



MEMORANDUM

To: Member Municipalities and Partners
From: Charlie Baker, Executive Director
Date: October 16, 2024
Re: Technical Assistance and GIS Services Pricing Policy

As part of our continued commitment to strive for excellence and fiscal responsibility, the CCRPC has established the following Pricing Policy for Technical Assistance and Geographic Information System (GIS) Services.

Enhancing CCRPC's value to member municipalities and partners is a component of our core identity. This policy will allow CCRPC to continuously work in collaboration with municipalities and partners to understand their changing needs and to identify new services and new ways to provide services to meet those needs.

GIS Technical Assistance and Web Map Hosting

Member municipalities or non-profit municipal organizations are eligible to receive 12 hours of GIS-related technical assistance per fiscal year at no additional charge*. These hours can be used for map creation, data development, GIS analysis, or GIS user assistance.

In FY25, GIS-related technical assistance for member municipalities or related organizations beyond 12 hours per fiscal year will be charged \$60.00 per hour in ½ hour increments. The hourly rate will increase to \$70.00 per hour starting in FY26. CCRPC uses the regional planning grant funding from the Vermont Agency of Commerce and Community Development to subsidize the cost of providing technical assistance to our municipal members.

CCRPC may provide technical or GIS assistance for for-profit businesses at the rate of \$120.00 per hour.

Web Map Hosting

CCRPC can host GIS web applications for member municipalities and non-profit municipal organizations. Starting on July 1, 2025, CCRPC will charge an annual fee (\$120) per fiscal year for each GIS web application hosted by CCRPC. CCRPC is charging this fee to cover the cost of cloud storage.

Printing Services

Charges for printing on standard printers:	11" x 17" color: \$1.00 each
Charges for printing on large format plotter:	22" x 34": \$15.00 each
	34" x 44": \$20.00 each

Please contact GIS and Data Manager Melanie Needle (mneedle@ccrpcvt.org) to inquire about GIS technical assistance, web hosting, or printing services.

Transportation Technical Assistance

The CCRPC provides transportation technical assistance to member municipalities or related organizations at no charge when the work is done by in-house staff. Municipal technical assistance includes but is not limited to speed studies, complete streets evaluation, traffic calming measures, traffic control warrants (stops, signals, turning lanes, etc.).

It is preferred that transportation technical assistance requests are made via the [Unified Planning Work Program \(UPWP\)](#) planning process. However, member municipalities may request technical assistance on transportation issues from the CCRPC at any time of the year by sending an email request to the Transportation Program Director that includes a summary of the issue(s) to be addressed. Technical assistance is provided based on staff availability.

Please contact Eleni Churchill, Transportation Program Director, to inquire about transportation technical assistance (echurchill@ccrpcvt.org).

Land Use and General Technical Assistance

Member municipalities or related organizations are eligible to receive 12 hours of land use and general technical assistance per fiscal year at no charge.*

In FY25, technical assistance for member municipalities or related organizations beyond 12 hours per fiscal year may be subject to a \$60.00 per hour and will be charged in ½ hour increments. The hourly rate will increase to \$70.00 per hour starting in FY26. CCRPC uses the regional planning grant funding from the Vermont Agency of Commerce and Community Development to subsidize the cost of providing technical assistance to our municipal members.

It is preferred that land use and general technical assistance requests are made via the [Unified Planning Work Program \(UPWP\)](#) planning process. However, member municipalities may request land use and general technical assistance from CCRPC at any time of the year. Technical assistance is provided based on staff availability.

Please contact Taylor Newton, Planning Program Director, to inquire about land use and general technical assistance (tnewton@ccrpcvt.org).

*** Waiver**

At their discretion, the Executive Director may waive the 12-hour cap on no-charge technical assistance for GIS services and Land Use/General services for municipalities with limited staff capacity and financial resources.