

PARCEL MAPPING CONTRACT

THIS CONTRACT, made and entered into this 8th day of December, 2025

BY AND BETWEEN

THE TOWN OF CHARLOTTE, a Municipality created and existing under the Laws of the State of Vermont and one of its political subdivisions, having its principal office at 159 Ferry Rd, Charlotte, Vermont, hereinafter referred to as the *TOWN*

AND

CHRISTINE CHAMBERLAIN MAPPING, a sole proprietorship with mailing address P.O. Box 403, Bristol, VT 05443, hereinafter referred to as the *CONTRACTOR*.

WITNESSETH:

Whereas, the Contractor hereby agrees to maintain the Town of Charlotte Parcel Maps and GIS for the period from April 2, 2025 to April 1, 2026 as per the following specific requirements:

ARTICLE I. TOWN PROVISIONS

- A) Said Town will provide to said Contractor a digital copy of the Grand List as needed.
- B) Said Town will provide the following documents for any parcel requiring a change, commencing with the last date of update to and including April 1, 2026: Deeds, recorded Maps and Surveys, Property Transfer Returns, unrecorded sketches, notes, or forms. Above items will be made available at no charge to the said Contractor.
- C) Said Town will provide assistance and information in resolving discrepancies discovered between parcel maps and Grand List.

ARTICLE II. CONTRACTOR PROVISIONS

- A) Said Contractor will update the parcel data based on documents filed April 2, 2025 to April 1, 2026.
- B) Said Contractor will revise the printed map sheets once during this contract. Said Contractor will provide one set of parcel maps at 1:5,000 with zoning, one reduced set, one map at 1:10,000 of the whole town (the 'wall map'), and a PDF of each sheet. An index will be included for each sheet in the sets of parcel maps.
- C) Said Contractor will provide a geodatabase, shapefiles, a parcel shapefile suitable for VCGI, and a list of changes.

ARTICLE III. CONTRACT REVISIONS

Mutually acceptable revisions, modifications, or additions to this Contract may be made during the term of this Contract. The scope for this Contract encompasses revision or updating of the maps based on data filed from *April 2, 2025* to and including *April 1, 2026*.

ARTICLE IV. DELIVERY

Delivery of items, specifically Article II, Sections B and C will occur as soon as is practicable after receipt of documents from said Town.

ARTICLE V. FEE

The fee for services outlined in Article II, Sections A through C will not exceed *Three Thousand Six Hundred Dollars (\$3,600)*. Invoicing may occur in two installments as the work progresses, with the last installment payable upon delivery of the completed maps and GIS data and review thereof.

CHRISTINE CHAMBERLAIN MAPPING agrees that this Contract will not be assigned, transferred or conveyed, or otherwise disposed of without the previous consent, in writing, of the Town of Charlotte and neither will Christine Chamberlain Mapping's right, title or interest, or power to execute said Contract be assigned, transferred, or otherwise disposed of without written consent of the Town of Charlotte, Vermont.

IN WITNESS WHEREOF, the Town of Charlotte, Vermont has caused the execution of this Contract by its officers, so named, and Christine Chamberlain Mapping on this 8th day of December, 2025.

THE TOWN OF CHARLOTTE, VERMONT

**CHRISTINE CHAMBERLAIN
MAPPING**

SELECTBOARD

BY: _____

BY: *Chris Chamberlain*
Chris Chamberlain

BY: _____

Date: December 8, 2025

BY: _____

BY: _____

BY: _____

Date: _____

Christine Chamberlain Mapping
P.O. Box 403
Bristol VT 05443
December 8, 2025


Town of Charlotte
P.O. Box 119
Charlotte VT 05445

I am pleased to offer this proposal for the 2026 update to the Charlotte parcel data and maps. The parcel data will have been updated to April 1, 2025. This update will cover documents (PTTRs, deeds, and surveys) filed from April 2, 2025 to April 1, 2026.

<p>Basic update:</p> <ul style="list-style-type: none">◆ Update GIS parcel data based on documents provided by the town. (The assessor will do the necessary research and provide the appropriate documents.)◆ Provide the following: a geodatabase, shapefiles, a shapefile suitable for VCGI, a list of changes, one set of parcel maps at 1:5,000 with zoning, one reduced set, one map at 1:10,000 of the whole town (the 'wall map'), and PDFs of each sheet. An index will be included for each sheet in the sets of parcel maps.	<p>\$3600</p>
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I look forward to working with the Town of Charlotte again. This proposal is valid until January 8, 2026.

Sincerely,



Chris Chamberlain

Accepted by Town:

Signature

Title

Date