

Professional Services

1. Grant Preparation/Town Approvals
 - Meetings/consultation with Town Boards, Commissions and Committees
 - Negotiations with Landowner
 - Project Budget preparation
2. Appraisal
 - Proposal Review
 - Escrow services
 - Site visit
3. Grant Research and Writing
 - Interface with Town Planner
4. GIS Mapping as required for Grant Application and Conservation Restriction
5. Draft Conservation Restriction
6. Town Meeting/Vote
 - Prepare Presentation
 - Attendance at Meeting
7. Grant Award
 - Answering Questions from Grantor
 - Town Contract, review and consultation
8. Arrange for Due Diligence
 - Interface with Town Planner/Administrator/Counsel, as necessary
 - Title examination, certification, title certificate, title issues
 - Survey
9. Finalize Conservation Restriction
 - Negotiations with Landowner
 - Interface with Town Planner/Conservation Commission/Counsel, as necessary
10. Closing
 - Review HUD 1
 - Attend Closing
11. Post- Closing
 - Town Reimbursement
 - MassGIS shape file