES		23,341,282.29
TOTAL LIABILITIES		23,797,127.24

CAPITAL

3040-00	EQUITY	15,783,343.73
3590-00	UNRESTRICTED FUND BALANCE	307,673,438.67
	NET INCOME	17,796,508.02
TOTAL CAPITAL		341,253,290.42
TOTAL LIABILITIES & CAPITAL		365,050,417.66

Jesse Bell

From: Jesse Bell
Sent: Wednesday, April 18, 2018 2:22 PM
To: Jeffrey Pollock; Eric Savetsky
Subject: RE: PASCON Banners

Hi. We think this is fine. Please tell her its approved and we will let the Commission know at our next meeting on Tuesday that we approved it.

From: Jeffrey Pollock
Sent: Wednesday, April 18, 2018 2:17 PM
To: Eric Savetsky <esavetsky@nantucketlandbank.org>; Jesse Bell <jbell@nantucketlandbank.org>
Subject: Fwd: PASCON Banners

Get [Outlook for Android](#)

From: Emily Molden <emilymolden@gmail.com>
Sent: Wednesday, April 18, 2018 2:05:29 PM
To: Jeffrey Pollock; Dane DeCarlo
Subject: PASCON Banners

Hello Jeff and Dane,

I'm emailing you with a different hat on. I'm a new Board Member for PASCON (Palliative and Supportive Care on Nantucket), an organization that provides a ton of services for people diagnosed with life threatening illness on Nantucket. <https://www.pascon.org/>

One of the things PASCON has been doing for many years is planting daffodils along the roadsides. I believe they have received permission to plant on NILB properties in the past and have also put up some banners over Daffy Weekend in a few locations around island. We would like to request permission to put a banner up on NILB property again this year. I am attaching a picture of one of the banners on the corner of Hummock Pond Road and Somerset for your reference. I wasn't sure exactly who to contact about this so thought I would start with you.

They would like to place the banner in this same location on Thursday or Friday of next week (April 26/27) and would remove it again on Monday (April 30th)...so basically just for the long weekend.

Please let me know if this is permissible again this year and if you need any additional information.

Thanks so much!

Emily



PALLIATIVE & SUPPORTIVE CARE OF NANTUCKET

*Planting a message
of hope and renewal*

*Honoring our
volunteers and
caregivers*

PASCON

Barrett Enterprises LLC.

21 Somerset Road
Nantucket, MA 02554
Phone: 508-825-2001

Estimate

Date	Estimate #
4/11/2018	643

Name / Address
Nantucket Islands Land Bank 22 Broad Street Nantucket, MA 02554

Item	Description	Total
Structural Moving	<p>Modular Move Bid</p> <p>Move modular structure over the road from the Wastewater Treatment Facility to Miacomet Golf Course. Site work to level and prep the site at Miacomet Golf, set concrete blocks, install tie downs and straps. Set building on concrete blocks. Leave site clean and neat. (This price includes all work listed in bid packet # 1 -16)</p> <p>Note: This price does not include any site work at the Wastewater Treatment Facility. The site will be left clean and neat.</p>	73,500.00
		Subtotal \$73,500.00
		Sales Tax (6.25%) \$0.00
		Total \$73,500.00

E-Mail: barrett_enterprises@yahoo.com www.barrett-enterprises.com

April 25, 2018

Dear Secretary Beaton:

On June 26, 2017 and, again on October 12, 2017, the Nantucket Islands Land Bank (the “Land Bank”) wrote to you notifying your office of the Land Bank’s intention to construct a seasonal worker dormitory at the Miacomet Golf Course (the “Project”). This correspondence sought your comment and assent for the Project, consistent with the longstanding practice of coordinating Land Bank projects with the Executive Office of Energy and Environmental Affairs (“EEA”).

As you know, the Land Bank is independently and statutorily obligated to provide for the continuing “construction, operation, and maintenance” of the Miacomet Golf Course (“the Course”) pursuant to Stat. 1994 c. 270, § 1 (the “Golf Act”). The Course is the only 18-hole golf course on Nantucket Island accessible to members of the public, and is an important and non-exclusive asset for year-round residents and Island visitors alike.

