

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, June 10, 2020

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

ROLL CALL:

<i>Addison:</i>		<i>Orwell:</i>	
<i>Bridport:</i>	Andrew Manning	<i>Panton:</i>	Jamie Dayton
<i>Bristol:</i>		<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>	Stan Grzyb Don Burns	<i>Salisbury:</i>	Tom Scanlon
<i>Ferrisburgh:</i>	Tim Davis Arabella Holzapfel	<i>Shoreham:</i>	Nick Causton
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Richard Warren
<i>Leicester:</i>	Diane Benware	<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
<i>Lincoln:</i>		<i>Waltham:</i>	
<i>Middlebury:</i>	Hugh McLaughlin Andy Hooper	<i>Weybridge:</i>	
<i>Monkton:</i>	Wendy Sue Harper	<i>Whiting:</i>	Ellen Kurrelmeyer
<i>New Haven:</i>			

CITIZEN INTEREST REPRESENTATIVES:

<i>Addison County Farm Bureau:</i>	
<i>Addison County Economic Development Corp:</i>	Bob Feuerstein
<i>Otter Creek Audubon Society:</i>	Ron Payne
<i>Otter Creek Natural Resources:</i>	
<i>Addison County Chamber of Commerce:</i>	

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

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Diane opened the meeting at 7:05 p.m. by welcoming the commission.

7:05 p.m. BUSINESS MEETING: 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 May 13, 2020 minutes:** Shannon Haggett moved approval of the minutes. Arabella Holzapfel 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 as of the Executive Board meeting May 27th noting that our cash balances remained in good shape. Adam then moved to the monthly budget report through April, which was included in the package. The monthly budget report shows revenue exceeding expenses. **Tom Scanlon moved to accept the Treasurer's Report as presented. Nick Causton seconded the motion, which passed by a unanimous voice vote.**
- IV. Committee Reports:**

Adam noted that the Act 250, Natural Resources and Economic Development Committees did not meet. He asked the chairs of the remaining committees to give their reports.

Energy: Jeremy Grip noted the Energy Committee held its fourth Energy Committee event on June 9th regarding weatherization services available in the Addison Region. Jeremy also noted that he expected incentives from VEIC for weatherization to increase this year through December.

Local Government: Shannon noted the Local Government Committee and Energy Committee would hold two public hearings concerning the **review of town plans in the month of June, Monkton at 7:00 p.m. on June 16th and Salisbury also at 7:00 p.m. on June 22nd.**

Transportation Advisory Committee: Diane reported that the TAC had met in May and enjoyed an excellent presentation from a consultant concerning road maintenance and why it is important for towns to invest in small interim maintenance projects rather than letting things go until they need to be rebuilt. He has had financial spreadsheets and other resources for Selectboard members and road foremen that are available on ACRPC's website.

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Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



Population and Housing: Tim reported that the Committee met and continued to revise the plan. Tim also noted the committee was drafting a memorandum to the governor regarding funding support to create more affordable housing.

V. Joint Partner's Report: Adam noted that Fred Kenney, the Executive Director of Addison County Economic Development Corporation was joining us for the evening to make a request. Fred spoke to the commission noting the Agency of Commerce had charged the RDCs with creating priority lists for their service areas of projects that were in the development stage, as close to shovel ready as possible, but were eligible for and needed some state of federal grant funding assistance. He requested commissioners to speak with their selectboards about projects in their communities and asked them to go to the RDC website and complete the information about their project in the form provided. Adam noted he would circulate a form and links to commissioners after the meeting.

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, notifications, yearly data update, programs and committee membership: Adam noted that he and staff continued to work from home and use Zoom for committee and other meetings. The office remains closed to visitors for the time being. Adam noted he and other staff members continue to monitor the office mail and messages and go in for critical functions, like payroll. Adam thanked Diane and Nick for their help signing checks.

Adam also reminded commissioners that ACRPC's new fiscal year begins on July 1, 2020. He asked all to consider re-applying to serve as their community's representative to ACRPC. He also asked Commissioners to check in with their clerk and Selectboard to make sure their appointment information makes it back to ACRPC.

Lastly, Adam asked for program ideas for meetings and noted that next month he would be asking people to identify the committees they would like to serve on for the new year.

Clean Water Service Provider: Adam noted that Mike had completed and ACRPC had submitted a grant application to be the Clean Water Service Provider for Basin 3, Otter Creek. To the best of Adam's knowledge, no other applicants existed for Basin 3. Adam expects to hear back on the project shortly.

Broadband Grant Application update: As we discussed at our May meeting, ACRPC intends to apply for a broadband innovation grant through the Department of Public Service. Applications are due June 19th. On Friday a committee consisting of Jeremy Grip, Robert

Feuerstein, Ellen Kurrelmeyer and Adam will choose a business consultant to work with. Other Commission members are welcome to join and Jim Walsh, Steve Huffaker and Andy Hooper will also add their expertise to the conversation.

Other: Adam noted that ACRPC had also worked in concert with Rutland Chittenden and Central Vermont RPCs and our respective RDC counterparts to submit an application to the federal Economic Development Administration for a COVID related business plan called a CEDS. Adam noted that he and Fred hoped to get extra funding for some of the Economic Development planning we are currently doing jointly.

VIII. New Business:

Vote on proposed Interim Workplan and Budget: Adam noted that he had included a proposed workplan and budget in the Commission package. He noted that he felt the budget revenues remained uncertain at this time and requested that the Commission pass it as an interim budget. He reviewed it briefly, but explained it would change substantially probably in September or October after the State completes its work on its own budget for FY 2021. **Tom Scanlon moved approval of the Interim workplan and budget. Shannon Haggett seconded the motion, which passed unanimously.**

Other: None.

IX. Member's Concerns/Information: Adam noted that Diane, Nick and Tim Davis were all leaving the Executive Board, thanked them for their service and offered them the opportunity to say a few words. All thanked the commission and noted they enjoyed the opportunity to serve on the Executive Board.

X. Adjournment: There being no further business, **Jeremy Grip moved adjournment and Tom Scanlon seconded the motion. All voted in favor. The Commission adjourned its meeting at 7:52 p.m.**

Respectfully Submitted,

Adam Lougee
Director