ATTACHMENT C - WORK PLAN

DETAIL

Objective

1 Water 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 Water District Consolidation Study Committee (WDWDCSC) which shall be charged with developing a water 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 water 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 WDCSC 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 Water 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 water 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 WDCSC 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 - Draft Existing Conditions Report submitted to NYSDOS for review and comment, and meeting summaries.

Tasks

3 Alternatives and Water District Consolidation Plan - The WDCSC will develop possible alternatives, up to and including water district consolidation, that achieve cost savings and/or efficiencies in Town water 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 WDCSC, using the information developed in the Existing Conditions Report and Alternatives Report, shall develop a Water 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 Water District Consolidation Plan submitted to NYSDOS for review and comment.

Performance Measures

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

Tasks

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

Tasks

5 Final Water District Consolidation Study - The Final Water 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 Water District Consolidation Study Report - Final Existing Conditions Report, Alternatives Report, and Water District Consolidation Plan.

Tasks

6 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

Tasks	
7	Public Hearing - The Town Board and the WDCSC will hold a public hearing on the Final Water District Consolidation Study. The WDCSC 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. Performance Measures 1 Public Hearing Summary - Summary from public hearing, including documentation of comments and feedback received.

Tasks	
8	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 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.