

ADDISON COUNTY REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING MINUTES
December 12, 2018

ACRPC held its monthly meeting at its office on Seminary Street in Middlebury with the Chair, Diane Benware of Leicester, presiding.

ROLL CALL:

Addison:

Bridport: Andrew Manning
Ed Payne

Orwell:

Bristol: Peter Grant

Panton

Cornwall: Stan Grzyb

Ripton: Jeremy Grip

Ferrisburgh: Steve Huffaker

Salisbury: Tom Scanlon
Barrie Bailey

Goshen: Jim Pulver

Shoreham:

Leicester: Diane Benware

Lincoln: Steve Revell

Starksboro: Jan McCleery

Middlebury: Karl Neuse
Ted Davis
Ross Conrad
Ashley Laux

Vergennes: Shannon Haggett

Waltham:

Monkton: Steve Pilcher

Weybridge: Mary Cullinane

Whiting: Ellen Kurrelmeyer

New Haven: Harvey Smith
Tim Bouton

CITIZEN INTEREST REPRESENTATIVES:

Addison County Farm Bureau:

Kent Wright

Addison County Economic Development Corp:

Otter Creek Audubon Society:

Ron Payne

Otter Creek Natural Resources:

Paul Wagner

Addison County Chamber of Commerce:

ACRPC EXECUTIVE BOARD

Chair: Diane Benware

Vice-Chair: Steve Pilcher

Secretary: Tim Davis

Treasurer: Ted Davis

At Large: Steve Revell

Shannon Haggett

Nick Causton

STAFF

Executive Director: Adam Lougee

Assistant Director/GIS Manager: Kevin Behm

Land use Planner: Claire Tebbs

Transportation Planner: Mike Winslow

Emergency Planner: Andrew L'Roe

Office Manager/Bookkeeper: Pauline Cousino

Eco-Americorps member: Allison Dinwiddie

7:00 p.m. BUSINESS MEETING: Diane opened the meeting and introduced the first order of business.

I. Approval of Minutes. A motion by Tom Scanlon to accept the November 14, 2018 minutes, seconded by Peter Grant was approved by voice vote with Ashley Laux abstaining.

II. Executive Board Minutes: Diane noted that the Executive Board draft minutes are included in the meeting package. She explained that they are available for the Commission's information, but do not require any action. Upon hearing no questions regarding the draft Executive Board meeting minutes, Diane moved to the next item on the agenda.

III. Treasurers Report: Adam presented the Treasurer's Report. Adam noted that this year's budget through October is in the package. He noted balances were good and that through October, revenues exceeded expenses. Adam noted he was happy to take any questions. A motion by Tom Scanlon to approve the treasurer's report as presented, seconded by Steve Pilcher was approved unanimously by voice vote.

IV. Committee Reports:

ACT250/248 Committee: Steve Revell reported the Act 250/248 Committee met to review the Stoney Hill Development in Bristol. The Committee questioned whether this project could technically meet the conditions of "significant regional impact" as outlined in the Regional Plan, which generally serves as the threshold under which the Commission will review projects. However, the Commission has been very involved in supporting this infill and affordable housing project. It helped the Town of Bristol re-write its plan and its regulations to support this type of housing development. It also helped Bristol write the CDBG application which created the master plan for this piece of property, including the housing component subject to this permit. Because of the Commission's past support for the project and because the District Commission chose to treat the application as a "major" development requiring a hearing, the Committee chose to review the application and make recommendations to the full Commission. It then decided it would limit its comments to Criteria 5, 9(L) and 10.

At its meeting the Committee felt the redevelopment of the property used an existing curb cut, would have little impact on the traffic on Route 116/17 and therefore should satisfy Criterion 5. It felt the project clearly implemented Bristol's Plan to expand its village area and satisfied the Bristol Town Plan. The Regional Plan also supports development in Bristol as a growth center for the Region. Therefore, the Committee felt the project would satisfy Criteria 10. The Committee also felt that the project clearly added to Bristol's Village and satisfied criteria 9L. The **Committee recommended that the Full Commission issue a**

letter to the District 9 Environmental Commission in support of the project. The Full Commission adopted the Committee recommendation on a voice vote.

Energy Committee: Jeremy Grip reported that the Energy Committee met on December 4th at 6:00 p.m. and discussed next steps for the Committee in implementing the Plan.

Natural Resources: The Natural Resources Committee will meet in January.

