



Town of Hinesburg
Planning & Zoning Department
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MEMORANDUM

TO: Renae Marshall, Interim Town Administrator
CC: Missy Ross, Town Treasurer
FROM: Alex Weinhagen, Director of Planning & Zoning
DATE: July 8, 2014
RE: Fiscal Year Carry Over to FY14-15 – Planning & Zoning Department

The Planning & Zoning Department needs to carry over FY13-14 funds into FY14-15 for two ongoing projects associated with the “Special Projects” line item – 440-3600-80.00.

1. Sidewalk Feasibility Study - \$4,208.34

The Chittenden County Regional Planning Commission (CCRPC) agreed to assist the Town with a sidewalk feasibility study as part of their FY2014 Unified Planning Work Program (UPWP). The estimated project cost is \$22,838. The Town is responsible for the 20% local match, not to exceed \$4,568. The project consultant (Resource Systems Group, RSG) began work in May, and one invoice was paid in FY13-14 (Town portion, \$359.66). The project will be completed early in FY14-15 with the balance of the cost (\$4,208.34) invoiced then.

2. Capital Budget & Program Update - \$7,500

We began working with staff at the CCRPC on this project in June. I anticipate this project will not exceed \$7,500; however, the CCRPC has not yet begun to invoice us. The project will be completed early in FY14-15.

The remaining balance of the Planning & Zoning Department Special Projects line item for FY13-14 (\$2,932.00) will not be spent, and does not need to be carried over to FY14-15. I’d like the Selectboard to formally authorize carrying over the funds outlined above (\$11,708.34) into FY14-15 in order to complete these two projects.