

**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, December 11, 2019**

*ACRPC held its monthly meeting at its office on Seminary Street in Middlebury with the Vice-Chair, Stephen Pilcher of Monkton, presiding.*

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**ROLL CALL:**

<i>Addison:</i>		<i>Orwell:</i>	
<i>Bridport:</i>	Edward Payne	<i>Panton:</i>	James Dayton
<i>Bristol:</i>		<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>		<i>Salisbury:</i>	Tom Scanlon Barrie Bailey
<i>Ferrisburgh:</i>	Tim Davis Steve Huffaker	<i>Shoreham:</i>	Nick Causton
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Richard Warren
<i>Leicester:</i>		<i>Vergennes:</i>	Cheryl Brinkman
<i>Lincoln:</i>		<i>Waltham:</i>	
<i>Middlebury:</i>	Karl Neuse Ross Conrad Andy Hooper Hugh McLaughlin	<i>Weybridge:</i>	
<i>Monkton:</i>	Wendy Sue Harper Steve Pilcher	<i>Whiting:</i>	Ellen Kurrelmeyer
<i>New Haven:</i>	Tim Bouton Jim Walsh		

**CITIZEN INTEREST REPRESENTATIVES:**

*Addison County Farm Bureau:*  
*Addison County Economic Development Corp:*  
*Otter Creek Audubon Society:*  
*Otter Creek Natural Resources:*  
*Addison County Chamber of Commerce:*

Paul Wagner

**ACRPC EXECUTIVE BOARD**

*Chair:* Diane Benware  
*Vice-Chair:* Stephen Pilcher  
*Secretary:* Tim Davis  
*Treasurer:* Nick Causton  
*At Large:* Shannon Haggett  
Ross Conrad  
Ellen Kurrelmeyer

**STAFF**

*Executive Director:* Adam Lougee  
*Assistant Director/GIS Manager:* Kevin Behm  
*Land Use Planner:* Katie Raycroft-Meyer  
*Transportation Planner:* Mike Winslow  
*Emergency Planner:* Andrew L'Roe  
*Office Manager/Bookkeeper:* Pauline Cousino  
*Eco-Americorps member:* Benton Wright

# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 www.acrpc.org Phone: 802.388.3141 Fax: 802.388.0038

**7:00 BUSINESS MEETING:** Stephen Pilcher, the Vice-Chair, called the monthly meeting to order at 7:00 to address the Commission's agenda.

- I. Approval of the November 13, 2019 minutes:** Ellen Kurrelmeyer moved approval of the minutes. Barrie Bailey seconded the motion. The minutes passed by voice vote with Tim Bouton, Wendy Sue Harper, Jamie Dayton and Stephen Pilcher abstaining.
- II. Executive Board Minutes:** Stephen noted that the Executive Board minutes are posted on the website and several copies are available at the meeting for your information. If you have questions, please speak with Adam or a member of the Executive Board.
- III. Treasurer's Report:** Adam noted that the Treasurer's report dated December 11<sup>th</sup> was passed out tonight and the monthly budget report through October was included in the package. The checkbook balances are at an appropriate level and the monthly budget report shows revenue exceeding expenses through October. Tom Scanlon moved to accept the Treasurer's Report as presented. Ross Conrad seconded the motion, which passed by a unanimous voice vote.
- IV. Committee Reports:**
  - Act 250: No meeting.
  - Energy: No Meeting, but we should expect a meeting with Salisbury shortly.
  - Local Government: No meeting.
  - Natural Resources: No Meeting.
  - Economic Development: Ross Conrad noted that the Economic Development Committee had met and began to review the Sector goals created by representatives from each sector that we asked to help us. Ross also noted that some of the responses were difficult to address, so we are resoliciting the information in a specific format.
  - Transportation Advisory Committee: The TAC heard a presentation from Jim Gish on the Middlebury Tunnel project. Mike also outlined VTrans new priority system and the TAC chose to submit 4 projects for prioritization under the new system: 1. The Vergennes Economic Corridor; 2. Route 125 safety improvements; 3. The Exchange Street Roundabout; and 4. The State's Prison Hollow Road/Silver Street Intersection Improvement project in Monkton.
  - Population and Housing: Ellen noted that the Committee had met, adopted 5 goals and was working to support those goals with policies and recommended actions.
- V. Joint Partner's Report:** No report.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



