



# Millinocket

Maine's Biggest Small Town

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## Scope of Work Statement for Food Sustainability Project

<b>Prepared by:</b>	Municipal Sustainability Subcommittee
<b>Version:</b>	Draft
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<b>Date:</b>	12/02/2020

## SCOPE STATEMENT

The Town of Millinocket has taken on an intern to focus on issues of food sustainability and resilience. The recent disruptions that COVID has brought upon our world systems has highlighted the importance of developing more sustainable and resilient systems on a local level. Under the direction of the Sustainability Subcommittee of the Town Council and the Interim Town Manager, the intern will focus on food production and accessibility. With the goal of developing a sustainable and resilient food network, the intern will be responsible for coordinating with local farmers, entrepreneurs, food pantries, restaurant owners, grocery stores and other related stakeholders. By the end of the internship the intern will provide the Sustainability Subcommittee actionable and comprehensive plan to recommend for the Town Council to review.

Department/Agency: Municipal Sustainability Subcommittee

Issue Date: TBD

Project Name: Food Sustainability Project

Project Sponsor: Sierra Club

Project Contact: Steve Golieb, Chair & Dr. Annette Padilla, Interim Manager

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Due Date for Statement of Work: 5/01/2021

## Scope Statement Purpose

The project is intended to create a comprehensive and actionable plan to shift Millinocket to being food secure and sustainable for its residents.

## Project Background and Objectives

The recent disruptions that COVID has brought upon our world systems has highlighted the importance of developing more sustainable and resilient food systems within Millinocket. The Sierra Club has offered 6 months of stipend funds to the Town of Millinocket for this project.

## Project Description

With the goal of developing a sustainable and resilient food network, the intern will be responsible for coordinating with local farmers, entrepreneurs, food pantries, restaurant owners, grocery stores and other related stakeholders. By the end of the internship the intern will provide the Sustainability Subcommittee actionable and comprehensive plan to recommend for the Town Council to review.

## Timetable/Schedule

The intern will deliver a final plan on May 1st, 2021 to the Sustainability Subcommittee. The Subcommittee will be meeting periodically for updates, guidance, and input. In addition, the intern will submit a weekly report to the Interim Manager with updates and status of the project.

## Administrative Items

The Interim Manager is responsible for all staff, including the intern for this project. Any direction given by the Subcommittee must be in line with that of the Interim Manager's overall directives.