



TOWN OF OLD SAYBROOK
SELECTMEN'S OFFICE

302 Main Street • Old Saybrook, Connecticut 06475-2384
Telephone (860) 395-3123 • Fax (860) 395-3125

MEETING MINUTES OF THE BOARD OF SELECTMEN

Tuesday, November 13, 2018

3:30 P.M.

**Town Hall – First Floor Conference Room
MINUTES**

PRESENT: First Selectman Carl P. Fortuna Jr., Selectman Scott Giegerich (by phone), Selectman Carol Conklin and members of the public

I. CALL TO ORDER- First Selectman Fortuna called the meeting to order at 3:30 p.m.

II. PLEDGE OF ALLEGIANCE-Recited

III. COMMENTS FROM THE PUBLIC-None

IV. COMMENTS FROM THE SELECTMAN: The First Selectman asked for a moment of silence for Phil Broadhurst, who passed away November 12th. The First Selectman congratulated Governor-elect Lamont and Lt. Governor elect Bysiewicz and looked forward to working with them on behalf of the State and the Town. He also congratulated our new State Senator, Norm Needleman, and congratulated our re-elected State Senator Paul Formica and State Representative Devin Carney.

The First Selectman then gave updates on the following: The Elm St/Research Pkwy easement, the Kate pedestal project, the '20 budget on which we have begun working, the National Estuarine Research Reserve proposal, which will have a presentation at Avery Point at which the First Selectman will attend (November 13); the seriousness of the garbage situation in the State: MIRA had a breakdown and some trash was not able to be taken and the Preventive bundle agreement with the support union.

With regard to The Kate project, Carol Conklin asked if there may be some way for the theatre to assist with the cost, an issue which has been raised.

APPROVAL OF MINUTES: Board of Selectmen Meeting October 23, 2018.

FORTUNA/CONKLIN

Motion to approve Board of Selectmen Meeting minutes October 23, 2018.

MOTION CARRIED UNANIMOUSLY

V. BUSINESS BEFORE THE BOARD

A. Discussion and possible referral to the Board of Finance to consider Parks & Recreation Strategic Plan RFP.

Kevin Lane, Chairwoman Susan Esty, Star Rueckert, Steven Pernal and Ray Allen presented on the RFP process and results. The final proposal placed before the Board of Selectmen is pruned down from the original proposal to a cost of approximately \$86,000. The idea is to optimize our assets and be proactive, not reactive, with the needs of the community. Ray Allen commented that several of the parks were designed and built in the 1960's and it is time to take a look. Carol asked if the selected firm would assist with implementation when we get there and the answer was yes. Scott

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Giegerich asked if we are looking at what other “similar” towns are doing. Mr. Lane said yes but there are not that many towns like Old Saybrook with the variety of offerings. See copy of proposal attached.

FORTUNA/GIEGERICH

Motion to approve referral to the Board of Finance to consider Parks & Recreation Strategic Plan RFP.

MOTION CARRIED UNANIMOUSLY

- B.** Discussion and possible action to approve a Memorandum of Agreement between the Town of Old Saybrook and AFSCME Local Council 1303-278; Care Management Solutions Preventative Bundle Program.

Preventative Bundle Memorandum of Agreement attached.

FORTUNA/GIEGERICH

Motion to approve a Memorandum of Agreement between the Town of Old Saybrook and AFSCME Local Council 1303-278.

MOTION CARRIED UNANIMOUSLY

- C.** Discussion and possible action to recommend to Town Council the drafting of an ordinance permitting a Fire Marshal permit fee schedule.

The Board of Selectmen gave authority to the First Selectman to have town counsel write an ordinance with fees as discussed by the Board.

FORTUNA/CONKLIN

Motion to approve recommendation to Town Council the drafting of a Fire Marshal permit fee schedule ordinance.

MOTION CARRIED UNANIMOUSLY

- D.** Discussion and possible action to approve the Call of Annual Town Meeting, November 26, 2018.

FORTUNA/GIEGERICH

Motion to approve the Call of Annual Town Meeting, November 26, 2018.

MOTION CARRIED UNANIMOUSLY

- E.** Discuss and act on Board of Selectmen 2019 Meeting Schedule.

