

INSTRUCTIONS: In order to ensure that the Department and the Contractor have a clear understanding of their respective responsibilities and performance expectations, the following Attachment shall contain a specific detailed description of all obligations, responsibilities, and additional terms and conditions between the Contractor and the Department which do not modify the Contract boilerplate language. *ATTACH AS MANY ADDITIONAL PAGES AS NECESSARY.* [See INSTRUCTIONS sheet for more information and suggested provisions to include in ATTACHMENT A.]

**Royalston Smart Growth Grant
ENV 06 POL 01**

The Estimated Cost for each task does not include direct costs, which are itemized in the Budget Summary

Task 1 – Legal review of current zoning bylaw and preparation of a Technical Memorandum.

1. Conduct a thorough legal review of the Town’s current zoning bylaw, which was adopted in 1987 and has not been substantially changed since that time. Prepare a Technical Memorandum to identify and discuss the following:
 - Internal inconsistencies;
 - Any sections which are now out-of-date due to recent court decisions, changes to state laws, and/or more current versions of the regulations (such as the Cluster Development provision);
 - Vulnerabilities in the bylaw;
 - Gaps in what should be regulated; and
 - What is needed to bring the current bylaw up-to-date.
2. Facilitate one (1) working meeting of the Royalston Zoning Task Force to discuss the implications of the Technical Memorandum.

Deliverables:

1. Technical Memorandum which summarizes the legal review of the Town’s existing Zoning Bylaw.
2. One (1) working meeting of the Royalston Zoning Task Force, facilitated by the consultant.

Estimated Cost: \$2,150

EOEA Share: \$2,000
Non-State Match: \$ 150 (Town of Royalston)

Timeline: January 2006

Evaluation: The measure of success for this task will be a legal review of the Town’s existing bylaw and public participation in the meeting of the Zoning Task Force.

Task 2 – Review existing zoning recommendations for the Town of Royalston contained in the Greater Gardner Sustainable Growth Management Plan (1999), the Royalston Community Development Plan (2004) and the Royalston Open Space & Recreation Plan (2004). Review the proposed zoning amendments recently offered by citizen petition at the 2005 Annual Town Meeting.

1. Review the recommendations in the Greater Gardner Sustainable Growth Management Plan and the recently completed Community Development Plan and Open Space and Recreation Plan. Identify any recurring issues, themes and/or approaches among the three planning documents.
2. Identify any existing recommendations that would address problems with the current zoning bylaw identified under Task 1, above.
3. Provide a legal and technical review of the proposed zoning amendments offered by citizen petition at the 2005 Annual Town Meeting. Provide recommendations on which of the proposed amendments are consistent with previous zoning recommendations and should be considered for adoption and which amendments may not be necessary at this time. Provide suggested wording changes, if needed, so that the

proposed amendments are consistent with current state law and the current zoning bylaw.

4. Prepare a comprehensive list of existing zoning recommendations for the Town which is broken down into two categories:
 - Revisions to the existing zoning bylaw (i.e., changing the definition of Home Occupations or updating the Cluster Development section of the bylaw), and
 - The adoption of new zoning bylaws (i.e., an Accessory Residential Use bylaw).

Deliverables:

1. A Technical Memorandum which (1) identifies any recurring issues, themes and/or approaches among the Greater Gardner Growth Management Plan (1999), the Royalston Community Development Plan (2004) and the Royalston Open Space & Recreation Plan (2004) and (2) summarizes the legal and technical review of the zoning amendments offered by citizen petition.
2. A comprehensive list of zoning recommendations for the Town. This list will be broken down into two categories:
 - a. Revisions to the existing zoning bylaw (i.e., changing the definition of Home Occupations or updating the Cluster Development section of the bylaw), and
 - b. The adoption of new zoning bylaws (i.e., an Accessory Residential Use bylaw).
3. Prepare for and facilitate two (2) working meetings of the Royalston Zoning Task Force to discuss the list and begin an initial prioritization of the zoning recommendations for use in Task 3, below.

Estimated Cost: \$4,300

EOEA Share: \$3,800
Non-State Match: \$ 500 (Town of Royalston)

Timeline: January – March 2006

Evaluation: The measure of success for this task will be a comprehensive list of recent zoning recommendations for the Town and the level of participation in the Zoning Task Force meetings.

