

ATTACHMENT C - WORK PLAN

DETAIL

**Objective**

1 Village of Harrisville Dissolution Study

**Tasks**

1 Project Initiation - The Village shall meet with the Department of State prior to initiating work on this project to discuss goals, objectives, state requirements and expectations.

The Village Board of Trustees will appoint a Dissolution Study Committee (DSC) which shall be charged with developing a dissolution study, including fiscal impacts, provision of service, alternatives to dissolution, and other matters as identified. The study will provide information and serve as the foundation for a dissolution plan, if dissolution is recommended.

The Board of Trustees has selected the Development Authority of the North Country (Authority) to assist in the development of the dissolution study. The Village Board of Trustees entered into technical services contract for professional services related to this project.

The DSC will initiate the project with a kick-off meeting.

Schedule: Month 1

Deliverable: Kick-Off Meeting Summary.

Performance Measures

1 Kick off Meeting Summary - The kick-off meeting summary will identify the Dissolution Study Committee members and the contracted staff that will participate in the completion of the study and include a summary of the project overview, timeline, deliverables, and discussion.

**Tasks**

2 Existing Conditions - The Existing Conditions phase of the study is intended to provide a foundation for the project in the form of the Existing Conditions Report. The report will include a comprehensive list of village services, including information on a per-service basis which shall include budget allocation, employment allocation, per-resident cost, inventory of equipment, complexities of delivery of services, specialized knowledge of personnel and necessary capital investments as well as the opportunity for cost savings and/or service enhancement. Associated with this, the DSC shall conduct a review of the services provided by the Town (and County if appropriate) to identify which entity would most appropriately deliver the services currently provided by the Village.

The DSC shall develop a draft Existing Conditions Report and hold a public meeting to review it.

Schedule: Months 1 through 6.

Deliverable: Draft Existing Conditions Report submitted to NYSDOS for review and meeting summaries.

Performance Measures

1 Draft Existing Conditions Report - Draft Existing Conditions Report submitted to NYSDOS for review and comment, and meeting summaries.

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Tasks

- 3 Public Meeting #1 - The DSC will hold a public meeting to review the draft Existing Conditions Report.  
Schedule: Month 7.  
Deliverable: Summary from public meeting, including documentation of comments and feedback received.

Performance Measures

- 1 Public Meeting #1 Summary - Summary from public meeting, including documentation of comments and feedback received.

Tasks

- 4 Alternatives to Dissolution and Dissolution Plan - The DSC will develop possible alternatives, up to and including Village dissolution, that achieve cost savings and/or efficiencies Village operations in the form of the Alternatives Report. Possible alternatives may include shared services, functional dissolution, and reduction or elimination of services. These alternatives will include high-level cost impact projections. The Village will also make assumptions about what will happen if the Village restructures service delivery, setting in motion the process to determine the potential cost and user cost impacts. The DSC, using the information developed in the Existing Conditions Report and Alternatives Report, shall develop a Dissolution Plan that will allow for a refined fiscal impact model of the affected municipality.

Schedule: Months 8 and 9.

Deliverable: Draft Alternatives Report and draft Dissolution Plan submitted to NYS for review and comment.

Performance Measures

- 1 Draft alternatives Report and Dissolution Plan - Draft Alternatives Report and draft Dissolution Plan submitted to NYS for review and comment.

Tasks

- 5 Public Meeting #2 - The DSC will hold a public meeting to review the draft Alternatives Report and draft Dissolution Plan.  
Schedule: Month 10.  
Deliverable: Summary from public meeting, including documentation of comments and feedback received

Performance Measures

- 1 Public Meeting #2 Summary - Summary from public meeting, including documentation of comments and feedback received.

Tasks

- 6 Final Dissolution Study - The Final Dissolution Study will include the items identified in the tasks above.  
Schedule: Month 11.  
Deliverable: Final Existing Conditions Report, Alternatives Report, and Dissolution Plan.

Performance Measures

- 1 Final Dissolution Study - Final Existing Conditions Report, Alternatives Report, and Dissolution Plan.

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**Tasks**

- 7 Board Accepts Study - The Village and Town Boards will accept the final study through action at a Village or Town Board Meeting.  
Schedule: Month 11.  
Deliverable: Certified copy of the meeting minutes which documents the Board's acceptance of the work of the committee.

Performance Measures

- 1 Board Accepts Study - Certified copy of the meeting minutes which documents the Board's acceptance of the work of the committee.

**Tasks**

- 8 Public Hearing - The Village and Town boards and the DSC will hold a public hearing on the Final Dissolution Study. The DSC will transmit the final deliverable to the Village Board and the Town Board along with a summary of the Public Hearing.  
Schedule: Month 12.  
Deliverable: Summary from public hearing, including documentation of comments and feedback received.

Performance Measures

- 1 Public Hearing Summary - Summary from public hearing, including documentation of comments and feedback received.

**Tasks**

- 9 Meetings, Administration, and Project Close-out - The grantee will actively manage the project and at the end, it shall initiate and complete project close-out with the Department of State.  
Schedule: Ongoing to Month 12.  
Deliverable: Copies of project correspondence to be provided to the Department of State. Reports prepared as required by the Department of State as well as supporting information required to execute payment requests and comply with funding requirements. Project close-out items completed to the satisfaction of the Department of State and submitted.

Performance Measures

- 1 Meetings, Administration, and Project Close-out - Copies of project correspondence to be provided to the Department of State. Reports prepared as required by the Department of State as well as supporting information required to execute payment requests and comply with funding requirements. Project close-out items completed to the satisfaction of the Department of State and submitted.