FORTUNA/CONKLIN

Motion to approve the Board of Selectmen 2019 Meeting Schedule.

MOTION CARRIED UNANIMOUSLY

- F.** Discuss and act on 2019 Holiday Schedule.

FORTUNA/GIEGERICH

Motion to approve the 2019 Holiday Schedule.

MOTION CARRIED UNANIMOUSLY

- G.** Building Office Permit Fee Partial Refund: 27 Park Avenue.

FORTUNA/CONKLIN

Motion to approve Building Office Permit Fee Partial Refund: 27 Park Avenue.

MOTION CARRIED UNANIMOUSLY

- H.** Appointments

1. Conservation Commission. Re-appointment regular member Christine Picklo. This is a two year term due to expire 11/2020.

FORTUNA/GIEGERICH

Motion to approve re-appointment of regular member Christine Picklo.

MOTION CARRIED UNANIMOUSLY

2. Conservation Commission. Re-appointment regular member Donna Leake. This is a two year term due to expire 11/2020.

FORTUNA/CONKLIN

Motion to approve re-appointment of regular member Donna Leake.

MOTION CARRIED UNANIMOUSLY

3. Public Health Nursing Board. Re-appointment regular member Mary E. Kennedy. This is a three year term due to expire 11/2021.

FORTUNA/GIEGERICH

Motion to approve re-appointment of regular member Mary E. Kennedy.

MOTION CARRIED UNANIMOUSLY

4. Public Health Nursing Board. Re-appointment regular member Donald A. Mill. This is a three year term due to expire 11/2021.

FORTUNA/CONKLIN

Motion to approve re-appointment of regular member Donald A. Mill.

MOTION CARRIED UNANIMOUSLY

5. Public Health Nursing Board. Re-appointment regular member Diane Aldi DePaola. This is a three year term due to expire 11/2021.

FORTUNA/GIEGERICH

Motion to approve re-appointment of regular member Dian Aldi DePaola.

MOTION CARRIED UNANIMOUSLY

- VI.** Motion to add to the agenda an appointment to the Economic Development Commission.

FORTUNA/CONKLIN

Motion to approve adding to the agenda an appointment to the Economic Development Commission.

MOTION CARRIED UNANIMOUSLY

- VII.** Economic Development Commission appointment.

FORTUNA/GIEGERICH

Motion to approve the elevation appointment of Judy Ganswindt to regular member. This appointment is for the unexpired portion of a five year term due to expire 06/2020.

MOTION CARRIED UNANIMOUSLY

- VIII.** Motion to add to the agenda a report on the Estuary Transit District from Charlie Norz.

FORTUNA/CONKLIN

Motion to approve adding to the agenda a report on the Estuary Transit District from Charlie Norz.

MOTION CARRIED UNANIMOUSLY

- IX.** Estuary Transit District update.

Charlie Norz discussed 7 items: The new Route 81 service from Madison to Middletown; that the FY'19 budget will balance with the State funding that came through; 10 new buses will be delivered in early '19 mostly funded by the State; advertising on the back of the buses has brought in about 30k, the management contract was renewed keeping Joe Comerford and staff, 2 new bus shelters have been placed in

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Westbrook and there is an ETD retreat scheduled for November 28, which Charlie will attend.

X. COMMENTS FROM THE SELECTMEN-nothing further

XI. ADJOURNMENT

FORTUNA/GIEGERICH

Motion to adjourn at 4:30 p.m.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Carl P. Fortuna Jr., First Selectman

**MEMORANDUM OF AGREEMENT
BETWEEN THE
TOWN OF OLD SAYBROOK
AND
LOCAL 1303-278 OF COUNCIL 4, AFSCME, AFL-CIO
PREVENTIVE BUNDLE**

WHEREAS, the Town of Old Saybrook (hereinafter "the Town") and Local 1303-278 of Council 4, AFSCME (hereinafter "the Union") are parties to a collective bargaining agreement covering the period of July 1, 2017 to June 30, 2021;

WHEREAS, the Union has been offered the opportunity to have its members participate in a Care Management Solutions Preventive Bundle program currently being offered by the Town.

