

**TOWN OF WENDELL
SCOPE OF SERVICES
EO 418 COMMUNITY DEVELOPMENT PLAN**

December 16, 2002
Revised February 2003
Approved May 2003

INTRODUCTION AND TIMELINE

No pre-planning dollars have been expended to date by the Town of Wendell. The total budget available is \$30,000. The time line proposed for this project is 12 months from the time the Scope of Work is approved by the State Interagency Group. A Community Development Advisory Committee (“Committee”) has been established by the Town of Wendell to oversee and provide input on all work completed by the Consultant. The Community Development Committee is comprised of a broad range of municipal officials and residents. The State IAWG must review and approve all Community Development Planning EO 418 Scopes of Services prior to signing a contract.

The Town of Wendell has selected the FRCOG as its Consultant for EO 418 work. The Franklin Regional Council of Governments has agreed to conduct the Scope of Work outlined below and has calculated the estimated costs. The FRCOG is a state-approved EO 418 contractor and can provide planning and engineering services to the Town. The maximum rate to be charged by the FRCOG will be \$65.00 per hour for planning services and \$75.00 per hour for engineering services. The FRCOG will prepare agendas, facilitate meetings, and present work products at all meetings specified below.

TASKS

Vision Statement

Produce a 1-2 page statement of the Town’s objectives for the future. This Vision Statement will guide the completion of other plan elements. Complete an assets and liabilities inventory which focuses on the four elements of the CD Plan as a minimum.

- 1) **Open Space**
The Town of Wendell has requested an exemption from preparing the Open Space and Resource Protection section given the recent work completed by the town for its Open Space and Recreation Plan. The Wendell Open Space and Recreation Plan has been reviewed and approved both on the state and town level.
- 2) **Economic Development**
During the neighborhood meetings, several points relevant to economic development were voiced by residents. These points established a general goal in which the focus would be the diversification of the tax base and an increase in community services through the facilitation of economic development. The most salient points leading to this goal were: promotion of cottage industries using local resources, promotion of ecologically sound development, maintenance and improvement of appropriate by-laws to ensure sound development practices, possible creation of a business district(s) to protect the residential community character, and exploration of alternatives to present tax and revenue structures.

- A. Conduct an assessment of the current economic base in the Town of Wendell including an inventory of major employers, numbers of jobs provided, demographic and income data, unemployment rates, and labor force statistics. The economic base is limited since there is currently no water or sewer infrastructure or land zoned for commercial or industrial development in the Town of Wendell. Prepare a narrative, including tables and graphs as appropriate, which compiles this information. This task will take approximately 70 hours to complete. The cost of the task is \$3,500.00.
- B. Prepare economic development goals and objectives and identify a strategy for how the community plans to support businesses which provide jobs for Wendell residents with low, moderate, and middle income. The businesses identified in the Vision Statement will be the focus of this effort. This task will take approximately 45 hours to complete. The cost of the task is \$3,250.00.
- C. Two meetings of the Committee will be held to review and provide input on work completed for the Economic Development component of the Community Development Plan. The cost associated with this task is \$1,000.00

3) **Transportation**

- A. Research the legal status of the following roads to determine if they are public ways or legally discontinued and not eligible for “Approval Not Required” (ANR) development road improvements or maintenance. The roads are: Rockwell Hill Road, Old Farley Road, Old Egypt Road, Kenfield Road and Sears Road. This task will take approximately 25 hours to complete @ \$75 per hour plus direct costs (*see Budget*). The cost of the task is \$1,875.00. If time or funding allow, research additional roads identified by the Town. A report will be compiled showing all legal references found and an opinion based on the research as to the current status of the road as well a procedural outline of how to discontinue any road so desired.
- B. Research and provide clarification on the legal extent (the width and the center point) of the following roads: Wendell Depot Road, Lockes Village Road, Montague Road, Farley Road and Mormon Hollow Road. Portions of Wendell Depot (between Farley and the center of town) or the length of other roads (Montague, Farley and Mormon Hollow) may have recently been defined during road construction. These, according to the Highway Commission, are the major roads where road width/location concerns may be facing the town in the near future. This task will take approximately 40 hours to complete @ \$75 per hour. The cost of the task is \$3,000. The final product will include maps and/or plans showing the sidelines and/or centerlines of the subject roads to the extent possible based on the layouts of record. Tables of sidelines metes and bounds will also be provided. Note that in the absence of physical bounds being found, full or partial surveys to recover the bound locations would be required. The surveys are not a part the scope for this task.
- C. Review current demographic, economic, and vehicle ownership statistics for the community based on data available from the U.S. Census. Inventory and assess the current transportation services available to the community and collect information on the population’s transportation difficulties and unmet transportation needs. Transit services to be examined and evaluated will include fixed route bus service and dial-a-ride and paratransit (ADA) service. Wendell is interested in establishing a minimum of two round trips per week to and from (total of 4) Amherst, Greenfield, and/or Orange and could coordinate with similar public transportation research for the neighboring town of Leverett. Prepare recommendations for transportation service additions or

improvements. This task will take approximately 100 hours to complete. The cost of the task is \$4,125.00.

- D. Two meetings of the Committee will be held to review and provide input on work completed for the Transportation component of the Community Development Plan. The cost associated with this task is \$1,000.00

4) **Housing**

- A. Housing Inventory: Prepare an assessment of current housing conditions based on information from the U.S. Census, Bankers & Tradesmen, Department of Housing & Community Development, and the Building Inspector for number and type of housing units, current rent and housing costs, age of housing stock, and building permit data. This task will take approximately 24 hours to complete. The cost of the task is \$1,200.00.
- B. Housing needs report including an assessment of housing demand: Analyze the data and evaluate current and future housing needs for low, moderate and middle income households based on available data such as population figures and trends, income levels, vacancy rates, housing units, and housing affordability in the Town of Wendell for households of low, moderate, and middle-income. This task will take approximately 48 hours to complete. The cost of the task is \$2,400.00.
- C. Supply and demand comparison (gap analysis): Compare and analyze the gap between housing supply and demand for housing for low, moderate, and middle-income households. Identify the types of people for whom the gap exists, i.e., elderly, low, moderate, and middle income, municipal employees, etc. Identify any special housing needs based on an analysis of demographic and socioeconomic data. This task will take approximately 36 hours to complete. The cost of the task is \$1,800.00.
- D. Housing goals and objectives statement: Utilize the data and gap analysis above to set short and long term goals to close/eliminate the gaps identified. This task will take approximately 16 hours to complete. The cost of the task is \$800.00.
- E. Compile work completed into a final chapter for the Community Development Plan and hold two meetings of the Committee. This task will take approximately 20 hours to complete. The cost of the task is \$1,500.00.

5) **Administration /Compiling the Community Development Plan**

The FRCOG will prepare agendas, conduct mailings, and submit quarterly reports and billings to DHCD. Prepare a Community Development Plan and Land Use Suitability Map which incorporates the results of the work completed for the Open Space and Resource Protection, Housing, Transportation, and Economic Development tasks. A Land Use Suitability map will be developed to identify potential locations for housing taking into consideration current zoning and environmental constraints identified by the Open Space and Recreation Plan and the Community Development Plan. One meeting of the Committee is proposed for this task. The estimated cost for this task is \$4,000.00.