

Municipal Planning Application FY18

Organization: Town of Fairfield

MP-2018-Fairfield-00025

Work Plan and Budget

Attachment A

Task Name	Description of Task	Responsibility	Paid Personnel	If other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
Kick-Off Meeting	Familiarize consultant with town; meet with the Planning Commission to review scope of work and project schedule.	Consultant and Planning Commission	Consultant		10	\$65.00	\$650			\$650
Existing Character Assessment	Visit and tour Fairfield Village and East Fairfield Village. Assess existing character and settlement patterns of each village. Complete written report summarizing findings.	Consultant and Planning Commission	Consultant		30	\$65.00	\$1,950			\$1,950
Revise Zoning Map and Develop Site Plan Standards	Work with the Planning Commission to revise the zoning map based on Town Plan Future Land Use Map. Use Character Assessment to develop site plan standards for the village districts.	Consultant and Planning Commission	Consultant		40	\$65.00	\$2,600	Maps and copies	\$100	\$2,700
Public Forum to Present District Boundaries and Site Plan Standards	Present draft of the revised map and draft of site plan standards to facilitate a conversation about the town's planning goals and a process to implement the regulations. Will involve real-time polling to assess audience opinions on proposals.	Consultant and Planning Commission	Consultant		20	\$65.00	\$1,300	Copies	\$50	\$1,350
Prepare a Full Draft of Bylaw for PC Review	Consultant will complete a full revision of the bylaw and review with the Planning Commission. This will involve meeting with the Planning Commission at 8 or more regular Planning Commission meetings.	Consultant and Planning Commission	Consultant		120	\$65.00	\$7,800	Copies	\$200	\$8,000
Town Meeting Presentations	The Planning Commission at both Town Meeting within the grant cycle to provide information about the bylaw project and seek public input.	Planning Commission	Other	None	0	\$65.00	\$0			\$0

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Final Public Forum	Hold a public forum where draft revisions are summarized and final public input gathered before moving toward the adoption process.	Consultant and Planning Commission	Consultant	10	\$65.00	\$650	Copies	\$25	\$675	
Prepare Draft Documents for Adoption	Consultant will prepare draft documents for adoption. This includes hearing notices and bylaw report required per 24 V.S.A. 4441.	Consultant	Consultant	10	\$65.00	\$650	Copies	\$25	\$675	
						\$15,600			\$400	\$16,000

**Total Project Cost: \$16,000**  
**State Grant Funds (Grant Amount Requested): \$13,333**  
**Match Funds: \$2,667**

## Work Plan and Budget

**BUDGET DOCUMENTATION**

Describe Source(s) of match funds (if required):

*Contribution of municipal staff or volunteer's time cannot be offered as a match. Other contributions, while not required, may be documented here as well.*

The source of the match funds is the Fairfield General Fund.

Describe how you arrived at realistic budget estimates for the work plan.

The budget was created based on NRPC's experience working on similar projects in the region. NRPC's hourly rate is approximately \$65 per hour. The Town would prefer to work with NRPC to complete this project, although it understands the requirements of the grant procurement procedures.

Upload or mail supporting documents that show the work plan and budget is based on realistic information.

*If your project involves hiring a consultant (including regional planning commission staff), provide a letter or other documentation from a consultant with cost estimates for tasks, including hourly rate.*

Upload Budget Documents [https://egrants.vermont.gov/\\_Upload/208485-NRPCletter18.pdf](https://egrants.vermont.gov/_Upload/208485-NRPCletter18.pdf)

Mailed to DHCD

**ACCOUNTING**

*Responses to the following questions are used for administrative purposes only and will not impact the competitiveness of your application. Please remember that state funds cannot be awarded to municipalities who are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required).*

What type of accounting system does your municipality use?

- automated
- manual
- combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

- Yes

**Work Plan and Budget**

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No