NOW THEREFORE, the parties agree to the following:

1. Wherever the word "Employee" is used in this Agreement it shall mean an employee within the bargaining unit represented by the Union, who has elected to be covered by single or family health care insurance coverage from the Town-sponsored plan. Commencing in year three (3) of the collective bargaining agreement, which covers the July 1, 2019 - June 30, 2020 fiscal year, and for every year thereafter until this Preventive Bundle Program is no longer offered by the Town, an employee who is covered by the Town-sponsored health insurance plan shall have his/her premium cost share reduced by one-percent (1%) if the employee (and any dependents who elect coverage on the Town's plan) completes the preventive requirements (visits and screenings) as outlined in the attached exhibit. For payroll processing purposes, all preventive care must be complete by May 31 by the employee and her/his eligible dependents for the employee to be eligible for the one-percent (1%) cost reduction in the ensuing fiscal year.

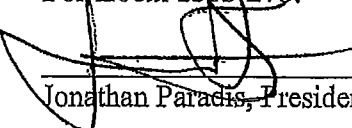
By way of example, in the event that the employee and his/her covered dependents meet the Care Management Solutions Preventive Bundle qualifications during the July 1, 2018 through June 30, 2019 fiscal/contract year, the employee will receive a one percent (1%) reduction in his premium share contribution for the July 1, 2019 through June 30, 2020 contract year. The employee must complete all required items, as per the attached chart by May 31, 2020, to be eligible for the premium contribution reduction of one-percent (1%) in the ensuing fiscal year.

2. The reduction in the employee premium cost share contribution by one-percent (1%) shall be based on the then-current employee premium cost share contribution as negotiated by the parties for the contract year in question.
3. The information included on the assessment and from the screening will not be provided to the Town. The only information provided by the carrier to the Town shall be whether the preventive visit and screening(s) were completed.
4. This Memorandum of Agreement shall expire on June 30, 2021


For the Town:

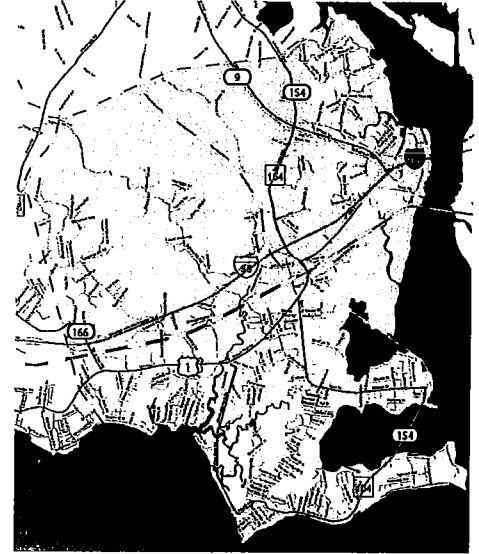

Carl Fortuna, First Selectman

For Local 1303-278:

 11/7/18
Jonathan Paradis, President

For AFSCME, Council 4:

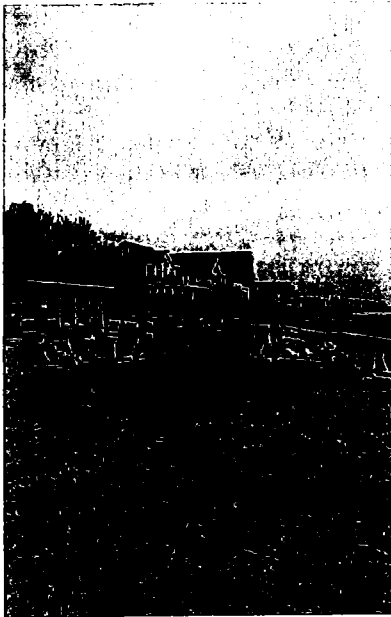
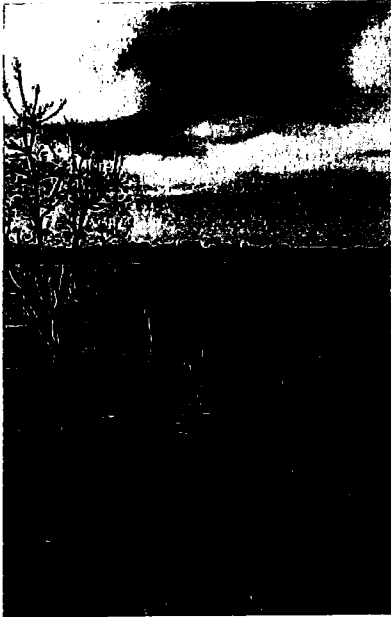

