



March 22, 2021

Mr. John Lee, Chairman  
135 School Street  
Walpole, MA 02081  
United States

**Re: Budget Amendment Request 1**  
Comprehensive Permit (40B) Peer Review  
Diamond Hill Estates  
Dupee Street  
Walpole, Massachusetts

Dear Mr. Chairman:

This letter is to request a budget amendment for the above-referenced Project. The budget amendment is required to cover review that has extended well beyond those services described in our March 18, 2020 proposal whose budget estimate covered initial project submittals only. As of today, our review has expanded to include three (3) plan revisions and resubmittals as well as additional coordination with the applicant's design team resulting in additional review cost beyond that originally authorized by the Zoning Board of Appeal's (Board).

At this time the review is nearly complete, and we expect only limited additional time will be required to address the most recent submittal and to assist the Board with its decision. We seek the Board's approval of a \$6,000 increase to our previously approved budget to cover the cost of additional review provided to date and anticipated assistance with its upcoming decision.

All work will be performed upon request and will be billed on a time and materials basis as described in our original proposal.

The budget revision is summarized below.

Initial Budget Authorization	\$9,950
<u>Amendment 1</u>	<u>\$6,000</u>
<b>Revised Budget</b>	<b>\$15,950</b>

Please be advised, this is an estimate for work we expect to perform based on our current understanding and is for budget purposes only. The actual cost of our services will depend on the extent to which our involvement is required or otherwise requested and may require additional adjustments. If you require additional information or justification, please let us know.

Very truly yours,

Sean P. Reardon, P.E.,  
Vice President

Accepted by: \_\_\_\_\_  
Authorized Agent, Town of Walpole

\_\_\_\_\_ Date

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