We have explained to EEA that the Project will be built entirely within the existing footprint of a non-public and previously disturbed and paved maintenance area at the Course. Its purpose is to address employee housing needs in the operations of the Course. The Land Bank has reasonably determined that the Project is necessary to address a severe shortage of affordable housing for essential seasonal golf course employees. On an Island where the median home price was \$1.2 million in 2015, each summer the Land Bank spends increasing time and financial resources to subsidize housing for essential Course employees.

On December 12, 2017, the Land Bank supplemented its prior submissions with a detailed memorandum from its attorneys at Foley Hoag LLP addressing all issues raised by a summer resident concerning the authority of the Land Bank to construct the Project (the “Memo”). Counsel concluded that the issues were without merit. The Memo further concluded that the Land Bank has independent statutory authority pursuant to the Golf Act to move forward with the Project without further state approvals, including review by EEA.

As you know, the Project has received all necessary zoning approvals and is vigorously supported by the Town of Nantucket Select Board. Indeed, the Nantucket Select Board, Senator Julian Cyr and Representative Dylan Fernandes have all contacted to you in support of the Project.

It has been more than nine (9) months since the Land Bank first sought your comment and assent on the Project, and four months since our submission of the Memo. The Land Bank is being damaged by the delay. It has been forced to postpone contracts, so the price of the Project has increased. The Project was intended to be completed by now, but the delay means that in 2018 the seasonal course employees will again face the hardship of securing housing in Nantucket’s summer housing market, creating further financial burden on the Land Bank.

On March 20, 2018, we requested a meeting with you and were told that a meeting would be scheduled “shortly.” Now, a month later, multiple calls (made April 6, April 8, and April 18,

2018) from our office to your staff have gone unanswered, and repeated email requests for a meeting (made March 20, March 23, April 4 and April 19, 2018) have proven unsuccessful.

Your failure to respond leads us to infer that you may agree with the Memo that your comment and assent to the Project is not required. If we don't hear from you to the contrary by May 15, 2018, we will conclude that you deem it unnecessary to comment or assent to the Project, and will commence construction of the Project as soon as feasible.

If you wish to respond we remain available to meet with you to discuss the Project and the damage EEA's delay is causing the Land Bank. Please do not hesitate to contact our Executive Director, Eric Savetsky via email at esavetsky@nantucketlandbank.org or phone at (508) 228-7240.

Sincerely,

Neil Paterson
Chairman

cc: The Honorable Karyn Polito
The Honorable Julian Cyr
The Honorable Dylan Fernandes
Jason Bridges, Chairman, Nantucket Select Board
Valerie Swett, Esq.
Gordon Orloff, Esq.

April 16, 2018

HORIUCHI SOLIEN INC.
P.O. BOX 914
200 MAIN STREET
FALMOUTH MA 02541

508 540-5320
FAX 508 540-8651

Eric Savetsky, Executive Director
Nantucket Land Bank
22 Broad Street
Nantucket, MA 02554

Re: **Hinsdale Park and Playground Project**
Proposal for Landscape Architectural Services

Dear Eric,

88 BROAD STREET
BOSTON MA 02110

617 523-5300
FAX 617 523-5303

Horiuchi Solien Inc (HSLA) is pleased to submit our proposal for landscape architectural services for the Hinsdale Park and Playground Project in Nantucket, Massachusetts.

Our proposal describes the design of an inclusionary playground, including play equipment, fitness equipment, picnic area and pavilion, and related landscape spaces, pedestrian and vehicular circulation.

We understand that your goals for this project go beyond a standard playground and will address important needs of the island community:

- Educate the community about existing services and resources available for women's and children's healthcare and wellness,
- Develop a fully accessible, socially inclusive, outdoor play, fitness, and gathering space for all ages
- Address the needs of able-bodied and those with disabilities (physical, sensory processing disorders, autism, deafness, behavioral, and psychological)
- Incorporate significant STEAM (Science, Technology, Engineering, Art, and Mathematics) components
- Bring science education to the public in a creative and meaningful way
- Provide a multi-generational facility which addresses the needs of adults, parents, children, and seniors

SCOPE OF SERVICES

We anticipate working closely with a Project Committee throughout the project. Possible committee members include representatives from the Nantucket Land Bank, Maria Mitchell Association, Nantucket Community School, Special Needs Advisory Council, Nantucket S.T.A.R (Sports and Therapeutic/Accessible Recreation), and the Institute for Community Inclusion at UMASS Boston.



