

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, April 9, 2020

ACRPC held its monthly meeting remotely via Zoom with the Chair, Diane Benware of Leicester, presiding.

ROLL CALL:

Addison:

Bridport: Ed Payne
Andrew Manning

Bristol:

Cornwall: Stan Grzyb
Don Burns

Ferrisburgh: Tim Davis
Steve Huffaker
Arabella Holzapfel

Goshen: Jim Pulver

Leicester: Diane Benware

Lincoln:

Middlebury: Andy Hooper
Ross Conrad
Karl Neuse

Monkton: Wendy Sue Harper
Steve Pilcher

New Haven: Tim Bouton

Orwell:

Panton: Jamie Dayton

Ripton: Jeremy Grip

Salisbury:

Shoreham: Nick Causton

Starksboro:

Vergennes: Shannon Haggett
Cheryl Brinkman

Waltham:

Weybridge: Gioia Kuss

Whiting: Ellen Kurrelmeyer

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:

Ron Payne

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

BUSINESS MEETING: Adam opened the meeting at 7:00 p.m. via Zoom and telephone by recording the members present. Adam noted that he and Diane had spoken before the meeting and in order to smooth the process, she had agreed to have Adam lead the meeting, with her acting as backup. Adam started the meeting by outlining some Zoom etiquette. He also discussed voting. Unanimous votes would not require a roll call vote. Otherwise, he would ask for a roll call.

- I. Approval of the March 11, 2020 minutes:** Ellen Kurrelmeyer moved approval of the minutes. Stephen Pilcher seconded the motion. The minutes passed unanimously by voice vote.
- II. Executive Board Minutes:** Adam noted that the Executive Board minutes are included in the package and are posted on the website for your information. If you have questions, please speak with Adam or a member of the Executive Board.
- III. Treasurer's Report:** Adam summarized the Treasurer's report dated April 8th noting that our cash balances remained in good shape. Adam then moved to the monthly budget report through February, which was included in the package. The monthly budget report shows revenue exceeding expenses through February. **Ross Conrad moved to accept the Treasurer's Report as presented. Stephen Pilcher seconded the motion, which passed by a unanimous voice vote.**

IV. Committee Reports:

Act 250/Section 248: Adam gave the Act 250/248 Committee report. He noted the Committee did not meet. No major applications were filed. Adam spoke about the VELCO Control Building proposed for New Haven. He noted that he expected that New Haven would contest the application before the PUC. He recommended that the Committee meet next week to discuss ACRPC's participation and noted he would set a meeting later in the week.

Energy: Adam noted the Energy Committee held its second Town Energy Committee Roundtable on April 1st. The Vermont Energy Action Network presented its Annual report on Vermont's Energy usage. It will also host a Zoom meeting on how to use, purchase and install cold climate heat pumps around May 5th. Andrew shall send out invites and information on that program next week.

Local Government: Adam noted the Local Government Committee did not meet and since it is generally holding public hearings concerning the review of Town plans, it probably will not meet until it can provide better public access after the State of Emergency lifts.

Natural Resources: The Committee met immediately prior to the last Full Commission meeting. At that meeting the Committee recommended that ACRPC respond to the RFP issued by the Agency of Natural Resources soliciting applications to serve as the Clean Water Service Provider as long as it can meet the following 3 criteria:

1. ACRPC leadership confirms that becoming the CWSP is in the Region's best interest;

2. ACRPC leadership finds that the State of Vermont has structured the CWSP function in a manner that ACRPC believes it can succeed in the position without sacrificing the financial integrity of the organization;
3. ACRPC leadership determines it desires to pursue the position.

The Commission will take up this committee motion under old business later in the agenda.

Economic Development: No Meeting.

Transportation Advisory Committee: Adam reported that the TAC had met in March and had created a priority list for State transportation projects within the Region. Next meeting it will devote to a presentation from Chittenden County RPC about the Interstate I-89 improvement study CCRPC is currently undertaking, with a focus on proposed Exit 12B, which has the potential to impact Monkton, Starksboro and Bristol. It will also prioritize potential paving projects for this coming summer season.

