

# **TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION SERVICES POLICY**

## **STATEMENT OF INTENT AND GENERAL POLICY**

This Policy is intended to provide guidelines to the Regional Commission and Executive Director in the delivery of professional services to its member municipalities. Furthermore, it is intended to assist the Regional Commission in meeting the increasing demands for such services.

It is the general policy of the Regional Commission to offer the maximum level of basic service to all its members and to continue to offer additional special services as the needs and opportunities require.

In order to encourage efficient and economical use of professional staff in meeting the increasing needs of municipal planning and management duties, the Regional Commission shall use the following priorities in evaluating requests for services which may arise from a single community or a group of communities:

- Projects which address state legislative requirements or projects involving issues of statutory compliance;
- Projects addressing local and/or regional priorities as identified by municipal plans, the Regional Plan, or Annual Work Programs; and
- Other such projects as may be determined to be of local and/or regional significance.

## **BASIC SERVICES REGARDLESS OF DUES-PAYING STATUS**

The Regional Commission is organized to serve its member municipalities with the following programs:

### **\* Regional Planning**

- Two Rivers-Ottauquechee Regional Plan
- Data and Demographic Studies
- Regional Profile
- Regional Transportation Planning
- River Basin Planning
- Emergency Management Planning
- Renewable Power Development
- Review of State Agency Plans
- Economic Development Planning
- Regulatory Proceedings - Act 250, Certificates of Public Good (30 V.S.A. Section 248), federal review processes
- Open Space and Conservation Planning

★ **Resource Library and Data Center**

- Maps
- Brochures
- State and Regional Publications
- Census Materials
- Two Rivers-Ottawaquechee Newsletter
- Planning Memoranda

★ **Public Education - information and training workshops**

★ **Regional Mapping**

★ **Inter-Regional cooperation and Programs**

**GENERAL TOWN SERVICES FOR ALL MEMBERS**

Municipalities within the designated region shall be entitled to the following general services without charge, subject to budgetary and staff limitations.

- General technical consultation: review and comment on town plans, zoning bylaws, subdivision regulations, flood hazard area bylaws, capital budget and programs, impact fees and ordinances.
- Local transportation services like speed studies, culvert inventories, capital budgets for roads, etc.
- Advice to Planning Commissions and Selectboard members regarding statutory requirements for legal adoption for any of the above listed documents.
- General technical consultation with zoning administrators, boards of adjustment, planning commissions, and Selectboard members in the administration and enforcement of local bylaws and related land use controls.
- Advice and application preparation with respect to the Vermont Community Development Program, Vermont Housing and Conservation Trust Fund and other state and federal grant programs.
- Act 250 and Section 248a review assistance.

**CONTRACT SERVICES FOR MEMBERS**

Member municipalities may also obtain special technical assistance services to meet local needs and priorities. It is the intent of the Regional Commission to provide Contract Services to its member municipalities on a cost recovery basis.

Cost recovery rates are calculated using direct and indirect charges. Dues-paying members receive a higher priority for all services than non dues-paying members, unless a compelling situation or need suggests otherwise.

**Municipalities, as part of their annual budgeting and programming processes, are strongly encouraged to consider budgeting local revenues for these services.** In some cases, grants from the State of Vermont may be available to cover all or a portion of the costs for Contract Services. The Regional Commission staff is available to assist your town in evaluating its options.

## **DEFINITION OF SPECIAL SERVICES - REQUIRING A CONTRACTUAL RELATIONSHIP**

These Services are defined as specialized planning studies for municipalities for which a particular end product is anticipated and where the focus or benefit of the Study is primarily related to matters of local interest.

These include, but are not limited to:

★ **Updating or preparation of:**

- Town Plans, Zoning Bylaws, Subdivision Regulations
- Capital budget and programs
- Data Collection
- Technical Analysis
- Report Preparation
- Map Preparation

★ **Special Studies or Research:**

- Local Plans and Programs (housing, community design, agricultural land conservation)
- Housing Programs
- Growth Impact Analysis
- Traffic Impact Analysis
- Fiscal Impact Analysis
- Regional Capacity Studies
- Establishment of Design Control Districts/Historic District Ordinances
- Scenic Road Designation
- Community Economic Development - grant administration and implementation, preparation of plans for reuse of loan funds

★ Local Planning Services (Circuit Rider)

- ★ Liaison between the public and planning commissions, technical advisor to planning commission
- ★ Review site plans and subdivision applications, critique for completeness
- ★ Draft correspondence for planning commission
- ★ Manage planning commission records
- ★ Database Management
- ★ Word Processing/clerical or administrative support service
- ★ GIS Mapping, GPS locating, and Cartographic Services
- ★ Grant Administration

## **CALCULATION OF HOURLY RATES FOR CONTRACTS**

For all contracts with municipal, state and federal agencies and for all private entities, **actual costs will be charged**. These rates vary from year to year and are based upon actual salary, benefits and indirect rates based on audited numbers.

The Regional Commission shall use the following method to determine hourly rates for all employees for such contract work:

**Direct Personnel:** The hourly rate shall be calculated from the annual base compensation plus fringe benefit costs divided by 1,950 hours.

**Indirect:** Those expenses incurred for support staff, administration, rent, service contracts, equipment replacement, specialized training, etc.

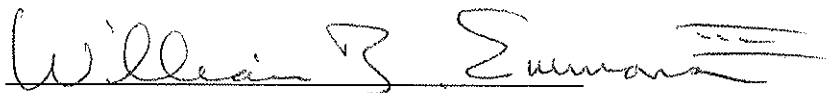
**Other Direct:** All other direct expenses incurred shall be billed or reimbursed at near or at actual costs. Direct expenses shall include, but not be limited to, extraordinary telephone charges, advertising, photocopying, mapping, travel, and publication expenses.

These three component costs shall be reviewed periodically by the Commissioners, revised as necessary, and based upon audited costs.

### **EFFECTIVE DATE:**

The effective date of this policy is January 1, 2011.

Adopted at the Regular Meeting of the Regional Commission on December 8, 2010.



TRORC Chairperson