MEMO | Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202, Winooski VT 05404 | ccrpcvt.org

To: Member Municipalities and Partners
From: Charlie Baker, Executive Director | *CLB*
Date: October 19, 2026
Re: CCRPC Technical Assistance and Fee-For-Service Pricing

As part of our continued commitment to strive for excellence and fiscal responsibility, CCRPC has established the following Technical Assistance and Fee-For-Service Pricing information.

Providing value to member municipalities and partners is central to CCRPC's mission. This memo guides our ongoing collaboration with municipalities and partners to address their evolving needs, identify new services, and improve how existing services are delivered to meet those needs.

Transportation Technical Assistance

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

CCRPC prefers that transportation technical assistance requests are made via the Unified Planning Work Program (UPWP) application process. However, member municipalities may request technical assistance on transportation issues from the CCRPC at any time of the year. Technical assistance is provided based on staff availability.

Please contact Jason Charest, Transportation Technical Program Manager, to inquire about transportation technical assistance: jcharest@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 FY27, land use technical assistance for member municipalities or related organizations beyond 12 hours per fiscal year is available on a fee-for-service basis at $70.00 per hour charged in half-hour increments. The rate will increase to $80.00 per hour starting in FY28.** CCRPC uses the regional planning grant funding provided by the State Legislature (administered by 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) application 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 Kate McCarthy, Community Development Program Manager, to inquire about land use and general technical assistance: kmccarthy@ccrpcvt.org

GIS Technical Assistance and Web Map Hosting

Member municipalities or related 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 FY27, GIS-related technical assistance for member municipalities beyond 12 hours per fiscal year, or for related organizations, is available on a fee-for-service basis at $70.00 per hour charged in half-hour increments. The rate will increase to $80.00 per hour starting in FY28.** CCRPC uses the regional planning grant funding provided by the State Legislature (administered by 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. CCRPC charges an annual fee ($120) per fiscal year for each GIS web application hosted by CCRPC to cover the cost of cloud storage.

Printing Services

Charges for printing on standard printers: 11” x 17” color: $1.00 per page
Charges for printing on plotter: 22” x 34”: $15.00
34” x 44”: $20.00

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

Communications, Outreach & Engagement Assistance

Municipalities may request communications support to help present information clearly, accessibly, and professionally to municipal officials and staff, regional partners, community organizations, and the public. Services include: writing and editing; document design, formatting, and production; logo and visual identity development; and the creation of coordinated graphics and communications materials such as flyers, one-pagers, presentations, posters, reports, newsletters, public notices, webpages, and ready-to-share outreach packages.

Municipalities may also request support for public engagement, including developing accessible engagement strategies and outreach materials, identifying and reaching interested and affected parties, and designing opportunities for community input. This includes providing assistance with reaching historically excluded and underrepresented populations and reducing barriers to participation through accessible and inclusive engagement approaches.

In FY27, communications, outreach and engagement assistance for member municipalities or related organizations beyond 12 hours is available on a fee-for-service basis at $70.00 per hour charged in half-hour increments unless it is already incorporated into a project’s scope of work. The rate will increase to $80.00 per hour starting in FY28.**

Please contact Emma Vaughn, Communications Manager, to inquire about communications assistance: evaughn@ccrpcvt.org

Please contact Anne Nelson Stoner, Outreach and Engagement Manager, to inquire about outreach and engagement assistance: anstoner@ccrpcvt.org

*** Waiver**

At their discretion, the Executive Director may waive the 12-hour cap on no-charge technical assistance for non-transportation technical services for municipalities with limited staff and financial capacity.

**** Full Rate**

The fee-for-service rate in this policy is a subsidized rate set to keep the costs of CCRPC's services affordable for all member municipalities. CCRPC may choose to charge a full rate, instead of the subsidized rate, for municipal fee-for-service projects in the following circumstances: (1) The municipality is using state or federal grant funding to pay for CCRPC's staff time, and/or (2) the municipality has demonstrated ability to pay CCRPC's full rate.