Patricia Johnson, Staff Representative Attorney



TECHNICAL PROPOSAL

Town of Old Saybrook: Strategic Plan for Parks & Recreation Facilities & Programs

May 30th, 2018



Mr. Ray Allen
Parks and Recreation Director
Town of Old Saybrook
302 Main Street
Old Saybrook, CT 06475

May 30th, 2018

Dear Mr. Allen,

Fitzgerald & Halliday, Inc. (FHI) is pleased to respond to your Request for Proposals (RFP) for a *Strategic Plan for Parks and Recreation Facilities and Programs (the Plan)*. FHI is a comprehensive planning firm committed to innovative planning and improving the quality of life in the communities in which we work. FHI is headquartered in Hartford, and has worked with the Town of Old Saybrook in the past through our work with the Lower Connecticut River Valley Council of Governments (RiverCOG), most recently by conducting the Route 1 Corridor Study and the Grow Smart Regional Economic Development Study. Our Team is organized to assist Old Saybrook with developing a comprehensive strategic plan for the town recreational facilities and programs. The FHI Team will be led by **Francisco Gomes, AICP, ASLA**. Francisco has vast experience in community and open space planning, zoning and land use and public outreach. He will be supported by a strong planning and public involvement team within FHI.

Joining our team is **TO Design, LLC**, an award winning, Connecticut based Landscape Architecture firm with experience working with countless municipalities on projects ranging from streetscape design to master planning. TO Design, LLC prides themselves on their ability to create timeless outdoor places that will provide decades of use for the communities in which they serve.

Also joining our team will be **Landscape Elements, LLC**, a full service Landscape Architecture firm licensed in Connecticut and located in Rhode Island. Their portfolio includes commercial and residential design, master planning and site design for academic institutions and municipal facilities, land use planning, greenway and trail projects, and park and recreational master planning and design.

The FHI team will provide the Town of Old Saybrook with a high level of responsiveness, quality, and technical knowledge. Hands-on client service and strong communication skills define who we are and have helped us build one of the largest planning firms in the state. Fitzgerald & Halliday, Inc. is in compliance with all federal and state law and local ordinances that are applicable to our business. FHI is both a certified DBE and small business enterprise (SBE) in Connecticut.

We look forward to your review of our qualifications and the opportunity to discuss how our experience and skills match your needs. As a Vice President and Principal, I view this project as an opportunity to engage our resources to assist Old Saybrook with its important planning initiatives and objectives, and I ensure the commitment of our staff for the entirety of this planning effort. This proposal presents an overview of our approach, our team, individual staff qualifications, and work samples. The work samples highlight our experience designing and conducting customized land use analysis plans for a wide range of planning efforts. The proposal also illustrates our understanding of the goals and technical content of both town planning efforts and our unwavering focus on delivering high quality service to our clients. This project requires a team capable of thinking creatively and providing a tailored approach to both meet the goals and budget for this project.

Please feel free to contact myself or Francisco Gomes for any further information about our qualifications. We can be reached at 860-247-7200 or via email at klivingston@fhiplan.com or fgomes@fhiplan.com.

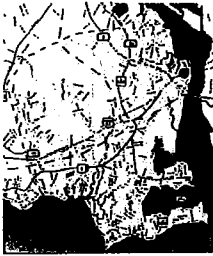
Sincerely,

Fitzgerald & Halliday, Inc.



Ken Livingston, AICP

Vice President and Principal



Fitzgerald & Halliday, Inc. (FHI), is excited for the opportunity to partner with the Town of Old Saybrook on the **Strategic Plan for Parks and Recreation Facilities and Programs**. Our team of planners, landscape architects, and public involvement experts is committed to a working partnership with Old Saybrook, to develop a clear, consistent strategic plan for the town recreational facilities and programs that highlights the assets and natural beauty that Old Saybrook has to offer.

Team Structure & Management Approach

FHI has compiled a strategic team of planners, landscape architects, and public involvement specialists to complete the tasks required in the Regional Open Space Inventory. **Francisco Gomes, AICP, ASLA** will serve as the Project Manager. Francisco is both a technical community planner and landscape designer, his background is in Landscape Architecture and urban design. He is a Senior Project Manager as well as **FHI's Community Planning Service Line Leader**.

