

ATTACHMENT C - WORK PLAN

DETAIL

Objective

1 Dissolution Study, Plan, and Alternatives to Dissolution

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 study to dissolve the village, including fiscal impacts, provision of service and other matters as identified. The study will provide information and the foundation for a dissolution plan and alternatives to dissolution. The DSC will then develop a draft dissolution plan and identify alternatives to dissolution.

The Village Board of Trustees has selected the Development Authority of the North Country to provide professional consulting services to assist with the development of the study, plan, and alternatives. The executed technical services agreement is submitted with this grant application.

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 Dissolution Study - The study will include a comprehensive list of village services, including budget allocation, employment allocation, per-resident cost, inventory of equipment, service delivery details, specialized knowledge of personnel and necessary capital investments, and opportunities 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 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 tax impacts. The DSC shall develop a draft dissolution study and hold a public meeting to review the draft. The DSC will adopt a final dissolution study.

Schedule: Months 1 through 3

Deliverable: Draft Study submitted to NYSDOS; Final Dissolution Study, and Meeting Summaries.

Performance Measures

1 Final Dissolution Study Report - Meeting summaries and a draft Dissolution Study Report will be submitted to NYSDOS for review and comment. The final Dissolution Study will include revisions, if applicable, and be submitted to NYSDOS.

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- 3 Dissolution Plan - The DSC, using the information developed in the Dissolution Study, shall develop a best-case Dissolution Plan. It should be noted that the DSC may believe that dissolution is not in the Village's interest, however developing this Dissolution Plan will provide two advantages. First, the Dissolution Plan will make certain assumptions that will allow for a refined fiscal impact model of the affected municipalities. Second, if served with a dissolution petition, the Village Board of Trustees will have a Dissolution Plan which it can immediately provide to residents and consider. The Dissolution Plan will contain provisions relating to the items identified in Task 3 above.

Schedule: Month 4

Deliverable: Draft dissolution plan submitted to NYSDOS for review and comment.

Performance Measures

- 1 Draft Dissolution Plan - A draft Dissolution Plan will be submitted to NYSDOS for review and comment.

Tasks

- 4 Alternatives to Dissolution - The DSC will develop possible alternatives to dissolution that achieve cost savings and/or efficiencies in village operations. Possible alternatives may include but shall not be limited to shared services, functional consolidation, and reduction or elimination of services. These alternatives are intended for the village to consider should a decision be made to not dissolve village government into the surrounding town(s). These alternative scenarios will include a high-level cost and tax impact projections for the identified options.

Schedule: Month 4

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

Performance Measures

- 1 Draft Alternatives - Draft alternatives to dissolution will be submitted to NYSDOS for review and comment.

Tasks

- 5 Public Meeting - The DSC will hold a public meeting to review the final dissolution study and draft dissolution plan and alternatives to dissolution.

Schedule: Month 4

Deliverable: Summary from public meeting, including documentation of comments and feedback received.

Performance Measures

- 1 Public Meeting Summary - A summary from the public meeting, including documentation of comments and feedback received, will be submitted to NYSDOS.

Tasks

- 6 Final Dissolution Plan - The Final Dissolution Plan will include the items identified in the tasks above.

Schedule: Month 6

Deliverable: Final Dissolution Study, Plan and Alternatives to Dissolution.

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Performance Measures

- 1 Final Dissolution Study and Plan - A Final Dissolution Study and Plan will be submitted to NYSDOS, including the Study, Plan, and Alternatives to Dissolution.

Tasks

- 7 Public Hearing - The DSC will hold a public hearing on the Final Dissolution Study, Plan and Alternatives to Dissolution. The DSC will transmit the final deliverable to the Village Board along with a summary of the public hearing.

Schedule: Month 7

Deliverable: Summary from public hearing, including documentation of comments and feedback received.

Performance Measures

- 1 Summary of Public Hearing - A summary of the public hearing, including documentation of comments and feedback, will be submitted to NYSDOS.

Tasks

- 8 Board Accepts Study - The Board will accept the final study through action at a Village Board Meeting.

Schedule: Month 8

Deliverable: Certified copy of the meeting minutes which documents the Board's acceptance the work of the committee.

Performance Measures

- 1 Board Acceptance of Study - A certified copy of the meeting minutes which documents the Board's acceptance the work of the DSC will be submitted to NYSDOS.

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 8

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 Close-out documents - Copies of project correspondence will be provided to the NYSDOS. Reports will be 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 will be completed to the satisfaction of the Department of State and submitted.