

Town of Wheelock
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Wheelock, VT 05851
wheelocktown@gmail.com 802-626-9094

REQUEST FOR QUALIFICATIONS

Outreach Services sought for Wheelock Town Hall Accessibility Project

Town of Wheelock, VT

January 7, 2020

RFQ due on January 22, 2021 at 5pm

PROJECT DESCRIPTION

Overview

Context and Background The 1871 Wheelock Town Hall houses a meeting hall and town offices and washrooms in the basement. The building is the centerpiece of the Wheelock Common Historic District and the Wheelock Village Center. The situation is now urgent because the U.S. Dept. of Justice is requiring the Selectboard to provide a fully accessible Town Hall with construction to begin by 7/31/23. The building does not meet accessibility requirements, and the town has been working without success for many years to address the problem. This project is different from previous efforts because it includes an outreach component to engage citizens with factual and timely information, as well as a technical assistance component for architectural and other professional services. The situation is complex, because the Town garage up the road is also inadequate and there is discussion of erecting a new town garage adjacent to the Town Hall on the same town-owned parcel. The possible need for a shared septic system must be considered. (See attached MPG application narrative.)

Funding Funding has been provided through a FY 2021 Municipal Planning Grant (\$20,633) administered by the Agency of Commerce and Community Development with additional matching funds from the Vermont Community Foundation NEK Fund (\$2,200) and the Smart Growth fund (\$1,000 – a portion of which has been used). The total project budget is \$23,525, with \$6,450 allocated for the outreach consultant, \$12,000 for technical assistance consultants (architectural, engineering, historic preservation), and \$5,075 for outreach

materials and services, and out of pocket technical assistance expenses such as mileage or printing.

Work Plan The project workplan that is part of the MPG grant agreement is attached.

Timeframe Start date is immediately on signing contract, estimated early February 2021. Completion date is May 30, 2022, a period of 16 months.

Deliverables The outreach consultant will advise and lead the Committee on outreach methods, and strategies for using the grant funded materials budget and assisting Committee volunteers with their implementation. She/he may purchase some of the materials that the Town will pay for. The outreach consultant shall act as a neutral facilitator at three-four planned community engagement meetings. These meetings are to engage the community regarding architectural concepts being developed as another component of this grant funded project, together leading up to choosing the best option for the Town Hall and the placement of the future Town garage. She/he shall be available to answer questions in between meetings, shall conduct research to outline appropriate grants available and deadlines, and shall prepare a grant funding statement with salient arguments that can be used in subsequent grant applications.

Deliverables from the architectural services portion of this project consist of two conceptual options for Town Hall for comparative purposes:

- 1) accessibility modifications to the existing Town Hall; and
- 2) construction of a new Town Hall

Both conceptual options should include for a future Town Garage to be incorporated into either of the two Town Hall site plans.

The information developed for the two Town Hall options would then be taken to the town for a decision on which option was preferred. The preferred option will then proceed to a bond vote in March of 2022. Additional architectural/engineering details may be needed to support an informed bond vote, but that additional detail is not in the scope of work for the architectural portion of this project.

Additional Information

SUBMISSION REQUIREMENTS

1. **Cover Letter**
2. **Statement of Qualifications and Staffing** Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.

- 3. Summaries of Relevant Projects** Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
- 4. Page Limit** Maximum 15 pages double-sided, including #s 1, 2 and 3 above.

All information submitted becomes the property of the Town of Wheelock upon submission. The Town of Wheelock reserves the right to issue supplemental information or guidelines relating to the RFQ as well as to make modifications to the RFQ or withdraw the RFQ.

Submission Requirements

Respondents should submit one digital copy of the proposal to Town of Wheelock, c/o Wheelock Town Clerk wheelocktown@gmail.com, with a cc to Ann Lawless, Interim Chair, Selectboard, at alawless@vtlink.net by January 22, 2021 at 5pm.

Please expect a confirmation email upon receipt of the qualifications from the Town of Wheelock.

If you have any questions about the project or the RFQ, please address them via email to Ann Lawless, Selectboard Interim Chair, at alawless@vtlink.net with a cc to wheelocktown@gmail.com. Both the question and the response will be shared with the other consultants.