Francisco will be supported by a core team of specialists that he has worked with on multiple projects at FHI. **Ken Livingston**, will serve as Senior Advisor to the project. His oversight and knowledge will add unparalleled value to the project. Ken brings a unique expertise at facilitating public outreach in an inclusive and supportive manner that leads projects to a consensus decision making. **W. Phillips Barlow, PLA, AICP, LEED AP** and **Mark W. Fisher, PLA**, both bring a breadth of knowledge and experience working on park and municipal facility design. **Elena M. Pascarella, ASLA**, will provide technical expertise in the area of Landscape Architecture and park programming. Her nearly 35 year experience in the industry will aid in the inventory and community needs assessment processes of the project. **Rory Fitzgerald, AICP, ASLA**, has experience working on community planning projects involving landscape planning and public involvement. She is also a resident of Old Saybrook. This local knowledge and experience will be beneficial to the *Plan* process. **Eric Smith**, will work in concert with Rory on the technical components of the *Plan*. Eric brings over 6 years of GIS planning experience and is also highly skilled at web design and development. **Shawna Kitzman, AICP** is a talented graphic designer who will provide design and public involvement support to the project.



Project Understanding

The *Strategic Plan for Parks and Recreation Facilities and Programs* will serve a variety of clients including the Town of Old Saybrook, local recreational groups, and the general public. Our goal for this project will be to create a Plan for Old Saybrook's Parks and Recreation Facilities and Programs that is responsive to the community's desires and needs, while also providing enhancements that are both useful to residents and sustainable over time.

Project Approach

In the following section, we highlight how our team will approach the specific tasks identified in the proposed Scope of Work. Our approach to *Plan* development is based on the outline provided by the Town of Old Saybrook, with recommended modifications based on our recent success with similar projects. We view our work as a partnership with the Town of Old Saybrook, municipality stakeholders, and the public. The *Plan* is intended to provide a roadmap to future initiatives, projects and collaboration opportunities with everyone involved in its development.



I'm happy to hear the charrette was so successful! I have to say... I didn't expect a huge turnout but clearly you guys pulled off an amazing event. I knew FHI would be perfect for the job!

-Erin Brogan, RiverCOG
In regards to Durham POCD
Visioning Charrette

TASK 1: Initial Meetings & Project Start-up

Project Coordination

FHI will conduct a project kick-off meeting with the project steering committee. The meetings will be a working session intended for the review of project scope and deliverables, the collection and sharing of project information, and the coordination of community engagement efforts. The steering committee will provide guidance to the planning Team, review Plan deliverables, share existing data, and exchange ideas on action strategies. The meeting will utilize an interactive format that encourages discussion and will provide a work-group setting in which the technical team can learn about relevant local issues and concerns; discuss appropriate programming and approaches to establishing the community needs assessment and recommendations.

» **Deliverable:** One (1) Meeting with the Recreation Commission

TASK 2: Background Research & Facility Inventory

The FHI team will prepare an inventory for all properties under control and/or use by the Town of Old Saybrook Recreation Department, as decided upon during the project start-up and initial meetings task. This extensive inventory will include information about the facility name, location, and size. The inventory will also include a description of the site, detailing existing recreation facilities and any proposed recreation facilities.

This task will be completed using a combination of background research, site photographs, and any existing mapping that the Town currently has. It is assumed that the Town will provide the FHI team their most up to date GIS mapping for the Town.

To document facilities, the FHI team will also produce up to Ten (10) professional photographs of the sites. It is assumed that the following facilities will be inventoried as part of this Plan:

- Clark Community Park
- Fort Saybrook Monument Park
- Ferry Road Field
- Gardiner's Landing
- Harvey's Beach
- Kavanagh Park
- Main Street Connection Park
- Maple Avenue Playfield
- Town Beach
- Saybrook Point Park

» **Deliverable:** Facility Inventory Analysis

» **Deliverable:** Up to Ten (10) illustrative photographs of facility sites

TASK 3: Base Survey Plan Preparation

FHI will use the information gathered during the background research and facility inventory phase to inform the process of establishing base survey plans for the sixteen properties or facilities that are currently used or under control by the Town of Old Saybrook Recreation Department.