Task 3 – Prepare discussion drafts of proposed zoning revisions and new zoning bylaws from the list prepared as part of Task 2, above.

1. The consultant will prepare discussion drafts of the proposed zoning revisions and new zoning bylaws from the list prepared as part of Task 2, above.
2. The consultant will prepare for and facilitate one (1) meeting of the Royalston Zoning Task Force to review the discussion drafts and prepare for the Public Meeting (Task 5).
3. The consultant will incorporate comments received from the Royalston Zoning Task Force and prepare documents for distribution at the Public Meeting (Task 4).

Deliverables:

1. Discussion drafts of the proposed zoning revisions and examples of new zoning bylaws that address the list of zoning priorities developed as part of Task 2, above.
2. One (1) meeting of the Royalston Zoning Task Force to review and comment on the discussion drafts.
3. A final Summary List of Zoning Priorities and Recommendations and final discussion drafts of proposed zoning revisions and examples of new zoning bylaws.

Estimated Costs: \$5,500

EOEA Share: \$4,850
Non-state Match: \$ 650 (Town of Royalston)

Timeline: April 2006

Evaluation: The measure of success for this task will be a Final Summary List of Zoning Priorities and Recommendations and the final discussion drafts of proposed zoning revisions and examples of new bylaws.

Task 4 – Advertise and convene one (1) Public Meeting to present the List of Zoning Priorities and Recommendations and the proposed revisions to the zoning bylaw and examples of new zoning bylaws.

1. The consultant will prepare for and facilitate one (1) Public Meeting to present the List of Zoning Priorities and Recommendations and the discussion drafts of proposed zoning revisions and examples of new zoning bylaws.
2. The consultant will facilitate the discussion of the current recommendations and other issues and concerns residents have about the zoning. At this meeting, residents will be asked to offer comments on the zoning recommendations and participate in interactive group exercises to begin prioritizing the recommendations.
3. The consultant will document concerns and issues raised during the Public Meeting.

Deliverables:

1. One (1) Public Meeting.

Estimated Cost: \$2,650

EOEA Share: \$2,300
Non-state Match: \$ 100 (Royalston)
\$ 250 (MRPC)

Timeline: May 2006

Evaluation: The measure of success for this task will be the number of residents who attend the Public Meeting and the level of involvement in the discussions and debates about the proposed zoning revisions.

Task 5 – Review the outcome of the Public Meeting with the Royalston Zoning Task Force and respond to issues and concerns raised by residents during the Public Meeting.

1. The consultant will meet with the Royalston Zoning Task Force to discuss the outcome of the Public Meeting and strategies for responding to comments and concerns raised by residents.
2. The consultant will prepare a final set of proposed zoning revisions for the Public Hearing to be held by the Planning Board (Task 6).

Deliverables:

2. One (1) meeting of the Royalston Zoning Task Force
3. Final set of proposed zoning revision documents for the Planning Board Public Hearing.

Estimated Cost: \$2,200

EOEA Share: \$2,000
Non-state Match: \$ 200 (Town of Royalston)

Timeline: May - June 2006

Evaluation: The measure of success for this task will be a set of zoning revisions that reflect the needs and concerns which were raised by the residents of the Town at the Public Meeting.

Task 6 – Prepare for and attend a Public Hearing convened by the Royalston Planning Board. Following the Public Hearing, attend one (1) meeting with the Planning Board and the Royalston Zoning Task Force to discuss comments received and potential changes to the proposed zoning revisions.

1. The consultant will attend the Public Hearing convened by the Royalston Planning Board to present proposed zoning revisions to residents.
2. The consultant will assist the Planning Board in responding to questions and concerns raised by residents.
3. The consultant will record any comments and concerns about the proposed zoning revisions.
4. The consultant will attend one (1) meeting with the Planning Board and the Royalston Zoning Task Force to discuss comments received at the Public Hearing and potential changes to the proposed zoning revisions.

Deliverables:

1. The consultant will attend the Public Hearing.
2. One (1) joint meeting of the Royalston Planning Board and the Royalston Zoning Task Force.

Estimated Costs: \$3,000

EOEA Share: \$2,550
Non-state Match: \$ 450 (MRPC)

Timeline: June 2006

Evaluation: The measure of success for this task will be the number of residents who attend the Public Hearing and the level of support for the proposed zoning amendments.