PHASE 1- Playground Preliminary Design

Task 1.1: Existing Conditions Evaluation and Programming

Review materials provided by the Nantucket Land Bank and Maria Mitchell Association (site survey, project goals, program and schedule). Visit the site to field-verify the materials provided. Document observations in photos and narrative. Meet with the Project Committee to discuss the site analysis, project goals, program and equipment considerations, schedule and budget.

Products:

- Narrative summary of the site analysis, goals, program, and equipment considerations

Meetings/Site visits

- Site visit (1)
- Project Committee (1)

Task 1.2: Playground Landscape Concept Plan

Prepare a Landscape Concept Plan for the playground and related spaces, including pedestrian and vehicular circulation, parking, and landscape. Integrate playground accessibility and STEAM consultant comments into the design. The Landscape Concept Plan will be an illustrative, annotated drawing that can be used for the grant application and public review.

Products:

- Playground Landscape Concept Plan

Meetings/Site Visits

- Project Committee (2)

PHASE 2 – Playground Final Design and Construction

Task 2.1: Design Development

Prepare Design Development drawings, draft specifications and other documents necessary to describe the scope, character and materials of the landscape work, including site demolition and clearing; site layout, grading and planting; preliminary details; and outline specifications

Products:

- Design Development plans and details
- Outline specifications

Meetings/Site Visits

- Project Committee (2)

Task 2.2: Construction Documents

Prepare construction drawings for the landscape work, including site demolition and clearing, layout, and grading for proposed hardscape (sidewalks, steps, ramps; retaining walls, roads, parking areas); landscape (plantings, grass); lighting and irrigation; site furnishings (playground equipment, benches, waste receptacles, fencing); and other site features. Construction specifications will be completed in accordance with CSI MasterFormat, with separate sections for each class of work required by MGL c.149, Section 44F

Products:

- Construction Documents
- Construction Specifications

Meetings/Site Visits

- Project Committee (2)



Task 2.3: Bidding and Contracting

Review and respond to bidder inquiries related to the Construction Documents; Issue written Addenda.

Products:

- Bid Documents

Meetings/Site Visits

- Project Committee (1)

Task 2.4: Construction Administration

Review and respond to samples, schedules, shop drawings, and other submissions. Visit the site at appropriate intervals to observe progress. Review and recommend appropriate action for proposed requests for changes and prepare related documents;. Review compliance with construction documents

Products:

- Addenda and change orders

Meetings/Site Visits

- Site construction visits (6)

Task 2.5: Project Close-out

Review substantial completion of landscape work. Prepare a punch-list of landscape items. Review and recommend actions for satisfactory completion.

Products:

- Punch list

Meetings/Site Visits

- Site construction visits (2)

EXCLUSIONS

The following services and fees will be provided by others: geotechnical/soils evaluation; structural engineering; electrical engineering; mechanical systems; subsurface drainage systems and all underground utilities; architectural design; and permitting.

DESIGN FEES

The services described above will be provided on an hourly basis as described in the Appendix and as estimated below.

For the Phase 3 Playground Final Design and Construction, we estimate our fees at \$40,600, or 8% of the projected construction budget of \$507,582 described in the CFN Community Health Initiative Grant Application (08/18/2017):



Phase I – Playground: Preliminary Design

- Task 1.1: Existing Conditions Evaluation and Programming
- Task 1.2: Playground Landscape Concept Plan

Phase I Subtotal: \$7,500

Phase 2 – Playground: Final Design and Construction

- Task 2.1: Design Development
- Task 2.2: Construction Documents
- Task 2.3: Bidding and Contracting
- Task 2.4: Construction Administration
- Task 2.5: Project Close-Out

Phase 2 Subtotal: \$40,600

Estimated Fee Total: \$48,100

Invoices are submitted monthly and are payable upon receipt. Reimbursable expenses are in addition to professional fees as described in the attached Appendix.

A retainer of \$2,500 is required before beginning work and will be credited on your first invoice.

Should the scope of services change or additional time is required to complete the proposed services, we will obtain approval prior to carrying out the work.

SCHEDULE

We will begin work upon receipt of a signed proposal, retainer, and digital drawing files. We will coordinate our schedule with Land Bank staff and anticipate the following estimated completion dates:

- Phase 1 - Playground Preliminary Design: 6/10/18
- Phase 2 - Playground Final Design and Construction 12/30/19

We look forward to the opportunity to work with you. Please email/call me on my cell if you have any questions or need additional information (774) 259 4907.