Population and Housing: Adam reported that the Committee had not met, but Katie was prioritizing work on this portion of the plan while she worked from home.

- V. Joint Partner's Report:** Adam noted that Fred Kenney, the Executive Director of Addison County Economic Development Corporation is hard at work responding to the needs of small businesses and non-profits in the Addison Region. Adam noted that Fred had acquired some expertise in understanding the federal programs available to help businesses through this crisis and Adam urged Commissioners to encourage small businesses within their communities that may need help to speak with Fred or Sara Kearns from the SBA, who also works out of Fred's office.

- VI. Delegate/Staff Recognition/ Project Highlights:** Adam pointed Commission members to the newsletter. He noted he had asked staff to provide a more comprehensive list of items that they continued to work on during this crisis. Adam emphasized that staff was still working and grateful to be working. If any Commissioners know of issues their community is struggling with and need some help, he encouraged them to call ACRPC.

VII. Old Business:

ACRPC Policy for addressing Covid -19: Adam noted that he had distributed the policy in the package. He also stated it was largely the same as discussed at the last meeting, except that he had revised it reflect the fact that he had closed the office pursuant to the Governor's stay home/stay safe order. Adam noted that staff is working from home, but monitoring the office mail and messages and goes in for critical functions, like payroll. Adam thanked Diane and Nick for their help signing checks.

Clean Water Service Provider: Adam presented a PowerPoint presentation on the current status of the clean water bill, the role of the Clean water service provider, how Adam anticipated the process would flow, things we do not currently know, things we did know and ultimately, the Natural Resources Committee's motion and staff's support for responding to ANR's RFP to serve as the Clean Water Service Provider for the Otter Creek Basin. After the PowerPoint, the Commission discussed the proposal. Ed Payne expressed skepticism about ANR's ability to fund the program. Tim Bouton suggested contractual provisions to protect ACRPC from any liability arising from the CWSP position. Adam stated that he hoped a lot of the details would come out in the contract and promised the Commission that if ACRPC is chosen as the CWSP, he will provide the Commission with the opportunity to review and vote on the contract prior to executing it on behalf of ACRPC. **Shannon Haggett moved that the Commission approve the Natural Resources Committee's motion to apply to become the CWSP for the Otter Creek. Gioia Kuss seconded the motion, which passed unanimously.**

Other: None.

New Business:

Report of the Nominating Committee: Adam reminded Commissioners that they had elected Tim Bouton, Arabella Holzapfel and Tim Davis to serve as the Nominating Committee and asked the Committee for its report. Tim Bouton delivered the report of the Committee. He noted the Committee nominated the following slate of officers:

Stephen Pilcher;
Shannon Haggett;
Ross Conrad;
Ellen Kurrelmeyer;
Wendy Sue Harper;
Jamie Dayton; and
Jeremy Grip

Adam thanked the Committee for the slate. Tim noted that prior to the next meeting, it would also assign officer roles to the slate chosen. Adam asked the Commission if there were any nominations from the floor. None were proposed. Adam reminded the Commission that we would elect the Executive Board at our May annual meeting. He also noted that we would take nominations from the floor again at that meeting. Lastly, he noted that we would hold that meeting via Zoom and put off the dinner and awards until we could all meet in person.

Other: Adam noted that he had also included a proposed budget in the financial reports he had distributed in the package. He noted the budget was very preliminary. He reviewed it briefly, but explained it would change substantially before he asked the Commission for a vote on it in June.

VIII. Member's Concerns/Information: None.

IX. Adjournment: There being no further business: **Ellen Kurrelmeyer moved adjournment. All voted in favor. The Commission adjourned its meeting at 8:00 p.m.**

Respectfully Submitted,

Adam Lougee
Director