

Municipal Planning Application FY17

Organization: Town of Waterbury

MP-2017-Waterbury-00063

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
Assist with re-writing Waterbury Zoning Regulations	The consultant will assist the steering committee and Planning Commission with developing a civic engagement strategy, conducting a public survey, facilitating community meetings, preparing draft zoning bylaws and revised zoning district maps.	Assist steering committee and Planning Commission with project	Consultant		196	\$85.00	\$16,660	mileage & meeting materials	\$1,940	\$18,600
Assist with legal review of sign bylaws	The consulting attorney will conduct a legal review of current and proposed sign bylaws to assure that they are in conformance with the federal Reed vs. Town of Gilbert court decision and the applicable state and federal laws.	Assist steering committee and Planning Commission with legal review of bylaws.	Consultant		5.5	\$190.00	\$1,045			\$1,045
Printing & mailing cost	Print drafts of amendments to zoning regulations, zoning district maps, and surveys, and pay postage for mailing surveys.	Municipal project costs	Other						\$355	\$355
							\$17,705		\$2,295	\$20,000

Total Project Cost: \$20,000
State Grant Funds (Grant Amount Requested): \$16,000
Match Funds: \$4,000

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 \$4,000 local cash match will be included in the FY 2017 (January 1, 2017 to December 31, 2017) Town Budget as committed by the Town Select Board as part of their motions authorizing the Resolution and submittal of this application at their meeting held on October 17, 2016. See meeting minutes in the Attachments section of this application.

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

We sent the scope of work for this project to Brandy Saxton of the planning consulting firm, Place Sense, discussed it with her, and obtained the attached cost estimate letter. We also forwarded the scope of the project to Amanda Lafferty, Esq. of the law firm, Stitzel, Page, and Fletcher, and obtained the attached cost estimate letter for the cost of legal review of our Sign bylaws.

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/193312-CostEstimatesPlaceSenseStitzelPageFletcher.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

Work Plan and Budget

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

No