GIS Survey plans for the facilities will include; property lines, buildings, any drainage structures or utilities, site amenities such as benches, athletic facilities or dugouts, fences, soil conditions, and any environmental data pertaining to wetlands, wooded areas, topography and other environmental resources.

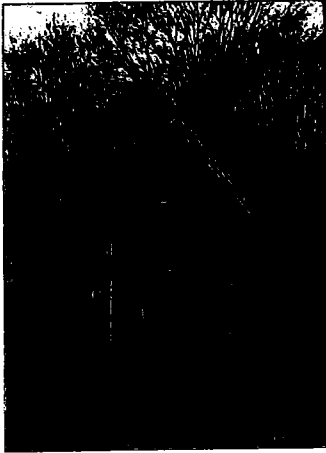
Survey Plans will be created using GIS mapping, and other design programs as necessary. All plans and data will be shared with the Town and Recreation Department in GIS format, AutoCAD, and PDF for use on Town maps and websites.

- » **Deliverables:** Base Plans for ten (10) properties or facilities under control or used by the Town of Old Saybrook Recreation Department

"Thank you Francisco. You have been consistently very thoughtful about the issues and have been thorough on each. You don't sound as if you are giving us a "canned" approach as you bring us to widely used standards. Also appreciate your dry frankness with us. It really helps me evolve in how I approach a question."

— Margarita Alban, Town of Greenwich, CT





TASK 4: Community Needs Assessment

Community Survey

Building upon the recently completed Parks and Recreation Survey, of 2017, FHI will create an online community survey for town-wide distribution that will be aimed at establishing a consensus about further needs of residents related to the Town's parks and recreational facilities. This survey will be comprehensive, discussing general needs within community, athletic facility needs, and programming needs and activities. It is envisioned that the online survey will be posted on the Town's website and distributed to the Town's email lists and Facebook page. Hard-copies of the survey will be distributed at locations such as the Town Hall, the Acton Public Library and the Estuary Council of Seniors.

Stakeholder Interviews

The FHI team will conduct interviews with Town departments and key stakeholders. These interviews will allow the project team to talk directly with stakeholders with targeted interests and perspectives to better understand and address the needs of the local community. FHI will work with the Town to identify and invite stakeholder groups as well as develop guided questions for discussion purposes. It is anticipated that interviews will be conducted in up to three (3) focus group format meetings. Stakeholder interviews could be conducted with the following groups:

- Recreation Commission
- Town Planner
- First Selectman
- Conservation Commission
- Department of Public Works
- Chief of Police
- Private sports leagues such as Old Saybrook Little League
- Others as necessary

Public Workshop

The FHI team will also conduct a public workshop to introduce the Plan and gather community feedback and vision.

Assessment Summary Report

Using information gathered from the online community survey, meetings with Town departments, and the public workshops, FHI will identify opportunities for enhancing and expanding upon the recreational and open space assets within the Town. The Community Needs Assessment will analyze present and future needs within the park system and inform recommendations.

- » **Deliverable:** Community Needs Assessment Summary Report
- » **Deliverable:** Community Survey, online and hardcopy versions
- » **Deliverable:** Up to three (3) Focus Group meetings with key stakeholders
- » **Deliverable:** Coordination and facilitation of one (1) public workshop



TASK 5: Recommendations

The FHI team will utilize information gathered in the previous tasks to inform the process of establishing draft recommendations for the "Strategic Plan for Parks and Recreation Facilities and Programs". The goal of this effort will be to recommend recreational enhancements that are both useful to residents and sustainable over time. Recommendations will be established based upon physical and environmental constraints of each proposed site or enhancement to an existing site. Recommendations will include both physical recommendations to the facilities, such as benches, wayfinding, etc. and programming recommendations for on-site activities.

As part of this task, the FHI team will create illustrative layout plans (sketch plans) for each site. These plans will be overlaid on the base survey maps prepared for Task 3.