**VI. Delegate/Staff Recognition/ Project Highlights:**

Adam referred the group to the staff highlight page handed out at the meeting. He focused on the highlight he shared, which noted that ACRPC is hosting the 2020 Walk Bike Summit and that proposals for workshops and requests for sponsorships have just gone out and will go out shortly. If you or your community would like to present at the summit, please contact Mike Winslow [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org); If you would like to sponsor the event, please contact Adam at [alougee@acrpc.org](mailto:alougee@acrpc.org).

**VII. Old Business:**

Review of and Vote to approve the 2019 Audit of ACRPC as presented (Audit attached):

Adam noted that the draft 2019 Audit of ACRPC for the Commission’s review was contained in the package. He reviewed the highlights of the audit, noting that it was a “clean” audit with no conditions, but that ACRPC had a small net operating loss of about \$6,000 for the year. He also noted that the Executive Board had reviewed it extensively with ACRPC’s Auditor, Vance DeBouter. After some discussion, **Tom Scanlon moved that ACRPC accept and approve the 2019 audit as presented. Ellen Kurrelmeyer seconded the motion, which all approved by voice vote.**

Halloween storm follow-up: The state and county are continuing to clean up and pursue expense reimbursement following the Nov 1 storm. Andrew guided a FEMA Individual Assistance team of State Officials to homes with reported damage around the county on November 18<sup>th</sup>, and accompanied an NRCS official to severely eroded areas along the New Haven River and Lewis Creek in Bristol to evaluate the possibility of EWP funding. At the state level, VEM is applying for a Disaster declaration for both public assistance (for public infrastructure) and individual assistance (for private property) and should know within a couple months whether either have been approved. Public Assistance will most likely be funded. Individual Assistance is less likely.

Other: None.

**VIII. New Business:**

Vote on ACRPC dues structure for FY 2021 (Proposal attached): Adam noted the packet included information on ACRPC’s dues for next year. He noted ACRPC sets its dues on a per capita basis derived from the best available data, in this case the 2017 Department of Health Population Estimates. Adam also noted that the information distributed included level funding vs. dues raised in three cent increments and explained 3 cents is a little over 2% and raises about \$1,000. The Executive Board proposed to raise dues 3 cents per capita, noting that the amount collected would actually decrease if we level funded the assessment. Further discussion, included whether a “per capita” formula was the best way to calculate dues and whether dues comprised a significant enough portion of the budget. The commission referred those questions to the Executive Board for next year. **Tom Scanlon moved to accept the Executive Board’s recommendation and to raise dues by 3 cents per capita for FY2021**

**(July 1, 2020 – June 30, 2021). Jeremy Grip seconded the motion, which passed unanimously.**

Municipal Planning Grant Results: Adam announced the results for the 2020 Municipal Planning grants, which had just been released by the Department of Housing and Community Development. He noted that the Addison Region had 6 applicants for about \$80,000 of funding and that 3 applicants had received grants: Ferrisburgh received a grant to review housing and zoning densities in certain sections of town. Shoreham had received a grant to create a re—development plan for the Farnham property, immediately adjacent to its village and Middlebury received a grant to redo its zoning. New Haven, Lincoln and Orwell did not receive funding.

Other: None.

- IX. Member’s Concerns/Information:** Ellen Kurrelmeyer noted that an Addison County wine, from West Addison had received a New York Time top ten award. Ed Payne expressed concern that many Vermonters did not have the capital to purchase the equipment (Cars, solar panels, wind mills, weatherization measures) to support climate change initiatives.

Adam also asked the groups for programs they would like to see in the new year. **Delegates suggested preference for several topics including housing, schools and secondary impacts to towns where schools had closed, and Middlebury College’s plans to be carbon neutral.**

- X. Adjournment:** There being no further business; **Jeremy Grip moved adjournment. Jamie Dayton seconded the motion. All voted in favor. The Commission adjourned its meeting at 8:15 p.m.**

Respectfully Submitted,

Adam Lougee  
Director