

Comprehensive Planning Committee -- Town Board Update -- July 12, 2007

Introduction:

We are pleased to report the CP Committee has selected Community Planning and Environmental Associates as the consultant to assist Ancram in developing a Comprehensive Plan.

We would like to describe the process we went through to make this decision, which Jim Bryant will do, then present the proposed budget for the Comprehensive Plan, which I will do, which we would appreciate the Board approving tonight.

Please feel free to interrupt with questions at any stage of our presentation.

Selection Process Overview:

We received eight proposals, interviewed six firms, and unanimously selected Community Planning and Environmental Associates.

The Committee first ranked the consultants based on the strength of the written proposals, then on the strength of a one hour personal interview with the firm's principals who would be working with us.

CPEA was first in both categories, based on a standard set of evaluation criterion. CPEA has extensive experience working with small towns, and offered the best overall value for money.

They were also the lowest cost proposal.

Reference checks on Nan Stolzenburg, the Principal of CPEA, indicate she is well thought of by prior clients.

Proposed Budget:

The proposed budget for the Comprehensive Plan totals just under \$60,000. This money will be spent over the next 12 months, at approximately \$5000 a month.

The major items are the consulting fees for CPEA, which total about \$33,000, the \$8,400 cost of the community communications program, the \$3500 cost for grant applications and \$3000 for legal reviews.

The balance of the costs relate to printing and postage.

We have included an \$8000 contingency to cover “unknowns” down the road.

Excluded from this budget is any money for a the update of the Zoning Regs, which we believe will be undertaken in the second half of 2008, after the direction of the Comprehensive Plan is more clear. We have secured estimates for this effort, and believe it will cost \$30,000-\$40,000 for this activity in 2008.

Also excluded from this budget is the cost of a “Fiscal Impact Analysis” of the potential development implications of the Comprehensive Plan. We have been advised that this can be a very expensive effort, and believe we will be better able to define our needs in this area after we have made more progress on the CP, so we know where we think we may end up. We have asked for a separate proposal for this activity.

We have a hard copy of the CPEA proposal for the Board’s information and future reference. We expect the Comprehensive Planning process to take 12 months. The timeline, activities and deliverables for the CP process, including the information we will be collecting and the extent and frequency of community input and participation are outlined in this proposal, along with information on the credentials and previous experience of the consulting firm and the firm’s principals.

Conclusion:

If there are no further questions or discussion, we would appreciate the Board’s approval of the proposed \$60,000 budget, and the authority for the CPC to retain Ms. Stolzenburg and her firm to assist us in the development of the Comprehensive Plan.