- » **Deliverable:** Draft recommendations
- » **Deliverable:** Illustrative layout plans (sketch plans) up to 10

TASK 6: Recommended Projects & Cost Estimates

Action Strategies

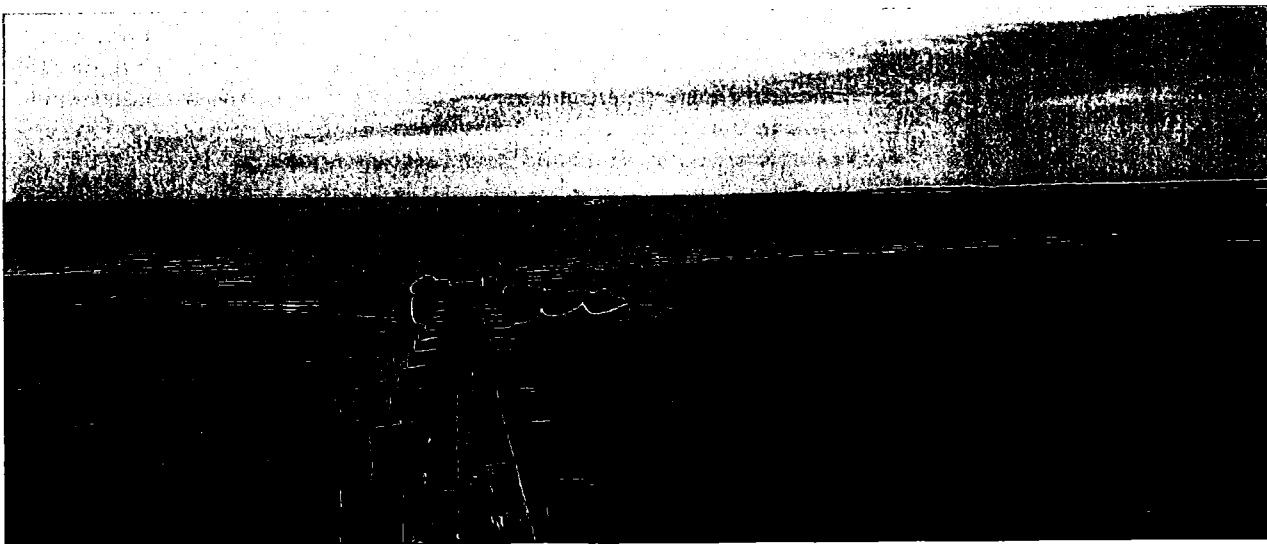
The FHI Team will develop a set of recommended projects and strategies for advancing the those projects based on the outcomes of the preceding work efforts. We will prioritize them based on discussion with Town staff and consideration of stakeholder input.

Implementation Plan and Cost Estimates

Utilizing the action strategies, FHI will create an implementation plan to be included within the Strategic Plan. The Implementation Plan will organize recommended improvement in a timeline; identifying measures that can be done quickly and inexpensively, and improvements that would require more funding or take longer to implement. Champions for each action strategy would be identified within the Implementation Plan and planning level cost estimates would be created.

"I think the high-quality appearance of the full and summary documents will assist in our process of enlisting on-going support for specific parts of the action agenda from our consortium partners, and also other potential state, federal, municipal and private partners."

Mary Ellen Kowalewski,
Capitol Region Council of
Governments





- » **Deliverable:** Action Strategies
- » **Deliverable:** Implementation Plan
- » **Deliverable:** Planning Level Cost Estimates

TASK 7: Presentation of Initial Findings

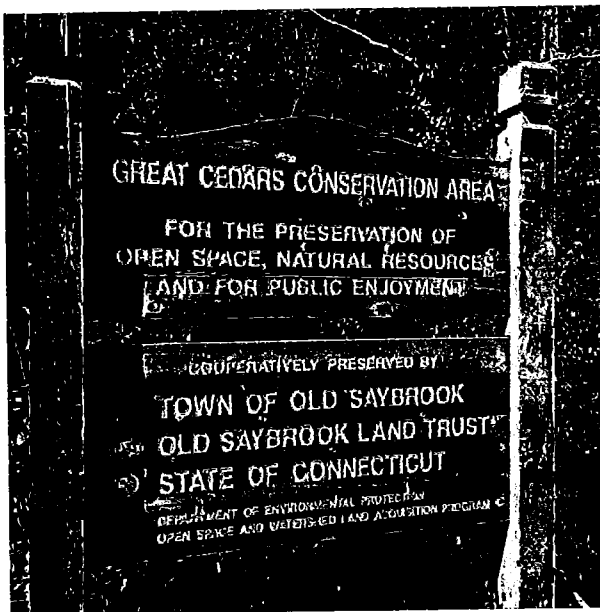
The FHI team will present all initial recommendations to the Steering Committee.

