

Windham Regional Commission Municipal Services Policy

Statement of Intent and General Policy

This Policy is intended to provide guidance for the Windham Regional Commission (WRC) in the delivery of professional services to member municipalities. It describes technical assistance available to member towns as part of the commission's core activities and the opportunities for expanded service when funded as a special project.

It is the general policy of the WRC to offer the maximum level of basic service feasible to all its towns and to continue to offer additional services, as needs require and opportunities arise. To promote efficient and economical use of professional staff in meeting the increasing needs for municipal planning services, the WRC shall consider the following priorities in evaluating requests:

- Projects addressing state legislative requirements;
- Projects involving issues of statutory compliance;
- Projects addressing local and/or regional priorities identified by municipal and regional plans; and
- Other projects as may be determined to be of local and/or regional significance.

Basic Services

The WRC is organized to assist its municipalities in the following areas:

- Regional Transportation Planning
- Natural Resources Planning
- Emergency Management and Hazard Mitigation Planning
- Project Review - Act 250, Section 248, federal review processes (NEPA, FERC)
- Community Development, including Brownfields and Downtown/Village Center designation
- Regional and Municipal Mapping, GIS Maps and Data, as well as Census Materials
- Municipal planning and zoning technical assistance
- Public Education - information and training workshops

General Town Services

Municipalities within the region shall be entitled to the following general services without charge, subject to budgetary and staff limitations.

- Transportation services, e.g., speed studies, bridge and culvert inventories, and sign inventories.
- Advice and application preparation assistance regarding Municipal Planning Grants and other federal and/or state grants programs, such as Downtown Board Village Center designation.
- Act 250 and Section 248 review assistance.

Contract Services

Municipalities may also obtain special technical assistance services to meet local needs and priorities. WRC will provide, when appropriate, Contract Services to member municipalities on a cost recovery basis. Cost recovery rates are calculated using direct and indirect charges. In some cases, grants may be available to cover all or a portion of the costs for Contract Services. WRC staff is available to assist towns in evaluating their options.

Definition of Special Services Requiring a Contractual Relationship

These Services are defined as specialized projects for municipalities for which a particular end product is anticipated and where the focus or benefit of the Study is primarily related to matters of local interest.

These include, but are not limited to:

- Updating or preparation of Town Plans, Zoning Bylaws, Subdivision Regulations, Flood Hazard Bylaws
- Provision of GIS Mapping, GPS locating, and cartographic services
- Assistance with community development grants applications, implementation, and administration
- Review of site plans and subdivision applications, critique for completeness
- Grant administration

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