

LETTER OF AGREEMENT BY AND BETWEEN
THE NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS
AND
THE TOWN OF CHELMSFORD

THIS LETTER OF AGREEMENT, entered into this 14th day of May 2021 by and between the Town of Chelmsford (herein called the "Town"), acting by and through its Town Manager, and the Northern Middlesex Council of Governments (herein called the "Council"), acting by and through its Executive Director, has been established as a general agreement to cover the provision of professional staff support under the District Local Technical Assistance (DLTA) XIV program.

WHEREAS, the Council issued a second Request for Proposals (RFP) to its member communities under the DLTA XIV program;

WHEREAS, the Town has submitted a response to this RFP and has agreed to participate on the projects identified below;

WHEREAS, the Council and the Town have agreed upon the technical assistance to be provided under the DLTA XIV program and will finalize the scope of these projects at the initial meeting.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The Council shall perform and carry out the technical assistance to the Town in a satisfactory and proper manner in accordance with its normal standards.
2. The Town shall provide all existing and available information, data, reports, records and maps necessary for the project and shall cooperate with the Council in every way possible in completing the technical assistance work.
3. The technical assistance provided to the Town shall be in accordance with the submitted response and be broken down by project classification, project, timeframe and staff time as follows:

<u>Project Classification</u>	<u>Project</u>	<u>Timeframe</u>	<u>Staff Time</u>
Planning Ahead for Growth	Business Survey on COVID-19 Impact	5/17/21-12/31/21	100 hours

4. The staff time provided under this agreement shall not exceed the amount of time outlined in Item 3 above, except as amended by the two parties should there be additional resources available under the DLTA XIV contract.

5. Upon the request of the Town, a final report shall be issued by the Council outlining the activities undertaken for each project, the product(s) created as a result of the agreement and the next steps required for the Town to implement the recommendations.
6. The Council shall have access to any documentation and records developed at the local level in order to meet the requirements of its state contract.

IN WITNESS WHEREOF the Town and the Council have executed this agreement as of the date first above written.

Town of Chelmsford

By:


Paul E. Cohen
Town Manager

Northern Middlesex Council of Governments

By:


Beverly A. Woods
Executive Director