Selection Process Qualifications will be reviewed by a selection committee comprised of representatives from the Wheelock Selectboard, Planning Commission, Facilities Task Force and Northeastern Vermont Development Association (NVDA). A short-list of consultants will be selected and asked to submit detailed proposals including a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead.

RFQ Schedule Summary

Qualifications due January 22, 2021
Consultants selected for short-list January 26, 2021
Proposals due February 2, 2021
Consultant selection by February 9, 2021
Project work to begin immediately
Complete project by May 30, 2022

Evaluation of Qualifications

Respondents will be evaluated according to the following factors:

1. 85%: Consultant qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic)
 - a) Related experience
 - b) Ability to work with officials and volunteers from a small rural town

- c) Knowledge of regulations regarding public facilities, historic preservation issues, septic requirements
 - d) Proven ability to work with committees and participate effectively in public meetings during a pandemic
 - e) Availability to begin work on project start date
2. 15%: Quality, completeness and clarity of submission

Final Consultant Selection

Following the selection process, a consultant will be selected to negotiate a final contract for services. The final scope of work with specific deliverables may be modified through negotiation of the final contract. Any expenses related to the proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting those requirements is available [here](#).

All work products created shall become the property of the Town.

Attachments: MPG project workplan

MPG application narrative

1.1 Type of Application: Is this an application from a group of municipalities (consortium) or an application from a single municipality?

- Single Municipality Application
- Consortium Application

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1.2 Applicant Municipality:

Town of Wheelock

1.3 Rural Town Status: Is the municipality a rural town?

- Yes
- No

1.4 Agent Status: Will the Regional Planning Commission (RPC) serve as agent for this rural town project?

- Yes
- No

1.5 Consortium Lead Municipality: Name of the lead municipality.

1.6 Partner Municipalities: Select all partner municipalities in consortium.

1.7 Agent Status: Will the Regional Planning Commission (RPC) serve as the municipal agent for this consortium project?

- Yes
- No

Section 2: PROJECT DESCRIPTION & LOCATION

2.1 Please identify the project type:

Infrastructure or Capital Improvement Planning

2.1.1 If other, specify:

2.2 Project Title: Name the project as concisely as possible. The project title will be used in the grant agreement and program announcements if this grant is funded. (80 character limit)(Examples: Unified Bylaw Update, Village Revitalization Plan, Sewer Line Mapping)

Wheelock Town Hall Accessibility Project

2.3 Project Subtitle: Provide a very brief summary of what the project will accomplish and produce. This description will be used in MPG program marketing materials if this grant is funded.

The Town will develop an inclusive community engagement process along with thorough research and technical assistance to develop the best possible solution in the time of Covid to bring ADA compliance to the Wheelock Town Hall.

2.4 Project Description: Provide an overall summary of the following: 1) Issue 2) Approach to solving the problem 3) Project Deliverables 4) Intended long-term outcomes. Consider writing this summary last, since it draws on more detailed responses below.

THE ISSUE: The 1871 Wheelock Town Hall has been the locus of government and community life for 150 years in our town of 850 people. The building is the centerpiece of the Wheelock Common Historic District and the Wheelock Village Center. But the building does not comply with the Americans with Disabilities Act. The situation is now urgent because the U.S. Dept. of Justice is requiring the Selectboard to provide a fully accessible Town Hall with construction to begin by 7/31/23.

THE APPROACH: To be successful, this project must be as much about community engagement as architectural planning. Project goals are to bring the community together led by a facilitator and our Task Forces, so the public is knowledgeable of the possibilities and the constraints, and can help set a direction so we can anticipate positive votes on the solution chosen when it comes time for bonding.

DELIVERABLES: 1. Outreach A robust and diversified communications strategy is needed to get accurate information out to citizens as well as notices about information meetings and votes. If possible during the pandemic, meetings will be in person; some may be outside in good weather. 2. Facilitation The Town Hall topic is partisan and contentious. At four meetings, and throughout the work period, a skilled, neutral facilitator will respectfully draw out all concerns and clearly communicate the options as they are developed by our project team. The facilitator must be versed in grant funding and similar successful projects. 3. Technical Assistance Architectural/engineering assistance and a historic preservation consultant will flesh out proposals, with cost estimates, and projected impact on taxes, and assure we do not jeopardize the building's historic status and future funding. We also seek help with grant writing and administration to piece together the puzzle of which funder might cover which aspect of the project, and the application deadlines.