Transportation Advisory Committee: Andrew Manning reported that the TAC met on December 5th. The main item of business was a discussion involving the Route 22A Truck Study Existing Conditions Report and Purpose and Need Statement.

Local Government Committee: Ted Davis reported the Local Government Committee met in Starksboro on December 6th to review the Starksboro Town Plan. After the public hearing, **the Committee voted to recommend that the Full Commission confirm the Town of Starksboro's planning process and regionally approve the Starksboro Town Plan. The Commission voted to approve the committee recommendation unanimously by voice vote.**

Policy Committee: Shannon Haggett reported that the Policy Committee had started its work and met in November. It reviewed all of the existing provisions of the current Personnel Policy and anticipated those that would need to be revised.

V. Joint Partners Report: Adam did not have any report to provide, but noted we would discuss our work with Addison County Economic Development later on the agenda.

VI. Delegate Staff Recognition/ Project Highlights: Adam introduced Mike Winslow of Vergennes the Commission's Transportation Planner. He noted Mike's first day of work was November 26th, just after Thanksgiving. Adam also noted that he was sad to announce that Claire Tebbs was leaving the commission at the end of this December to pursue other opportunities. He wished Claire well and encouraged Commissioners to wish her well before she leaves at the end of the month. **Ashley Laux moved that the Full Commission send all departing employees a letter of appreciation for their service to their community. Ted Davis seconded the motion. All approved. Adam will work with Diane to craft a letter.**

VII. Old Business.

Economic Development and Population and Housing Sections of the Regional Plan: Adam noted last meeting that there were two sections of the Regional Plan that he had wanted to update. Housing and Population, because it was old and he had stated we would work on it when the Vermont Housing Finance Agency updated its new housing database and Forestry

because of the new requirements as of last year. He expects that Forestry will be minimal and would like Natural Resources to do that work as part of its committee work. He also noted that Addison County Economic Development would like to work together to update that section of the plan for our mutual use. Adam noted the Commission is still looking for volunteers to man those committees. He thanked Bob Feuerstein and Ross Conrad for agreeing to serve on the Economic Development Committee, noted that the Executive Board had appointed them to a joint committee with members of the Economic Development Committee and concluded that ACRPC could still appoint 1 or two more Commissioners.

Adam also thanked Ashley Laux, Ellen Kurrelmeyer and Tim Davis for agreeing to serve on the Population and Housing Committee, noted the Executive Board had appointed them at its last meeting and noted that anyone else wishing to volunteer for the Population and Housing Committee should speak to a member of the Executive Board or himself.

Other: None.

VIII. New Business

Vote on regional confirmation of the Starksboro planning process and regional approval of the Starksboro Town Plan: See above under Committee Reports.

Review and Vote on Dues/Assessment for FY 2020: Adam had distributed a proposed dues sheet in the package. He noted that the Executive Board recommended that ACRPC increase its dues by 3 cents per capita, which raises about \$1,000. He also noted it kept dues around 5% of the budget. Tim Bouton suggested that ACRPC tie the dues to hitting 5% of the budget. Several others discouraged that change at this meeting without thinking about its consequences but suggested it would be a good thing to consider next year. After some further discussion, **Tim Bouton moved that the commission accept the dues as recommended by the Executive Board increasing by 3 cents per capita, and instruct the Executive Board to evaluate its dues policy and determine best practices to guide its dues request for next year. Jeremy Grip seconded the motion, which passed unanimously by voice vote.**

Vote on Adoption of ACRPC's FY 2018 audit: Adam introduced this item by noting that portions of the audit were included in the package. Adam reviewed the important sections of the audit, noting the Commission achieved a small surplus during FY 18 and that it had no adverse findings in the audit. After some discussion, **Tom Scanlon moved that the Full Commission approve the audit as presented. Barrie Bailey Seconded the motion, which passed unanimously. The Commission also noted that it would put the next audit out to bid after tax season in May.**

Other: None.

IX. Member Concerns. Tim Bouton noted that VTrans had begun to rebuild its new highway garage on Route 17 in New Haven. He observed that while the building met State Energy code requirements, VTrans had done very little otherwise to incorporate renewable design into the building. Tim asked if ACRPC would be willing to push the State to incorporate elements that would help Vermont meet its own renewable energy policy. After some discussion, **the Commission agreed that Tim's question was a good one for the Energy Committee to address.**

X. Adjourn. On a motion to adjourn by Peter Grant, seconded by Ross Conrad and unanimously approved, the meeting adjourned at 8:05 pm.

Respectfully submitted by:

Adam Lougee