

**AGREEMENT BETWEEN THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION AND
THE TOWN OF CHARLOTTE FOR
PROFESSIONAL PLANNING SERVICES TO THE TOWN**

Section I: Statement of Purpose. The Chittenden County Regional Planning Commission (hereinafter "the Commission") is a governmental entity created by the municipalities of Chittenden County under authorization set forth in 24 V.S.A. 4341 to carry out the required and optional duties described in 24 V.S.A. 4345 and 4345a.

The Town of Charlotte (hereinafter "the Town") has requested assistance to update the Town Plan data and maps in advance of readoption in 2026.

Section II: Duration of Agreement. The duration of this Agreement will be from the effective date shown in Section VII until June 30, 2025, unless the right to terminate in Section VI is exercised or both agree to an extension.

Section III: Responsibilities of the CCRPC: Under this agreement, the Commission agrees to provide services and products as specified: below.

- a. Update demographic, housing, economic, transportation, land use, and energy data within the Town Plan.
- b. Update the maps in the Charlotte Town Plan with the latest available geospatial data.

Section IV. Responsibilities of The Town: Under this agreement, the Town agrees to pay the Commission \$60 an hour up to an expected \$3,000 for costs related to the services specified in Section III of this agreement. The maximum payment amount may be adjusted by mutual written agreement of both parties.

Section V: Schedule of Payments. The Commission will bill the Town on a monthly basis by sending an invoice to the Town Administrator.

Section VI. Termination or Modification of This Agreement. The Commission or the Town may cancel this agreement by issuing written notice to the other party no less than 7 days before the proposed termination date. This agreement may be modified upon written agreement of both parties.

Section VII: Effective Date. Upon signature by all parties, this Agreement will become effective January 1, 2025.

Signed _____ Date _____

Charles Baker, Executive Director, Chittenden County Regional Planning Commission

Signed _____ Date _____

Jim Faulkner, Selectboard Chair, Town of Charlotte

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