Task 7 – Prepare zoning amendment articles for Town Meeting.

1. The consultant will prepare final zoning amendment articles for the Warrant for the Town Meeting. Bylaws will include the following:
 1. Accessory Dwelling Units bylaw
 2. Improving the Home Occupation section of the existing bylaw
 3. Strengthening the Optional Development Methods section of the bylaw to encourage or require the use of Interior Lots, Small Flexible Development, and Open Space Residential Development
 4. Scenic Roadways bylaw
 5. Village Center District

Deliverables:

1. Final zoning amendment articles for the Warrant for the Annual Town Meeting.

Estimated Costs: \$4,000

EOEA Share: \$3,500
Non-state Match: \$ 500 (MRPC)

Timeline: May – August 2006

Evaluation: The measure of success for this task will be a zoning amendment package ready to be voted on at the Town Meeting and the adoption of the zoning amendments at Town Meeting.

Task 8 – Public Education and Outreach.

The consultant will assist the Town in implementing a Public Education and Outreach campaign to inform and involve residents in this important project.

1. A Project Kick-Off Meeting will be held to introduce the project and offer a “Zoning 101” course to residents.

A discussion of what zoning does and does not do and why up-to-date, responsive zoning is an important component of planning for a community's future will be discussed.

2. At least four (4) articles will be written by the Royalston Zoning Task Force and submitted to the Royalston Community Newsletter, a free, monthly publication that is mailed to all households in the town, and the Athol Daily News, a subscription newspaper.
3. All meetings of the Royalston Zoning Task Force will be open to the public and interested residents will be encouraged to attend. Notices of the meetings will be posted in advance of the meetings at the Town Hall, the Royalston Post Office, and the Royalston Library.
4. Copies of the minutes of the Royalston Zoning Task Force will be posted at the Town Hall, the Royalston Post Office, and the Royalston Library.
5. Two (2) project-related mailings will be sent to every household. The first mailing will announce the project and invite residents to attend the kick-off meeting. The second mailing will be to announce the Public Meeting (Task 4) and invite residents to attend.

Deliverables:

1. A Project Kick-Off Meeting.
2. At least four (4) articles about the project will be submitted to the Royalston Community Newsletter and the Athol Daily News.
3. Copies of minutes of the Royalston Zoning Task Force.
4. Two (2) project announcement mailings to all households.

Estimated Costs: \$1,700

EOEA Share: \$1,500
Non-state Match: \$ 200 (MRPC)

Timeline: January – December 2006

Evaluation: The measure of success for this task will be the level of knowledge residents have about zoning and the degree of public involvement and support of the zoning amendments.

Task 9 – GIS Mapping and the Creation of Visual Aids for Public Education and Outreach

1. The consultant will prepare up to four (4) draft GIS zoning maps to be used during the discussion and development of the proposed zoning amendments.
 - A map that shows the existing zoning will be prepared for use in the preparation of the Technical Memorandum (Task 1).
 - A discussion draft map will be prepared for use in presenting the comprehensive list of zoning recommendations (Task 2).
 - A map will be prepared to illustrate the recommendations developed as part of Task 3 and for the Public Meeting (Task 4).
 - A draft map will be prepared for the Planning Board Public Hearing (Task 6).
2. The consultant will prepare a final GIS zoning map for the Warrant for the Town Meeting.
3. The consultant will collaborate with the Zoning Task Force to prepare and deliver an interactive visual presentation (ArcView, PowerPoint) for the "Zoning 101" course (Task 8). The presentation will include information on the EOEA build-out analysis, zoning in surrounding towns, various zoning options and how they manage development (i.e., cluster development vs. traditional subdivision).
4. The consultant will collaborate with the Zoning Task Force to prepare and deliver an interactive visual presentations for the Public Meeting (Task 4) and Public Hearing (Task 6).

Deliverables:

1. Up to four (4) draft GIS zoning maps.
2. A final GIS zoning map for Town Meeting.
3. Three (3) interactive visual presentations using ArcView and PowerPoint.

Estimated Costs: \$6,400

EOEA Share: \$4,900

Non-state Match: \$1,500 (MRPC)

Timeline: January - September 2006

Evaluation: The measure of success for this task will be the level of knowledge imparted to the residents who attend the meetings.

