

ID	Task Name	Duration	Start	Finish	Resource Names	April	
						Apr	
1	<b>Woodbury Municipal Plan</b>	<b>359 days?</b>	<b>Mon 5/18/20</b>	<b>Thu 9/30/21</b>			
2	<b>Create Request for Proposal</b>	<b>96 days</b>	<b>Mon 5/18/20</b>	<b>Mon 9/28/20</b>	Planning Commission		
3	Review Draft RFP	1 day	Mon 5/18/20	Mon 5/18/20	Planning Commission		
4	Finalize RFP	20 days	Tue 5/19/20	Mon 6/15/20	Planning Commission		
5	Distribute RFP	1 day	Tue 6/16/20	Tue 6/16/20	Planning Commission		
6	Bidders Questions and Answer Period	19 days	Tue 6/16/20	Fri 7/10/20	Planning Commission & Vendors		
7	Bids Due	1 day	Thu 7/16/20	Thu 7/16/20	Vendors		
8	Open RFP Responses	1 day	Mon 7/20/20	Mon 7/20/20	Planning Commission		
9	Review RFP Responses	10 days	Tue 7/21/20	Mon 8/3/20	Planning Commission		
10	Make Recommendation to Select Board	1 day	Mon 8/10/20	Mon 8/10/20	Planning Commission		
11	Bid Award Decision	1 day	Mon 8/10/20	Mon 8/10/20	P.C. and Select Board		
12	Contract Negotiations	35 days	Tue 8/11/20	Mon 9/28/20	CVRPC & Planning Commission		
13	<b>Craft Municipal Plan</b>	<b>263 days?</b>	<b>Tue 9/29/20</b>	<b>Thu 9/30/21</b>	CVRPC & Planning Commission		
14	<b>Consultation Report-Plan Review</b>	24 days?	Tue 9/29/20	Fri 10/30/20	CVRPC		
15	<b>Public Outreach and Communications Strategy</b>	49 days?	Tue 9/29/20	Fri 12/4/20	CVRPC & Planning Commission		
16	<b>Survey and Interviews</b>	49 days?	Tue 9/29/20	Fri 12/4/20	CVRPC & Planning Commission		
17	<b>Town Wide Input</b>	<b>161 days?</b>	<b>Mon 11/9/20</b>	<b>Mon 6/21/21</b>	CVRPC & Planning Commission		
18	<b>Produce and Deliver Town Wide Survey</b>	45 days	Mon 11/9/20	Fri 1/8/21	CVRPC & Planning Commission		
19	<b>Public Meeting</b>	1 day	Mon 3/15/21	Mon 3/15/21	P.C. & Town		
20	Draft Plan-Update Data; Text; Maps	19 days	Tue 3/16/21	Fri 4/9/21	CVRPC & Planning Commission		
21	<b>Public Meeting</b>	1 day	Mon 4/19/21	Mon 4/19/21	P.C. & Town		
22	Draft Plan-Update Data; Text; Maps	19 days	Tue 4/20/21	Fri 5/14/21	CVRPC & Planning Commission		
23	<b>Public Meeting</b>	1 day	Mon 5/17/21	Mon 5/17/21	P.C. & Town		
24	Draft Plan-Update Data; Text; Maps	14 days	Tue 5/18/21	Fri 6/4/21	CVRPC & Planning Commission		
25	<b>Public Meeting</b>	1 day	Mon 6/7/21	Mon 6/7/21	P.C. & Town		
26	Draft Plan-Update Data; Text; Maps	4 days	Tue 6/8/21	Fri 6/11/21	Vendor & Planning Commission		
27	<b>Community Assessment and Plan Writing</b>	70 days?	Tue 3/16/21	Mon 6/21/21	CVRPC		
28	<b>Plan Complete</b>	1 day	Mon 6/21/21	Mon 6/21/21	CVRPC & Planning Commission		
29	<b>Planning Commission Hearing</b>	<b>1 day</b>	<b>Mon 7/19/21</b>	<b>Mon 7/19/21</b>	Planning Commission		
30	Adopt Resolution Approving the Plan	1 day	Mon 7/19/21	Mon 7/19/21	Planning Commission		
31	Submit Plan to the Select Board	1 day	Mon 7/19/21	Mon 7/19/21	Planning Commission		
32	File a Copy with the Town Clerk	1 day	Mon 7/19/21	Mon 7/19/21	Planning Commission		
33	<b>Select Board Public Hearing</b>	<b>1 day</b>	<b>Mon 8/16/21</b>	<b>Mon 8/16/21</b>	<b>Select Board</b>		
34	Hold Public Hearing	1 day	Mon 8/16/21	Mon 8/16/21	Select Board		
35	Adopt Resolution Approving Plan	1 day	Mon 8/16/21	Mon 8/16/21	Select Board		
36	<b>Municipal Plan Review Committee Meeting</b>	<b>1 day</b>	<b>Tue 9/7/21</b>	<b>Tue 9/7/21</b>	CVRPC & Planning Commission		
37	<b>CVRPC Board of Commissioners Meeting</b>	<b>1 day</b>	<b>Tue 9/14/21</b>	<b>Tue 9/14/21</b>	CVRPC		
38	<b>Regional Approval and Confirmation</b>	<b>1 day</b>	<b>Thu 9/30/21</b>	<b>Thu 9/30/21</b>	CVRPC, DHCD, Towns		

