

Town Board

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Town of Westport

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Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

Robert C. Anderson
Utility, Finance & IS Manager

Debra J. Flynn
Executive Assistant

Memorandum

IMPORTANT INFORMATION ON REVIEW FEES PLEASED READ CAREFULLY

DATE: January 1, 2010
TO: All Petitioners
FROM: Thomas G. Wilson, Town Attorney/Administrator/Clerk-Treasurer
RE: Various Fees That You Will Incur in the Road Vacation Review Process

The Town requires that all time spent by Town staff reviewing a Road Vacation be charged to and paid by the petitioner. This is charged as administrative, legal, or fiscal costs associated with a Road Vacation or any other action related to the Road Vacation. This is in addition to any fees the Town would pay for outside consultants (such as engineers, attorneys, planners), for which you are required to reimburse the Town as well. Fees for administrative staff are currently as follows:

Thomas Wilson, Town Attorney/Administrator/Clerk-Treasurer	\$175/hr
Robert Anderson, Utility, Finance & IS Manager	\$65/hr
All Other Town Staff	\$50/hr

ANY OUTSTANDING FEES MUST BE PAID PRIOR TO BUILDING PERMIT ISSUANCE, OR OCCUPANCY PERMIT ISSUANCE.

The administrative staff of the Town want there to be no misunderstandings about these fees. This system is now typical by governments for fee payment, and requires the users of Road Vacation and related activities to pay for administrative and professional time incurred for their benefit.

If you have questions, do not hesitate to ask.