



Adamant Accord

Meeting Facilitation and Mediation Services

Draft Proposal

Williston Stormwater Public Involvement Process

regarding expired stormwater permits in the Allen Brook Watershed

Please note that this draft reflects my preliminary thoughts vis process and very rough budget estimates. I am happy to work with you to refine the proposed public involvement process, and to develop a lump sum price, if the town prefers that to an hourly rate.

Adamant Accord will perform the following tasks:

1. Develop a goal statement. Perhaps something along the lines of this (a very rough discussion draft):

The Williston Selectboard is seeking public input as to whether or not the Town should assume some of the costs of bringing expired stormwater permits in the Allen Brook watershed into compliance. The Selectboard will carefully review the full range of public perspectives before making its decision.

2. Develop a 1-2 pager that:

- summarizes the issue,
- summarizes staff's recommendation,
- invites public input,
- provides info about the up-coming open house(s), and
- provides info (phone and e-mail), so that people who want to have their voice heard but are unwilling or unable to attend an open house can do so.

3. Schedule 1 or 2 open houses before February 24. If 2, one on a weeknight and one on a Saturday.

4. Publicize info about the public input process, including developing and distributing a press release and distributing the fact sheet and an announcement re the open house(s), using Front Porch Forum, the press and radio.

5. Review and respond to calls and e-mails, as needed
6. Facilitate open houses and ensure that participants' comments are recorded.
7. Draft a report that objectively summarizes the full range of perspectives voiced by phone, e-mail and at the open house(s) in a 2-4 page document.

Cost

My in-state hourly rate is \$175.

I'll insert a table that estimates costs per task below.

Task	Hours	Cost
Develop Goal Statement	2	350
Develop One-Pager	6	1,050
Graphics and Layout for One-Pager	6 @\$75	600
Schedule Open Houses, Logistics	3	525
Respond to calls and e-mails	3 ?	525
Facilitate Open Houses	4 per open house	700 - 1,400
Draft Report	6	1,050
Coordinate w/ staff	8	1,400
Estimated Total		\$6,200- 6,900

Qualifications

We didn't talk today about my quals. I have lots of experience designing and facilitating public involvement processes here in Vermont and nationally, and have facilitated a number of discussions about stormwater issues. My experience is summarized on my website: www.adamantaccord.com