Task 10 – Quarterly and Final Project Reports

1. The consultant will provide brief quarterly project progress reports and project invoices to the Town of Royalston within 10 days of the end of each fiscal quarter. The Town will review the progress reports and invoices and forward them to EOEA for payment within 30 days following the end of each fiscal quarter.
2. The consultant will prepare a draft Final Project Summary Report and submit it to the Town of Royalston for review and comment. Following the incorporation of any comments, the Town will then send the draft Final Project Summary Report to the EOEA for their review at least 45 days prior to the end of the contract. The report will include a summary of the tasks achieved, all public outreach materials created during the project, a list of project participants, and a copy of the warrant for the Town Meeting which lists the zoning amendments.

Deliverables:

1. Three (3) quarterly project progress reports and invoices.
2. One (1) draft Final Project Summary Report for review by the Town of Royalston and EOEA.
3. One (1) Final Project Summary Report.

Estimated Cost: \$1,600

EOEA Share: \$1,600

Non-state Match: \$0

Timeline: Quarterly Reports – April 2006; July 2006; October 2006
 Final Project Summary Report – November 2006 – December 2006

General Conditions:

The grantee will provide email notice of any public meetings (that the general public is invited to) regarding this project to Eric Hove at: eric.hove@state.ma.us at least one week in advance of the meeting.

The grantee will credit EOEA as a funding source in any deliverable produced as a result of this project.

The grantee will submit two hard copies and one electronic copy of any deliverable to EOEA.

The grantee agrees to notify EOEA about the outcome of any regulatory/zoning changes that result from this project.

ATTACHMENT B – BUDGET AND APPROVED EXPENDITURES

[The Department and the Contractor may complete this format or attach an approved alternative Budget format or invoice.]

Items identified below which are not part of Contract should be left blank.

Attach as many additional copies of this format as necessary, Maximum obligation should appear as last entry.

| Comprehensive Zoning Update Project Town of Royalston | | | |
|--|-----------------------------|----------------------------|------------------------------|
| Expense Items | EOEA Amount/Task | Non-State Match | Total Amount/Task |
| Task 1: Legal Review of Current Zoning Bylaw and Preparation of Technical Memorandum | \$2,000 | \$150 | \$2,150 |
| Task 2: Review Existing Zoning Recommendations | \$3,800 | \$500 | \$4,300 |
| Task 3: Prepare Discussion Drafts of Zoning Revisions | \$4,850 | \$650 | \$5,500 |
| Task 4: Advertise & Convene One (1) Public Meeting | \$2,300 | \$350 | \$2,650 |
| Task 5: Review the Outcome of the Public Meeting and Respond to Comments | \$2,000 | \$200 | \$2,200 |
| Task 6: Attend (1) Public Hearing and (1) meeting with Zoning Task Force | \$2,550 | \$450 | \$3,000 |
| Task 7: Prepare Zoning Amendment Articles for Town Meeting | \$3,500 | \$500 | \$4,000 |
| Task 8: Public Education & Outreach | \$1,500 | \$200 | \$1,700 |
| Task 9: GIS Mapping and Creation of Visual Aids for Public Education & Outreach | \$4,900 | \$1,500 | \$6,400 |
| Task 10: Quarterly and Final Report Projects | \$1,600 | \$0 | \$1,600 |
| Direct Costs | | | |
| Printing of final documents | \$300 | \$0 | \$300 |
| Supplies (copies & mailings) | \$580 | \$0 | \$580 |
| Mileage | \$120 | \$0 | \$120 |
| | | | |
| TOTALS | \$30,000 | \$4,500 | \$34,500 |
| | | | |
| Total Project Cost | | | \$34,500 |
| | | | |
| Total EOEAFunds | | \$30,000 | |

EOEA Funds Fiscal Year 2006 = \$24,000.00

EOEA Funds Fiscal Year 2007 = \$6,000.00

Total Local Match = \$4,500.00

| | |
|---------------------------|--------------------|
| MAXIMUM OBLIGATION | \$30,000.00 |
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ATTACHMENT B IS SUBJECT TO ANY RESTRICTIONS OR ADDITIONAL PROVISIONS OUTLINED IN ATTACHMENT A