OUTCOMES: While the immediate outcome is a path forward that the community supports to resolve the Town Hall's accessibility issues, the long term outcome is creating the facility with construction to begin by 7/21/23 to meet the terms of the DOJ agreement. Wheelock needs a facility for government and community life for the next century. Its people need to regain a sense that they can come together to solve challenging problems to create

a future that everyone desires and a rebuild sense of pride.

2.5 Project Location: Describe the geographic area(s) the project will address. Briefly describe the project's area of focus, such as: entire town, watershed, planning area, zoning district(s), a specific site, etc. For projects not defined by municipal or state designation boundaries, ATTACH any available images in the online Attachments Form to illustrate the project location, such as a map or photo that helps reviewers become familiar with the project's location and conditions. (Examples: entire town, planning area, zoning district(s), a specific site, etc.)

The project focus is Town Hall located in Wheelock village. The physical address is 1192 VT Rte. 122, Lyndonville VT 05851. It is the centerpiece of the Wheelock Common Historic District, and the Wheelock Village Center designation. Map attached.

Section 3: PLANNING STATUS ELIGIBILITY

3.1 Municipal Plan Status: Does the municipality have an adopted Municipal Plan?

Yes (enter adoption date in box below)

No

12/19/2019 Please enter the adoption date. (mm/dd/yyyy)

3.2 Confirmation Status: Does the municipality have a local planning process confirmed by the Regional Planning Commission (RPC)?

Yes

No

3.3 Funding Status: Has the municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?

Yes

No

3.4 Municipal Plan Status: Do all partner municipalities have an adopted Municipal Plan as needed for grant eligibility?

Yes (list the partner municipalities and Municipal Plan adoption dates in the box below)

No

3.5 Confirmation Status: Do all partner municipalities have a local planning process confirmed by the Regional Planning Commission (RPC) as needed for grant eligibility?

Yes
No

Section 4: PROJECT READINESS & NEED

4.1 Project Issue & Urgency: What timely community issue(s), problem(s), challenge(s), or obstacle(s) will the project address?

1. The immediate urgency is the DOJ deadline. The ramification of not meeting this deadline is that DOJ will sue the Town, as they did the City of Burlington several years ago.
2. The Town Hall access issues are substantive and cannot be easily or inexpensively remediated. While a person with mobility limitations can enter the meeting hall via a ramp on the east, they cannot get to the washrooms or the Town Clerk's office in the basement because there are only stairs between floors, no lift or elevator. A person visiting the office via the exterior door on the west must use stairs – no other options, and the landings are insufficient, as are the outdoor paths. The washrooms are way out of ADA compliance, with a cramped hallway that turns and a step. The washrooms are very small and cramped.
3. The town has received funds in the past to hire architects and study this issue. Given the nature of the existing inadequacies, the proposed solutions were expensive. Neither proposal passed bond. The failure to move forward was in part due to the lingering rehab.-vs.-new construction debate that many Vermont communities with aging infrastructure and facilities face.
4. The FTF has construction experience but they have no funds to hire architects, engineers, construction estimators, or a historic preservation consultant. They are also at a disadvantage because they are not neutral "outsiders" to the issue.
5. Understandably the issue is highly contentious. This effort's public outreach and communication must be of a quality to reach multiple audiences and the information must be presented in a variety of formats (visual as well as narrative) that are easy to understand. It is essential that all public meeting be facilitated by a neutral outsider who can keep the conversations productive and civil, in order that everyone can participate without fear of intimidation or confrontation.
6. Despite the immediate urgency of the DOJ's deadline, the solution needs to be a holistic one that assesses impacts on other town facilities including the volunteer Sheffield-Wheelock Fire Department, who are hoping to add a fire truck in Wheelock village, and the Town Garage, which has many inadequacies and is located in a 100-year floodplain. An experienced planner/architect/landscape architect will be mindful of the existing needs and may be able to identify a co-location solution. Additionally, these consultants should be familiar with potential funding sources.

4.2 Funding Need: What other funding sources, if any, did you consider, and why is the MPG program the best source to fund this project?

We are considering all possible funding sources. The Town has two grant requests pending, Smart Force

(\$1,000) and Vermont Community Foundation NEK Fund (\$2,200). Both focus on community engagement. The MPG is the best source because it can support the multiple project facets we need in order to be successful. Other funding is available to fund more detailed project design and construction but MPG is one of the rare sources of grants for both planning and community engagement. We are hoping that the MPG results will narrow down the overwhelming needs and options and set the stage for implementation funding.