- » **Deliverable:** One (1) meeting with the Recreation Commission and the Board of Selectman

TASK 8: Initial Review, Feedback, and Corrections

The Steering Committee will review inventory, plan elements, and deliverables provided for Tasks 1-7. The FHI team will then revise all deliverables based on feedback and review from the Committee.

- » **Deliverable:** Initial product review and revisions



TASK 9: Final Review, Feedback & Corrections

Review and Corrections

FHI will incorporate feedback, edits, and corrections proposed by the Recreation Commission, Recreation Director, the First Selectman, and the Town of Old Saybrook municipal liaisons into the Final Plan.

- » **Deliverable:** Final Regional Open Space Inventory

TASK 10: Presentation of Final Plan

The FHI team will conduct one meeting with the Steering Committee to present the final plans and deliverables as outlined in the previous tasks.

- » **Deliverable:** One (1) meeting with the Recreation Commission
- » **Deliverable:** Final Regional Open Space Inventory Presentation



Schedule

The FHI team proposes an five-month schedule for the *Plan* development. This time-frame will accommodate municipal outreach and resources analysis, while also providing necessary time for review. This time-frame is flexible and we will work with the Town of Old Saybrook to develop a schedule that best fits the needs of the Town.

	Month				
	Nov	Dec	Jan	Feb	Mar
	1	2	3	4	5
TASK 1 - Initial Meetings and Start-Up					
TASK 2 - Background Research & Inventory					
TASK 3 - Base Survey Plan Preparation					
TASK 4 - Community Needs Assessment					
» Community Survey					
» Stakeholder Interviews					
» Pop-up Events					
» Public Workshops					
TASK 5 - Recommendations					
TASK 6 - Prioritize and Cost Estimates					
TASK 7 - Presentation of Initial Findings					
TASK 8 - Review, Feedback, and Corrections					
TASK 9 - Final Review					
TASK 10 - Presentation of Final Plan					

Price Proposal

FHI proposes to complete the work as described in this scope for a lump sum total of \$85,823, inclusive of direct costs.

Task		FHI	TO Design	Landscape Elements	Total Task Hours
		FHI Hours per Task	TO Design Hours per Task	Landscape Elements Hours per Task	
Task 1 Initial Meetings and Startup					16
	One (1) project meeting and meeting preparation	8	4	4	16
Task 2 Background Research and Facility Inventory					54
	Project Research	12	0	8	20
	Facility Inventory	12	0	16	28
	Site Photography	6	0	0	6
Task 3 Base Survey Plan Preparation					72
	Coordination and collection of Town mapping data	24	0	0	24
	GIS Mapping of 10 sites	48	0	0	48
Task 4 Community Needs Assessment					114
	Online Community Survey	12	0	0	12
	Stakeholder Interviews (2-3 meetings)	20	0	0	20
	One (1) Public Workshop	36	4	4	44
	Community Needs Assessment Summary Report	18	4	16	38
Task 5 Recommendations					114
	Up to ten (10) sketch concepts	10	60	32	102
	Description of recommendations	12	0	0	12
Task 6 Recommended Projects & Cost Estimates					86
	Implementation Plan	10	40	8	58
	Cost Estimates	4	20	4	28
Task 7-10 Presentations and Review					102
Task 7	One (1) Presentation of Initial Findings	8	4	4	16
Task 8	Preliminary Revisions to Plan	18	12	4	34
Task 9	Final Revisions to Plan	20	12	4	36
Task 10	One (1) Presentation of Final Plan	8	4	4	16
Total Project Hours		286	164	108	558
Loaded Hourly Rate					
Total Labor Cost					
		\$ 39,503	\$ 28,700	\$ 15,120	

Total Project Labor Cost	\$ 83,323
Direct Costs (Travel, Printing, Postage, Lodging)	\$ 2,500
Total Fee	\$ 85,823

Project Organization

