

ATTACHMENT C - WORK PLAN

DETAIL

Objective

1 Sewer District Consolidation Study

Tasks

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

The Town Board of Trustees will appoint a Sewer District Consolidation Study Committee (SDCSC) which shall be charged with developing a sewer district consolidation study, including fiscal impacts, provision of service, alternatives to consolidation, and other matters as identified. The study will provide information and serve as the foundation for a sewer district consolidation plan, if district consolidation is recommended.

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

The SDCSC 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 Sewer District Consolidation Study 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 inventory of Town sewer districts, including mapping of existing infrastructure, information on budget allocation, cost/delivery of operation and maintenance, per-user 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.

The SDCSC shall develop a draft Existing Conditions Report and hold a public meeting to review the draft report.

Schedule: Months 1 through 6.

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

Performance Measures

1 Draft Existing Conditions Report - The SDCDC will submit meeting summaries and the draft Existing Conditions Report to the NYSDOS for review and comment.

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

Schedule: Months 7 and 8.

Deliverable: Draft Alternatives Report and draft Sewer District Consolidation Plan submitted to NYS for review and comment.

Performance Measures

- 1 Draft Alternatives Report and Sewer District Consolidation Plan - Meeting summaries and draft Alternatives Report and draft Sewer District Consolidation Plan submitted to NYSDOS for review and comment.

Tasks

- 4 Public Meeting #1 - The SDCSC will hold a public meeting to review the draft Consolidation Study Existing Conditions and Alternatives Reports and draft Consolidation Plan.

Schedule: Month 9.

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

Performance Measures

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

Tasks

- 5 Final Consolidation Study - The Final Sewer District Consolidation Study will include the items identified in the tasks above.

Schedule: Month 10.

Deliverable: Final Existing Conditions Report, Alternatives Report, and Consolidation Plan.

Performance Measures

- 1 Final Sewer District Consolidation Study - Final Existing Conditions Report, Alternatives Report, and Consolidation Plan submitted to NYSDOS.

Tasks

- 6 Public Hearing - The Town Board and the SDCSC will hold a public hearing on the Final Sewer District Consolidation Study. The SDCSC will transmit the final deliverable to 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.

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Performance Measures

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

Tasks

- 7 Meetings, Administration, and Project Closeout - 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 Project Close-out Forms and Final Documents - 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.

Tasks

- 8 Board Accepts Study - The Town Board will review and accept the final study through action at a 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.