Over the past few years, the Town's voters have been more amenable to capital budget planning than in the past, and we feel this is a good indication for this project's success. We have reserve funds for road equipment, town garage, and Town Hall, although the latter fund is now empty. The good news is that the debt of \$171,000 for Town Hall to fix the failed attic truss system was paid off in 2019. Work also included finishing the ceiling after removal of the dropped ceiling that had obscured the failed truss problem.

Because of timing issues, we were not far enough along in our planning to meet the spring AARP Vermont Placemaking deadline or the REDI program at VT Housing and Conservation Board. We plan to apply again a bit later in our process. We plan to approach all the possible funding sources available that are listed on the ACCD Funding directory. Representatives from several funders attended the Wheelock's Future forums in winter 2020 and offered their support when the time is right. The Town also plans to seek funds from other sources including VTrans and Hazard Mitigation that can help reduce other costs so tax generated funds can be used most appropriately.

4.3(a) Municipal Plan Project Readiness: If the application is for a municipal plan adoption or amendment project, how will the project address the issues described earlier and any recommendations made by the RPC to bring the municipal plan into compliance with statutory requirements?

✓ Not a Municipal Plan project

4.3(b) Municipal Plan Implementation Project Readiness: If the application is for a project that implements the municipal plan, how is the proposed project identified as an important implementation action in the adopted municipal plan?

Not an implementation project

This project implements the municipal plan. Wheelock's new town plan was adopted in Dec. 2019 and received NVDA regional approval in spring 2020. Sections on Rare and Irreplaceable Historic Areas (p. 12), and Town Facilities, Services and Utilities (p. 18) both contain recommended action steps and assign responsibility to the Selectboard, with help from the Planning Commission and any designated committees. Action steps include: (1) maintain Historic District designation, (2) establish a long-term repair and maintenance plan for publicly owned historic structures and resources, (3) establish an annual appropriation to cover those costs, and (4) bring a proposal before the voters to address the needs for a safe and accessible municipal facility. A relevant excerpt of the plan is attached.

4.4 Other Background: Are there any additional community efforts or activities leading up to this

application that would provide extra context for this project? (Optional)

Since 2004, town clerks, citizens, Selectboards and committees have developed proposal after proposal to identify and address the needs for an accessible, safe municipal facility. To date, no proposal has received sufficient community support to move forward.

In 2015, the Selectboard appointed a volunteer Town Hall Project Coordinator to facilitate all work, including grants, related to the Town Hall needs. A 2015 Vermont Community Development Program Planning Grant funded a design for a small addition to the rear of the building including the required limited access lift (LULA), handicap accessible bathrooms and new entrances and a new stairway. A bond vote to fund all costs, subject to reduction with grants, was defeated in March 2018. A second bond vote initiated by citizen petition a year later, limited to funding only the small addition to address accessibility and safety issues, subject to reduction with grants, failed to pass.

In March 2016, the Vermont Department of Public Safety closed the building's upper level and restricted use of the basement offices until repairs to the timber frame roof support system were completed. A 2016 bond vote paid for these repairs and grants helped reduce taxpayer cost.

In 2018, the Wheelock Community Initiative (WCI) formed as a non-partisan group, to create economic and social opportunities and encourage neighbors to get to know and trust one another. WCI held a 2019 events series, some in collaboration with the friends group at Miller's Run preK-8 school. The 2020 series was cut short due to Covid. The group sought funds and built a website at www.wheelockcmt.org. In January/Feb 2020, with Vt. Council on Rural Development, WCI and the Town launched the Wheelock's Future project. WCI was very successful in getting people to turn out for the meetings. Facilities and Communication Task Forces formed and began working. WCI promotes resources useful in the pandemic and provides updates from Facilities Task Force.

4.5 Project Overlap: If a municipality received an MPG last year - or the project is part of a larger or phased project, explain how the project relates and the capacity to complete the proposed project.

✓ N/A (single project with no overlap)

4.6 Project Management: How will the project be managed and who will make decisions about the process and final products?

