



April 22, 2019

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RE: Proposal for Consulting Services for the Pottstown Borough Land Bank

Dear Board Members:

I'm writing to offer consulting services to the Pottstown Borough Land Bank. It's been my pleasure to work with the Borough and the Land Bank Board to create and launch the Land Bank. Moving forward, I think I can help the Land Bank as it begins operations. I offer the following as a proposed scope of work for consulting services for your consideration:

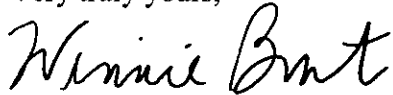
1. Advise on land bank administration by Pottstown Area Industrial Development (PAID);
2. Assist with developing a system for acquiring and disposing of real property in accordance with Land Bank Policies and Procedures;
3. Collaborate on the development of a pilot project to test the Land Bank's system for acquiring and disposing of real property;
4. Prepare any supplemental policies and procedures needed to guide Land Bank operations; and

5. Assist with identifying and pursuing funding opportunities and other support for the Land Bank.

I would also be available to attend Land Bank Board meetings. My hourly rate is \$150. If you are interested in hiring me, the next step would be for me to prepare a Consulting Services Agreement for your review and approval.

Thanks so much for considering this. I look forward to continuing to work with you.

Very truly yours,

A handwritten signature in cursive script that reads "Winnie Branton".

Winnie Branton

cc: Justin Keller (via email only)
Ginny Takach (via email only)
Peggy Lee Clark (via email only)