

From: [Tony Plante](#)
To: [Anthony Ward](#)
Cc: [Emmy Ham](#); [Belinda Ray](#)
Subject: Casco Capital Improvement Plan Public Engagement
Date: Thursday, December 12, 2024 3:43:22 PM
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Tony,

To follow up on our previous conversations and the Selectboard meeting Emmy Ham and I attended, I've prepared the following proposal for public engagement work on Casco's capital improvement plan:

Objective: Blend quantitative survey results with qualitative, in-person feedback through a hands-on community workshop.

Activities:

1. Collect and review relevant documents provided by the town including its comprehensive plan, property and fleet insurance schedules, budgets, and existing capital planning materials.
2. Meet/correspond with town staff to draft a preliminary survey tool
3. Meet with a town-appointed advisory committee on the draft survey and methodology.
4. Finalize the survey tool and materials for distribution by the town on its website and social media, with the town to distribute, collect, and transmit paper surveys as desired to GPCOG
5. Administer the survey, monitoring response rates, for a period of 3-4 weeks.
6. Analyze survey results and work with town staff to set up a date and time for a facilitated community forum on the results.
7. Conduct a community forum for attendees to respond to the survey results and express their preferences.
8. Prepare a report describing the survey, survey results, and community forum preferences for presentation at a Selectboard meeting.

Deliverables:

1. Survey and results, with analysis.
2. Presentation materials for community forum.
3. Final report and presentation to the Selectboard.

Timeline:

1. Estimated 10-12 weeks from notice to proceed by the town.

2. Note that the formation of an advisory committee is anticipated in this approach. Activities 1 and 2 can start as soon as we have notice from the town; the rest of the work will be contingent on how soon the committee is formed and ready to meet.

Cost: GPCOG proposes a fixed fee of \$9,000 to deliver the scope of work above, plus mileage. Other reimbursable expenses (printing and binding, etc.) may be added as mutually agreed by the town.





Please let me know if you have any questions or need anything else at this point.

Thanks.

Best,

Tony

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