

## MEMORANDUM

To: Charlotte Selectboard  
 Copy: Nate Bareham, Town Administrator; Charlotte Planning Commission; Larry Lewack, Charlotte Town Planner  
 From: Darren Schibler, CCRPC Senior Planner  
 Date: November 13, 2024  
 Re: Charlotte Villages Project – Additional Funding Request

### Request

DuBois and King (D&K), the sub-consultant for the Charlotte Villages project, has expended slightly more than the full project budget to complete Task 1 out of 3. This is due to additional outreach and engagement work conducted at the request of the project Steering Committee. To compensate D&K for their additional work on Task #1 an additional \$757 in local match funding from the Town is needed. This funding will leverage \$3,028 in CCRPC’s PL funds to compensate D&K the full amount of their overage (\$3,785). As the project manager and primary consultant on the project, CCRPC is committed to completing the project deliverables (Task #2 and Task #3) without additional work by the sub-consultant, DuBois & King.

### Context for Additional Expenses

DuBois and King expended their full budget as of 9/30/2024, then conducted further work to complete the Concept Plan (which was presented to the Planning Commission on 10/24/2024). The two remaining project tasks that no longer have dedicated consultant funding include Task #2: preparation of new regulations for the village zoning districts and Task #3: public outreach ahead of the regulations adoption vote. The table below summarizes the project budget:

Task #	Task Description	Original Budget	Actual Expenses	Original - Actual
1	Outreach & Master Plan	\$70,230	\$88,255	-\$18,025
2	Regulations Drafting	\$11,200	\$0	\$11,200
3	Regulations Outreach	\$3,040	\$0	\$3,040
	Mileage & Expenses	\$528	\$528	\$0
	Total	\$85,000	\$88,783	-\$3,785

Funding originally allocated to Tasks 2 and 3 was reallocated to Task 1 to accommodate the following additional work requested by the Steering Committee outside the original scope for work. This additional work included:

- 8 additional meetings between 11/29/2023 and 7/23/2024
- Public outreach materials for 12/9/2023 Artists’ Market Event
- Community conversations (including scheduling & preparation)
  - 8 meetings held on 1/11/2024
  - Charlotte Children’s Center 1/26/2024

- Charlotte Congregational Church 1/29/2024
- Boards and Commissions 2/14/2024
- Visual Preference Survey
- Virtual Community Design Workshop 4/10/2024
- Village Residents Listening Sessions on 4/11/2024
- Written summaries of all public engagement events
- Creation of buildout scenarios for each Village

The Steering Committee felt that these additional activities were important and necessary to be responsive to community members' concerns about elements of the project by providing additional information and avenues for public participation. The decisions to conduct additional engagement were reinforced by feedback from Town staff and Planning Commissioners, who expressed that prior planning and rezoning efforts were unsuccessful in part because community members did not understand the issues under discussion or felt that their input was not represented in the outcomes.

The additional engagement also surfaced issues that transcend the scope of the Villages project. This includes concerns about continued development in rural areas of town, barriers to transportation beyond the Villages, continued frustration with traffic safety, and the need to address water and wastewater capacity limitations. By facilitating and documenting these discussions in its work, D&K has provided the Town with substantial, valuable input for the required update to the Town Plan, which expires in 2026.

After voting to accept the project's final report at their November 8<sup>th</sup> meeting, the Planning Commission also voted by straw poll to recommend that the Selectboard allocate the additional \$757 in Town funding to cover the additional expenses incurred by D&K at the request of the Town. If the Selectboard authorizes the additional funds, CCRPC will execute an amended match agreement with the Town Administrator (attached) and pay D&K for the budget overage (\$3,785).

### **Recommended Motion**

*I move that the Selectboard approve \$757 additional local match for the Charlotte East & West Villages project and authorize the Selectboard Chair to sign the amended match agreement with CCRPC in association with CCRPC's agreement with DuBois & King.*