Sincerely,

Kris M. Horiuchi FASLA, Principal
Horiuchi Solien Inc.

Approved by:

Eric Savetsky, Executive Director
Nantucket Land Bank

Date



APPENDIX

Appended to and constituting a part of the agreement for professional services between Horiuchi Solien Inc. (H&S) and the Nantucket Land Bank, dated April 16, 2018

Fee for professional services

This fee is based on an efficient delivery of the services described herein, with accommodation made for reasonable client requests and interaction. In the event of material changes in the scope of the project or the role of H&S or unanticipated demands of the Client, the fee for professional services will be subject to renegotiation, based upon the following rate schedule

Principal:	\$225.00/hour
Associate:	\$150.00/hour
Technical:	\$95.00/hour
Travel:	\$75.00/hour
Administration:	\$45.00/hour

Reimbursable costs

The following costs will be reimbursed by the Client and are not included in the Fee for Professional Services:

Photocopy, reproduction, mounting and binding costs associated with drawings, regulations, specifications, reports and other documents.

Transportation costs, lodging, sustenance, car rental, private automobile travel at \$.55 per mile, parking and out-of-pocket expenses from Falmouth, Massachusetts.

Postage and shipping costs other than first class mail.

Materials and preparation costs for models, renderings, promotional photography, printing, equipment, printed reports or publications, maps and documents approved by the Client.

Fees for additional special consultants retained with Client approval.

Fees for filing applications with appropriate regulatory agencies.

Payment schedule and terms

Fees for professional services and reimbursable costs will be billed monthly and are payable upon receipt. All account balances outstanding over thirty (30) days will be assessed a service charge equal to one and one-half percent (1 1/2%) per month. Client agrees that all statements shall be final and not subject to adjustment unless H&S is notified in writing of a disputed charge within thirty (30) days of the statement date.

Responsibilities

H&S will be responsible for the acts and work products of its principal and employees. H&S will not be responsible for any acts, errors or omissions of any architect, contractor, subcontractor, consultant or other person or entity performing services on the project. Client agrees to hold H&S harmless from all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from any acts, errors or omissions not by its principals and employees.

Ownership of documents

All drawings, specifications and other documents, as instruments of service, are copyrighted and shall remain the property of H&S. The Client will be permitted to retain copies for information and reference for the purpose for which the materials have been prepared. They are not to be used on other projects; or sold without specific written agreement of H&S. Any use without such written approval will be a material breach of contract and without liability to H&S. Client agrees to hold harmless H&S from all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from unauthorized use.

Amendments

This agreement may not be amended without the written approval of the Client and H&S.

Termination

This agreement may be terminated upon ten (10) days written notice by either party. Upon termination, H&S will be entitled to compensation under the terms of this agreement through the date of termination, with any outstanding balance due within fifteen (15) days following the date of termination. Completed work will be billed according to the standard hourly rates listed above.

Life of Proposal

This proposal is valid for a period of thirty (30) days, and will be considered revoked if written acceptance is not received within thirty (30) days of the date of this proposal. Upon acceptance, this proposal will constitute the written agreement for the services described herein between Client and H&S.

April 16, 2018

HORIUCHI SOLIEN INC.
P.O. BOX 914
200 MAIN STREET
FALMOUTH MA 02541

508 540-5320
FAX 508 540-8651

Eric Savetsky, Executive Director
Nantucket Land Bank
22 Broad Street
Nantucket, MA 02554

Re: **Hinsdale Park Master Plan**
Proposal for Landscape Architectural Services

Dear Eric,

88 BROAD STREET
BOSTON MA 02110

617 523-5300
FAX 617 523-5303

Horiuchi Solien Inc (HSLA) is pleased to submit our proposal for landscape architectural services for the Hinsdale Park Master Plan in Nantucket, Massachusetts.

SCOPE OF SERVICES

Park Master Plan

Task 2.1: Park Programming

Review base materials provided by the Nantucket Land Bank. Meet with Land Bank staff to discuss project goals, programming, schedule, and budget

Products:

- Narrative summary of goals and park programming

Meetings/Site visits

- Site visit (1)
- Land Bank Staff (1)

Task 2.2: Park Landscape Master Plan

Prepare a Landscape Master Plan for the entire park area, including integration with surrounding current and future land uses, roads, walking paths, and bike path. The Landscape Master Plan will be an illustrative, annotated drawing that can be used for preliminary budgeting and public review.

