

Statement of Work (SoW)

Date			
Term	08/01/2023 – 08/15/2025		
Subgrantee Name:	Central Vermont Regional Planning Commission		
Municipality:	Worcester	Funding Reserved:	\$ 7,000
3rd Party Contractor:	n/a	Funding Reserved:	n/a

1. Statement of Work must define the scope, nature, and detail of work to be performed by sub-recipient or a third-party or describe the good to be purchased from a third-party provider.

STATEMENT OF WORK

**Between the
CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**And the
TOWN OF WORCESTER, VERMONT**

**For
MUNICIPAL TECHNICAL ASSISTANCE SERVICES**

August 22, 2023

I. AGREEMENT FOR SERVICES

- a. It is agreed by and between the CENTRAL VERMONT REGIONAL PLANNING COMMISSION (hereinafter called the Regional Commission) and the Town of Worcester (hereinafter called the Town) that the Regional Commission shall assist the Town in project development and application for funding by providing municipal technical assistance services as outlined by the Municipal Technical Assistance Program (MTAP) for the Town in accordance with the steps outlined in Attachment A.
- b. This Agreement consists of the body and the following attachment, which is incorporated herein:

Attachment A – Scope of Services

II. GENERAL TERMS AND CONDITIONS

- a. Whenever feasible, local labor can be used to assist professionals in gathering and compilation of data, thus minimizing expenses.
- b. The Regional Commission reserves the following dollar amount for all services performed under this Agreement as part of the MTAP, unless amended: **\$7,000.**
- c. The period of performance under this Agreement shall commence on **August 1, 2023**, and run through **March 31, 2025.**
- d. Ownership of all data and materials collected under this Agreement shall remain with the Town, TRORC and the Regional Commission.
- e. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.
- f. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity and not as officers or employees of the Town.
- g. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- h. The Town shall appoint one person as the principal contact for the project as outlined in the Scope of Services.

- i. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof.

III. OBLIGATIONS OF THE REGIONAL COMMISSION

- a. Regional Commission staff will work with, and be responsible to, the Selectboard in providing the services listed in Attachment A.
- b. The Regional Commission shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- c. The Regional Commission shall provide to the Town copies of all documents generated under this project.

IV. OBLIGATIONS OF THE TOWN

- a. The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- b. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- c. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.

Acknowledged and Agreed:

For the Town:

Signature: [Signature]

Name: John Kalding

Title: Chair Selectboard

Date: Sept 5 2023

For the Regional Commission:

Signature: [Signature]

Name: Christian Meyer

Title: Executive Director

Date: 10/17/23

Attachment A

Worcester 2023 Municipal Technical Assistance Services

Regional Commission staff will assist Worcester with municipal technical services including:

I. Opportunity assessment.

Approximate timeline- Summer 2023

- a. Assess the technical assistance and funding available from State, federal, and private sources;
- b. Evaluate project eligibility and compliance requirements for funding sources;
- c. Conduct a feasibility analysis of whether the municipality has, or can develop, the capacity to complete a project and meet applicable requirements. Based on initial stakeholder interviews the Regional Commission will focus its feasibility analysis on the following projects:
 - i. Procurement and installation of emergency generators for both the Highway Department and municipal office complex.
 - ii. Installation of a solar array for roof of Office complex to include and the replacement of the old roof
 - iii. Procurement and installation of a heat pump and solar storage (battery)
 - iv. Installation of EV chargers at the town offices
 - v. Providing the Worcester Village Water Board with assistance soliciting funding for several needed maintenance project

II. Application and permit assistance.

Approximate timeline- As funding sources are identified, by end of Fall 2023.

- a. Provide technical and administrative assistance to complete funding applications for the five initiatives identified in Section I.
- b. Provide technical and administrative assistance to complete permit applications for projects that secure funding;
- c. Provide technical and administrative assistance to satisfy initial regulatory requirements for project moving into the planning or implementation phase.

III. Project management and implementation.

Approximate timeline- If funding is awarded, beginning of funding through March 31, 2025.

- a. Provide ongoing support to Town if funding is awarded, including:
 - i. Project management;
 - ii. Funding program implementation;
 - iii. Funding program compliance;
 - iv. Administrative and regulatory compliance through project completion.