Project: Municipal Plan Working Date: Tue 10/20/20

Task Summary Rolled Up Progress Project Summary

Progress Rolled Up Task Split Group By Summary

Milestone Rolled Up Milestone External Tasks Deadline

ID	Task Name	Duration	Start	Month					
				May	June	July	August	September	
1	<b>Woodbury Municipal Plan</b>	<b>359 days?</b>	<b>Mon 5/18/20</b>	[Summary bar]					
2	<b>Create Request for Proposal</b>	<b>96 days</b>	<b>Mon 5/18/20</b>	[Summary bar]					
3	Review Draft RFP	1 day	Mon 5/18/20	[Task bar]					
4	Finalize RFP	20 days	Tue 5/19/20	[Task bar]					
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14	<b>Consultation Report-Plan Review</b>	24 days?	Tue 9/29/20						
15	<b>Public Outreach and Communications Strategy</b>	49 days?	Tue 9/29/20						
16	<b>Survey and Interviews</b>	49 days?	Tue 9/29/20						
17	<b>Town Wide Input</b>	<b>161 days?</b>	<b>Mon 11/9/20</b>						
18	<b>Produce and Deliver Town Wide Survey</b>	45 days	Mon 11/9/20						
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30	Adopt Resolution Approving the Plan	1 day	Mon 7/19/21						
31	Submit Plan to the Select Board	1 day	Mon 7/19/21						
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33	<b>Select Board Public Hearing</b>	<b>1 day</b>	<b>Mon 8/16/21</b>						
34	Hold Public Hearing	1 day	Mon 8/16/21						
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37	<b>CVRPC Board of Commissioners Meeting</b>	<b>1 day</b>	<b>Tue 9/14/21</b>						
38	<b>Regional Approval and Confirmation</b>	<b>1 day</b>	<b>Thu 9/30/21</b>						

Project: Municipal Plan Working Date: Tue 10/20/20

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

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Project: Municipal Plan Working  
Date: Tue 10/20/20

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Project: Municipal Plan Working Date: Tue 10/20/20

Task Summary Rolled Up Progress Project Summary

Progress Rolled Up Task Split Group By Summary

Milestone Rolled Up Milestone External Tasks Deadline

14 **Consultation Report-Plan Review**  
Part of Contract Scope of Work--Part b

Provide *Detailed Consultation Report* developed by Contractor in 2017 that assesses the strengths and weaknesses of the current town plan. Having been developed previously, there is no charge for providing the Consultation Report.

15 **Public Outreach and Communications Strategy**  
Part of Contract Scope of Work--Part c

A concise document describing the communications strategy

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Identify and outline communication goals, target audiences, communication channels, and levels of participation by various audiences in the plan development process. Including distribution of survey, conducting interviews, submitting news updates, etc. The communication strategy shall include outreach plans to the Conservation Commission (WCC), the Woodbury Historical Society, Woodbury Volunteer Fire Department, Lake Associations, and School Board. The result shall be a 2-3 page guide. The strategy shall outline implementation roles and responsibilities for the Town and Contractor. The work effort does not include implementation of the communication strategy. The Planning Commission shall be responsible for implementing most of the Communication Strategy (for example, writing and posting Front Porch Forum posts, advertising public meetings and events.)