Products:

- Landscape Master Plan Drawing

Meetings/Site visits

- Site visit (1)
- Land Bank Staff (2)

EXCLUSIONS

The following services and fees will be provided by others: geotechnical/soils evaluation; structural engineering; electrical engineering; mechanical systems; subsurface drainage systems and all underground utilities; architectural design; permitting.



FEES

The services described above will be provided on an hourly basis as described in the Appendix and as estimated below.

Park Master Plan

- Task 2.1: Park Programming
- Task 2.2: Park Landscape Master Plan

Estimated Fees:

\$15,000

Invoices are submitted monthly and are payable upon receipt. Reimbursable expenses are in addition to professional fees as described in the attached Appendix.

A retainer of \$2,500 is required before beginning work and will be credited on your first invoice.

Should the scope of services change or additional time is required to complete the proposed services, we will obtain approval prior to carrying out the work.

SCHEDULE

We will begin work upon receipt of a signed proposal, retainer, and digital drawing files. We estimate completion of the project in 3 months.

We look forward to the opportunity to work with you. Please email/call me on my cell if you have any questions or need additional information (774) 259 4907.

Sincerely,

Kris M. Horiuchi FASLA, Principal
Horiuchi Solien Inc.

Approved by:

Eric Savetsky, Executive Director
Nantucket Land Bank

Date



APPENDIX

Appended to and constituting a part of the agreement for professional services between Horiuchi Solien Inc. (H&S) and the Nantucket Land Bank, dated April 16, 2018

Fee for professional services

This fee is based on an efficient delivery of the services described herein, with accommodation made for reasonable client requests and interaction. In the event of material changes in the scope of the project or the role of H&S or unanticipated demands of the Client, the fee for professional services will be subject to renegotiation, based upon the following rate schedule

Principal:	\$225.00/hour
Associate:	\$150.00/hour
Technical:	\$95.00/hour
Travel:	\$75.00/hour
Administration:	\$45.00/hour

Reimbursable costs

The following costs will be reimbursed by the Client and are not included in the Fee for Professional Services:

Photocopy, reproduction, mounting and binding costs associated with drawings, regulations, specifications, reports and other documents.

Transportation costs, lodging, sustenance, car rental, private automobile travel at \$.55 per mile, parking and out-of-pocket expenses from Falmouth, Massachusetts.

Postage and shipping costs other than first class mail.

Materials and preparation costs for models, renderings, promotional photography, printing, equipment, printed reports or publications, maps and documents approved by the Client.

Fees for additional special consultants retained with Client approval.

Fees for filing applications with appropriate regulatory agencies.

Payment schedule and terms

Fees for professional services and reimbursable costs will be billed monthly and are payable upon receipt. All account balances outstanding over thirty (30) days will be assessed a service charge equal to one and one-half percent (1 1/2%) per month. Client agrees that all statements shall be final and not subject to adjustment unless H&S is notified in writing of a disputed charge within thirty (30) days of the statement date.

Responsibilities

H&S will be responsible for the acts and work products of its principal and employees. H&S will not be responsible for any acts, errors or omissions of any architect, contractor, subcontractor, consultant or other person or entity performing services on the project. Client agrees to hold H&S harmless from all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from any acts, errors or omissions not by its principals and employees.

Ownership of documents

All drawings, specifications and other documents, as instruments of service, are copyrighted and shall remain the property of H&S. The Client will be permitted to retain copies for information and reference for the purpose for which the materials have been prepared. They are not to be used on other projects; or sold without specific written agreement of H&S. Any use without such written approval will be a material breach of contract and without liability to H&S. Client agrees to hold harmless H&S from all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from unauthorized use.

Amendments

This agreement may not be amended without the written approval of the Client and H&S.

Termination

This agreement may be terminated upon ten (10) days written notice by either party. Upon termination, H&S will be entitled to compensation under the terms of this agreement through the date of termination, with any outstanding balance due within fifteen (15) days following the date of termination. Completed work will be billed according to the standard hourly rates listed above.

Life of Proposal

This proposal is valid for a period of thirty (30) days, and will be considered revoked if written acceptance is not received within thirty (30) days of the date of this proposal. Upon acceptance, this proposal will constitute the written agreement for the services described herein between Client and H&S.