With only one part time staff, the Clerk/Treasurer, in addition to our two man road crew, our small town relies heavily on volunteers to advance special projects. The Selectboard will have overall responsibility for this project, and oversight will be delegated to a volunteer Accessibility Project Team, consisting of members of the Selectboard, Planning Commission, Wheelock Community Initiative, and Facilities and Communications Task Forces. A working group of seven would be ideal. We will also invite citizen stakeholders, but these invitations are frequently not fulfilled, and Covid-19 makes this even more difficult. The Team will work closely with consultants, participate in all meetings and community gatherings and regularly report to the Selectboard. NVDA will work with the town to procure services and assist with requisitions. The Town Clerk/Treasurer will maintain financial records.

Section 5: COMMUNITY SUPPORT & PUBLIC ENGAGEMENT

5.1 Public Outreach: What public participation methods will the project use to engage the participation of the broader public, especially commonly under-served and under-represented populations in the community?

As part of developing a Hazard Mitigation Plan working with NVDA, we created a survey to gain public opinion about the Town Hall issue. It was widely distributed, mailed with the tax bills Sept. 1. To date, 55 surveys have been returned, and the findings will inform the work.

The project will continue to be a regular agenda item at warned, monthly Selectboard meetings, and we will be mindful of the open meeting law in all communications. We will use all WCI outreach strategies used for the Wheelock's Future forums: mailed postcard invitations, posts to Front Porch Forum, Wheelock Current Events Facebook group, WCI gmail list (100 and growing), and 1 on 1 conversations at the Transfer Station. We will also use the free WCI monthly print newsletter The Miller's Run (distribution 90 – example attached) launched in May to reach those who do not use the internet. It is available outside in waterproof boxes at Wheelock Store, Town Hall and the Transfer Station. The DOJ agreement timeline and Task Force minutes are posted at <https://wheelockcmty.org/taskforces>, and are being moved to the new Town website at <https://townofwheelockvt.org>. We will create a special project page there.

It is challenging to hold community meetings during the pandemic when so many citizens do not want to be out in public. Many in Wheelock do not use the internet, do not have the capacity for on-line meetings, or have poor connectivity. We are planning outdoor meetings as much as possible. We will consider creating videos to post on YouTube and also using Community Access TV. Wheelock Town Hall has had public wifi accessible from the Town Hall parking lot since April 2020.

5.2 Project Partnership & Support: In addition to the Selectboard and Planning Commission's resolution of support, please explain and provide evidence of organizational partnership and community support for the project.

Please refer to the letters of support from the Facilities Task Force, Wheelock Community Initiative, Northeast Kingdom Collaborative and Northern Communities Investment Corporation.

As Wheelock leaders did in the past (2007), we must have a historic preservation consultant on board early in this planning process as a close liason with the Division for Historic Preservation. Ideas are circulating that it would be great to move the building onto a new slab on the location of its former site, before it was moved onto its present site on a high foundation with basement underneath in the 1970s. The idea is to get the building away from the slope at rear that may be the cause of drainage issues. Another idea expressed is possible rearrangement of some of the features within the Historic District area, such as the driveway, to ensure that parking does not become the most dominant feature and overtake the park in front. It would be foolish to invest

time and effort planning something that would jeopardize the building's historic status, and related opportunities for funding.

Phyllis Donovan moved to Wheelock years ago. She always votes and attended Town Meeting. She loved working as a ballot clerk for elections. She has written and published a memoir, and before Covid, enjoyed visiting others to talk about writing. In an email before the Wheelock's Future meetings she wrote: "Negotiating the stairs, even to make a payment to the Town Clerk, is no longer easy to do. I must be very careful. The same goes for using the bathrooms downstairs. They are quite small and cramped, and the step up into them adds to the difficulty. I did not use the front steps before having to use a cane, as they are really unsafe. I hope your committee can find a way to fix these problems without raising our taxes too much, if any, because higher ones present a different kind of problem for many of us older folks. I love our Town Hall Building and hope it can last many more years."

Section 6: STATEWIDE PRIORITIES

6.1 Project Outcomes & Goals: Beyond the project itself, what long-term outcomes would demonstrate the success of the project and further the statewide planning goals?

While the outcome is a path forward with steps that the community will support to resolve the Town Hall's accessibility issues, the long term outcome is creating the facility with construction to begin by 7/21/23 to meet the terms of the DOJ agreement. Wheelock needs a facility for government and community life for the next century. Its people need to regain a sense that it is possible to come together to solve challenging problems, and create a future that everyone desires, and to rebuild a sense of pride.

