

Paul S. McCreary, PE

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December 29, 2023

Tistrya Houghtling, Supervisor
Town of New Lebanon
14755 Route 22 North
PO Box 328
New Lebanon, NY 12125

sent via e-mail to: supervisor@townofnewlebanon.com

Subject: Proposal for Services to the
Town of New Lebanon Planning Board &
Town Board

Dear Supervisor Houghtling:

I am pleased that the Town would like me to continue serving their engineering needs for 2024. I will do my utmost to serve the Town to the best of my abilities. This letter is to inform/give the Town Board information for that appointment.

It is my understanding that I may be assisting both the Town Planning Board and the Town Board in 2024. To that end, I propose the following:

For the Planning Board I would charge \$130.00 per hour for services needed. Those services would be outlined by the Planning Board Chairperson and/or the Town Supervisor. Those services would be charged to an escrow account established for a specific project or invoiced to the Town Board dependent upon the nature of the service.

For the Town Board, I will prepare an estimated cost of the services to be provided based upon a meeting with the Supervisor regarding the project and the tasks required to provide the needed project or information. No work would be performed until approval was granted by the Town Board.

It is my distinct pleasure to provide these services to New Lebanon and I look forward to hearing from the Town.

Sincerely,

A handwritten signature in black ink that reads 'Paul S. McCreary'. The signature is written in a cursive style with a long, sweeping tail on the 'y'.

Paul S. McCreary, PE
cc: file