

Statement of Work (SoW)

Date	08/31/2023		
Term	08/31/2023 – 08/30/2025		
Subgrantee Name:	Central Vermont Regional Planning Commission		
Municipality:	Plainfield	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 PLAINFIELD, VERMONT

For

MUNICIPAL TECHNICAL ASSISTANCE SERVICES

AUGUST 31, 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 PLAINFIELD (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 31, 2023**, and run through **AUGUST 30, 2025.**
- d. Ownership of all data and materials collected under this Agreement shall remain with the Town and TRORC.
- 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.

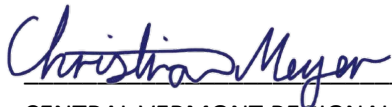
III. OBLIGATIONS OF THE REGIONAL COMMISSION

- 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.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this 17 day of November, 2023 at MONTPELIER, Vermont.



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Director Executive, Executive Director

Riley Carlson

TOWN OF PLAINFIELD

Chair Selectboard, Selectboard Chair

Attachment A
2023 Municipal Technical Assistance Services
Plainfield, VT

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

1. Opportunity assessment.

Approximate timeline- FALL 2023

1. Assess the technical assistance and funding available from State, federal, and private sources;
2. Evaluate project eligibility and compliance requirements for funding sources;
3. 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. Provide municipal stakeholders with assistance soliciting funding to develop a Town Capital Improvement Plan
 - ii. Pursue funding or programs to mitigate the economic impacts of the Route 2 VT AOT intersection realignment project and the coinciding closure of the Main Street Bridge.
 - iii. Provide municipal stakeholders with assistance soliciting funding to address impacts to the drinking water and wastewater infrastructure related to the Route 2 realignment project.
 - iv. Identify local housing partner and funding to support development of new housing.
 - v. Provide technical assistance for the Plainfield Co-op, the only local grocery store, to take necessary steps to restructure their business to remain solvent. Next steps could include pursuing funding for renovations at their current location or moving to a new location. Actions will be based on the recommendations on a CVRPC administered USDA RD grant that is in its final stages.

2. Application and permit assistance.

Approximate timeline- As funding sources are identified, by end of SUMMER 2024.

1. Provide technical and administrative assistance to complete funding applications;
2. Provide technical and administrative assistance to complete permit applications; 3. Provide technical and administrative assistance to satisfy initial regulatory requirements.

3. Project management and implementation.

Approximate timeline- If funding is awarded, beginning of funding through AUGUST 22, 2025.

1. Provide ongoing support to Town if funding is awarded, including:
 - a. Project management;
 - b. Funding program implementation;
 - c. Funding program compliance;
 - d. Administrative and regulatory compliance through project completion.