The Town Hall has been a contentious issue, and we need a success to boost morale and empower citizenry to take on the other town facility planning issues. The next project will likely focus on the Town Garage, with fundraising, design and implementation. The FTF at this time is recommending a new "off the shelf" steel building to be located on the village center campus. A further project will be to create a fire department garage in Wheelock village either on the Town Hall campus adjacent to the Historic District or possibly at the adjacent, town-owned Clark property on Sutton Rd.

6.2 Priority Project Categories: Which of the following statewide priorities does this project address, select all that apply ?

Fair & Affordable Housing Planning or Regulations that Implement Zoning for Great Neighborhoods

COVID-19 Economic Recovery Plans and/or Investment

Plans for a NEW Designated Area or Specific-Area Visual/Physical Master Planning for a Designated Area
(must contact DHCD in advance of application to qualify for new designation points)

✓ Innovative Statewide Model Projects

Not Applicable (N/A) - Project is a Local Priority

6.3 Priority Project Explanation: Explain how the project furthers the selected statewide priority(s).

Wheelock's project touches most closely on being an Innovative Statewide Model. The reason is the priority we are placing on the community engagement process - about half the project budget. Many small rural towns, particularly in the Northeast Kingdom, with no paid administrator, volunteer Selectboards, limited support staff, and vacant elected positions, lack capacity to move major projects forward. This has been true in our town. Our current strategy is to continue to build the capacity that we began to develop working with the VT Council on Rural Development Community Visit program, with the Wheelock's Future project in January and February 2020. It's an innovative model to focus on economic development/community infrastructure through a collective decision-making process by working towards unity in place-making.

6.4 Designated Areas: Which of the following state designations are held by the municipality, select all that apply?

- ✓ Village Center
- Downtown
- New Town Center
- Neighborhood Development Area
- Growth Center
- N/A

6.5 Designated Area Projects: If the project relates to any of the designated area(s) selected above, please explain.

The Wheelock Town Hall is one of the most important sites in the Wheelock Village Center designation. The designated boundary contains the Wheelock Common National Register historic district. It also contains the Wheelock Village Store, the historic cemetery facing Town Hall across Rte. 122, and multifamily and single family residences.

6.6 Program Success Stories: If an applicant has received MPG funding in the past ten years, please share any positive outcomes demonstrating the success of prior funding. (Optional)

Wheelock has not received a prior MPG, but we did receive a VCDP grant in 2015 and the project was successfully completed. A VCDP application in 2016 was withdrawn because of lack of support from the Selectboard at that time. Today we think the project lacked the significant public engagement component necessary for success. Essentially, the project had only a few active advocates, with a bit less than half the town in support. Many voters had grown tired of divisiveness and lack of progress, and they stayed home. However, we still have those plans and can begin conversations with the architect to explore a second look. Since that VCDP proposal, we were made aware of the failed attic trusses. Voters did provide support to help repair the timber framing support system. Funds were borrowed, and grants were sought and awarded by the Preservation Trust of Vermont and Freeman Foundation and the Vermont Division for Historic Preservation. The bond was paid off in 2019.

Section 7: MUNICIPAL RESOLUTION AND GRANT ROLES

Municipal/Authorizing Official (M/AO):

Ann Lawless

Selectboard Vice Chair **M/AO Title**

Alternate Municipal/Authorizing Official (M/AO):

Jason Di Giulio, Selectboard Chair **Alt M/AO Title**

Grant Administrator:

Vanessa Seguin, Town Clerk & Treasurer **Grant Admin Title**

Upload Completed Municipal Resolution*

https://egrants.vermont.gov/_Upload/246179_8074519-Wheelock-Municipal-Resolution.pdf