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16 **Survey and Interviews**  
**Part of Contract Scope of Work--Part d First Payment Milestone**

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Develop Survey and Interview questions to gather public input to inform the development of a Vision Statement and Community Goals. Contractor shall draft Survey and Interview questions, host online survey and provide a paper survey. The Planning Commission shall make copies as needed, distribute, collect and input paper survey results into online platform for tabulation. The Planning Commission shall be responsible for conducting interviews and provide feedback to Contractor.

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Develop Survey and Interview questions to gather public input to inform the development of a Vision Statement and Community Goals. Contractor shall draft Survey and Interview questions, host online survey and provide a paper survey. The Planning Commission shall make copies as needed, distribute, collect and input paper survey results into online platform for tabulation. The Planning Commission shall be responsible for conducting interviews and provide feedback to Contractor.

- 18 Produce and Deliver Town Wide Survey**  
Five minute survey sent to Town residents, businesses, Commissions, Trustees, Societies, etc.

Produced by CVRPC and delivered by the Planning Commission.

- 27 Community Assessment and Plan Writing**  
**Contract Scope of Work Part e. Second Payment Milestone**

Maps, charts, tabular information, and descriptions that can be easily understood by the general public. Draft Plan for review. Final Plan.

Utilize elements of the text as contained in draft 2016 or 2003 adopted Woodbury Town Plan. Contractor shall reformat the plan utilizing the Hubbardton, VT town plan as a basic guide or similar-like plan format. Utilize GIS to generate Statutorily required municipal plan maps; utilize excel to download Census and VHFA data to generate demographic and housing data charts and tables.

- 28 Plan Complete**  
30 day notice to adjacent Towns, RPC, DHCD, and other interested parties.

Deliver at least 30 days before the public hearing, with proof of receipt, or send by certified mail, return receipt requested, copies of the proposed Plan to the following

- Chairpersons of abutting municipal planning commissions (where there is no P.C. to municipal clerk)
- Executive Director of Regional Planning Commission
- [The Department of Housing and Community Development \(electronic submissions requested\)](#)
- Community organizations or interest groups that have requested notice in writing

and document in records that this was done: **§4384(e)**

- 29 Planning Commission Hearing**  
1. Adopt Planning Commission resolution approving Plan for submission to Select board and filing with municipal clerk.

2. Submit copy of Plan to Selectboard and document in records. 24 VSA §4384(f)

3. Simultaneously with submission to Selectboard, file a copy of proposed Plan with the municipal clerk for public review (document in records). 24 VSA §4384(f)

**30 Adopt Resolution Approving the Plan**

Adopt Planning Commission resolution approving Plan for public hearing, posting, publishing, and mailing.

**33 Select Board Public Hearing**

Deliver at least 30 days before the public hearing, with proof of receipt, or send by certified mail, return receipt requested, copies of the proposed Plan to the following

- Chairpersons of abutting municipal planning commissions (where there is no P.C. to municipal clerk)
- Executive Director of Regional Planning Commission
- [The Department of Housing and Community Development \(electronic submissions requested\)](#)
- Community organizations or interest groups that have requested notice in writing and document in records that this was done: **§4384(e)**

At least 15 days before the public hearing, publish copy of date, place and purpose of hearing, along with full text of proposed Plan, or summary of text, in newspaper of general publication in municipality affected. **§4444(a)(1)**

A summary of text must include the following:

- A statement of purpose
- The geographic areas affected
- A table of contents or a list of section headings
- A description of a place within the municipality where the full text may be examined. **§4444(b)**

**34 Hold Public Hearing**

At least 15 days before the public hearing, publish copy of date, place and purpose of hearing, along with full text of proposed Plan, or summary of text, in newspaper of general publication in municipality affected. 24 VSA §4444(a)(1)

A summary of text must include the following:

- A statement of purpose
- The geographic areas affected
- A table of contents or a list of section headings
- A description of a place within the municipality where the full text may be examined. 24 VSA §4444(b)

**35 Adopt Resolution Approving Plan**

1. Adopt Planning Commission resolution approving Plan for submission to Selectboard and filing with municipal clerk.

2. Submit copy of Plan to Selectboard and document in records. 24 VSA §4384(f)

3. Simultaneously with submission to Selectboard, file a copy of proposed Plan with the municipal clerk for public review (document in records). 24 VSA §4384(f)

**36 Municipal Plan Review Committee Meeting**

Recommendation to the Board--Must be warned 15 days in advance.

**37 CVRPC Board of Commissioners Meeting**

Board does not meet in August.

**38 Regional Approval and Confirmation**

**Final Payment**