

Scope of Work for CPEA Consultants

Town of White Creek Agriculture and Farmland Protection Plan

November 2008

1. Review of Comprehensive Plan Data Gathering Phase Report
2. As per the Ag grant, we need to collect more specific information to understand where and what farming is taking place, and what conditions and characteristics it has. This should, to large extent, be done via the local committee and the CCE, SWCD, and ASA partners. With local assistance, data gathering more specific to agriculture to include:
 - Farm and farmland inventory (Tax Assessment, GIS and Local Information) (SWCD, CCE, Local Committee)
 - Soils (CPEA via the GIS with input from SWCD)
 - Ag Districts (CPEA via the GIS)
 - Ag Census data and trends (CCE, to collect and organize by Town and/or by zip code)
 - Building permit and subdivision activity (local committee)
 - Inventory of protected lands (ASA, CCE, committee)
 - Identification of rented agricultural lands (local committee, and via input from farm focus groups)
 - Tax parcels (CPEA via GIS)
3. Public Input
 - a) Agricultural focus groups (with key local stakeholders and farmers) – 4 meetings
 - 1) Farmland identification/inventory/discussion of issues: SWOT for Ag
 - 2) Prioritizing farmland, discussion with farmers and landowners
 - 3) Discussion of potential strategies and solutions related to ag
 - 4) Discussion of draft plan
 - b) General public input for comprehensive plan (three)
 - 1) Community visioning Workshop and SWOT for comprehensive plan
 - 2) Information Sharing/Workshop by topic to discuss potential practices and strategies (three possible)
 - 3) Discussion of draft plan when it is developed
 - c) Meeting with agency and group stakeholders and interviews of other stakeholders (done by local committee only)
4. Establishment of Vision and Goal Statements for Agriculture and Comprehensive Plan
5. Farmland Prioritization (CPEA to do this via GIS)

6. Development of Recommended Strategies for Agriculture and Comprehensive Plan
7. Development of Implementation/Action Plan for Agriculture and Comprehensive Plan
8. Required Public Hearings (two)
9. Assist with Adoption of Plan
10. Ongoing meetings with Committee (10 Total)

Deliverables will be a Comprehensive Plan that will include as an integrated component, an agricultural and farmland protection plan as both a digital and paper versions.

Task	Estimated Hours	Estimated Fee
1	2	200
2	10*	1000*
3	71 plus Travel	9500
4	4	400
5	15	1500
6	30	3000
7	10	1000
8	5	500
9	5	500
10	20 hours estimated at 10 meetings @ 2 hours each plus travel and 10 meetings done via conference phone **	4000 on-site meetings 2000 telephone conference meetings
Mileage		1150
Supplies		250
Total		25,000

*As per the scope above, it is anticipated that this task will largely be done by the grant partners and local committee. It should be a target to limit CPEA hours in this task to 10 (\$1000) at the most to just coordinate and review information that comes in from you. The funds saved should be used for additional meetings or the other tasks as needed. **Not all meetings need to have us present. Depending on the topic, some will need us there, some do not, and others can be accommodated via telephone conference call. No travel or mileage costs are associated with conference calls.

Schedule of Work for 18 months starting late October 2008

Task	Date Start (to Date Finish)
1. Review of background materials	Late October 2008 (to Early November)
2. Data Collection	Late October (to End December)
3. Public Input –	
Ag Focus Group #1	Early December
Community Visioning	Mid January, 2009
Agency and Stakeholder meetings and interviews (by committee)	November (to end January)
Ag Focus Group #2	February 2009
Ag Focus Group #3	Early April 2009 (before crop season)
Community Information Sharing Workshop (s)	May (through August 2009)
Ag Focus Group #4	January 2010
Discussion of Draft Plan with Public	January 2010
4. Vision and Goal Statements	February 2009
5. Farmland Prioritization	March to April 2009
6. Recommendation of strategies	May (through November 2009)
7. Development of action steps	December 2009
8. Public Hearing(s)	February 2010
9. Adoption of Plan	March 2010