Mailed to DHCD

Work Plan and Budget

Attachment A

Task Name	Description of Task	Paid Personnel	If other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
Kickoff meeting	1/10/21. Review past plans, Facilities Task Force minutes, reports, survey results	Consultant	NVDA, Selectboard, Project Mgmt Ctee	10	\$75.00	\$750			\$750
Outreach for community meeting #1	Information materials, invitation & fact sheet mailings, video production, create page on Town website, tabling at Transfer Station, grants research	Consultant	Project Mgmt Ctee, Wheelock Ctty Initiative outreach	12	\$75.00	\$900	Graphic design, videography, print & website materials, postage p	\$1,200	\$2,100
Community Meeting #1	2/15/21. Zoom and in-person meeting, videography	Consultant	Project Mgmt Ctee, Wheelock Ctty Initiative outreach, public	5	\$75.00	\$375	videography, materials	\$500	\$875
Procure Technical Assistance: Architectural, Engineering, Historic Preservation	2/16/21. Follow procurement process for Technical Assistance (grant driven & Town's). Research construction & maintenance costs of renovate or rebuild options, and liase with DHP	Consultant	Selectboard, Project Mgmt Ctee, Wheelock Ctty Initiative, Tech Assistant Specialists	120	\$100.00	\$12,000			\$12,000
Funding research	2/16/21. Research and vet potential grant funding sources. Prepare grant proposals.	Consultant	Selectboard, potential funders	20	\$75.00	\$1,500			\$1,500
Prep & outreach for community meeting #2	2/16/21. Update prelim. constr. cost estimates, and possible reduction by grants. Invitation & fact sheet mailings, videography, update page on Town website, tabling at Transfer Station	Consultant	Project Mgmt Ctee	5	\$75.00	\$375	Graphic design, print & website materials, postage	\$500	\$875
Community Meeting #2	5/22/21. Zoom and in-person meeting, videography, catering	Consultant	Selectboard, Project Mgmt Ctee, Wheelock Cty Initiative, consultants, public	5	\$75.00	\$375	Catering, childcare, videography	\$750	\$1,125
Prep & outreach for community	9/1/21. Refine plans, cost estimates, grants. Plan agenda, outreach materials.	Consultant	Selectboard, Project Mgmt	6	\$75.00	\$450	Graphic design, videography,	\$1,000	\$1,450

Municipal Planning Application FY21

Organization: Town of Wheelock

07110-MP-2021-Wheelock-31

Work Plan and Budget

meeting #3	Prep options, with costs, impact on taxes		Ctee, Wheelock Cty Initiative				print & website materials, postage Catering, childcare		
Community Meeting #3, PRESENT FINALIZED PLAN PROPOSALS, COST ESTIMATES, POTENTIAL GRANTS IN AID	10/21/21. Present options, with costs, impact on taxes. Gather input for Town meeting warning & Bond vote	Consultant	Selectboard, Project Mgmt Ctee	5	\$75.00	\$375		\$375	\$750
Prep for 2022 Town Meeting & Bond vote warnings	1/31/22. Prepare for public info meeting (17VSA s2680). Prepare informatin materiala, notices, invitations, video, update web	Consultant	Selectboard, Project Mgmt Ctee	5	\$75.00	\$375	Graphic design, videography, print & website materials, postage Catering, childcare	\$375	\$750
Community Meeting #4, PUBLIC HEARING ON BOND VOTE Prep for 2022 Town Meeting & Bond Vote Warnings	2/15/22. Conduct public hearing on Bond vote	Consultant	Selectboard, Project Mgmt Ctee	5	\$75.00	\$375		\$375	\$750
Project Completion	6/30/22. Wrap up funding proposals	Consultant	Selectboard, Project Mgmt Ctee	8	\$75.00	\$600			\$600
								\$0	\$0
								\$0	\$0
								\$18,450	\$5,075 \$23,525

Total Project Costs	\$23,525
State Grant Funds (Grant Amount Requested):	\$20,633
Match Funds:	\$2,892
Minimum Required Match Funds: (10% of State Grant Funds)	\$2,063
Additional Match Funds: (Optional)	\$829

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 Town is contributing \$500 in the form of support for the new website. A grant of \$1,000 was awarded by SmartGrowth. Some of these funds may be used for community outreach in fall 2020 with the balance in 2021. A request for \$2,200 is pending with the VT Community Foundation NEK Fund.

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

We developed our plan and budget with help from NVDA and spoke with two planning consultants to get an idea of their experience, skills, project approach, and hourly costs. It is important that our consultant be accessible and responsive, and place a high value on building trust in our community. We incorporated important local milestones: a. Town Meeting 3/9/21. b. Req'd. DOJ report 12/30/21. c. Town meeting and Bond vote 3/9/22.

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

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?

Work Plan and Budget

✓ Yes

No