

**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, September 9, 2020**

*ACRPC held its monthly meeting remotely via Zoom with the Vice - Chair, Shannon Haggett of Vergennes, 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>	Don Burns	<i>Salisbury:</i>	
<i>Ferrisburgh:</i>	Steve Huffaker	<i>Shoreham:</i>	
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Richard Warren
<i>Leicester:</i>		<i>Vergennes:</i>	Shannon Haggett
<i>Lincoln:</i>	Steve Revell	<i>Waltham:</i>	
<i>Middlebury:</i>	Hugh McLaughlin Ross Conrad Jilly dos Santos	<i>Weybridge:</i>	
<i>Monkton:</i>	Wendy Sue Harper Stephen Pilcher	<i>Whiting:</i>	Ellen Kurrelmeyer
<i>New Haven:</i>	Tim Bouton Jim Walsh		

**CITIZEN INTEREST REPRESENTATIVES:**

<i>Addison County Farm Bureau:</i>	
<i>Addison County Economic Development Corp:</i>	
<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:* Stephen Pilcher  
*Vice-Chair:* Shannon Haggett  
*Secretary:* Ross Conrad  
*Treasurer:* Ellen Kurrelmeyer  
*At Large:* Jamie Dayton  
Wendy Sue Harper  
Jeremy Grip

**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:* Maddison Shropshire

# Addison County Regional Planning Commission

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

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

**7:05 p.m. BUSINESS MEETING:** Shannon noted that he and Adam had spoken before the meeting and in order to smooth the process, he had agreed to have Adam lead the meeting, with him acting as backup. Adam started the meeting by outlining some Zoom etiquette.

- I. Approval of the July 8, 2020 minutes:** Ellen Kurrelmeyer moved approval of the minutes. Wendy Sue Harper seconded the motion. The minutes passed by voice vote, with Jim Walsh abstaining.
- II. Executive Board Minutes:** Shannon noted that the Executive Board minutes from both July 22 and August 26<sup>th</sup> 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 August 26<sup>th</sup> Executive Board meeting noting that our cash balances are strong. Adam then moved to the monthly budget report through June, which he had sent prior to the meeting. The monthly budget report shows revenue exceeding expenses, at the close of the year. While the budget for the year is not final until the audit, Adam expects revenues to exceed expenses for the year. **Ellen Kurrelmeyer moved to accept the Treasurer's Report as presented. Wendy Sue Harper 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 an event August 31<sup>st</sup>. Jeremy also noted that the Energy Committee had a joint hearing with the Local Government Committee.

Local Government: Shannon noted the Local Government Committee and Energy Committee held a public hearing concerning the review of the Vergennes City Plan on August 31<sup>st</sup>. A vote on the plan is scheduled for later in the agenda.

Transportation Advisory Committee: Andrew reported that the TAC had met in August, had voted to extend the TAC grant deadline for an additional month and discussed the triangle bike loop, roadside mowing and the walk/bike summit, which ACRPC had postponed again until the spring of 2021.

Population and Housing: Ellen reported that the Committee met and continued to revise the plan.
- V. Joint Partner's Report:** Adam noted that Fred Kenney, the Executive Director of Addison County Economic Development Corporation was very busy working with businesses on the COVID response and produced a lot of really good information

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



about resources available. On September 17<sup>th</sup>, from 6:30 to 8:30 ACRPC and ACEDC will be helping to support a forum to discuss recovery from the Covid -19 pandemic put on by the Vermont Council for Rural Development to discuss issues in the Addison Region.

- 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 also noted that he was very sorry to announce that both Pauline Cousino, ACRPC's Office Manager and Kevin Behm, ACRPC's Assistant Director and GIS Manager had decided that they would retire this year. Pauline has been with the Commission for 48 years, since 1972 and will retire after she completes the audit and closes the books for fy2020. Kevin, who has worked for ACRPC for over 25 years will leave at the end of December. Adam thanked both of them and noted he would miss both of them. He encouraged all commissioners to wish them well prior to their departure.

**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.

Clean Water Service Provider: Adam noted that ACRPC has been chosen to serve as the Clean Water Service Provider for Basin 3, Otter Creek. Rulemaking began in July and Adam expects a contract by the end of the year. Adam assured the Commission that he would bring them the contract for their approval prior to executing it on behalf of the Commission.

Broadband Grant Application update: ACRPC has secured a broadband innovation grant through the Department of Public Service to conduct a feasibility study of and create a business plan to bring broadband service to underserved portions of the region. It has begun work on the contract.

Adam also noted that as of the meeting twelve towns, Bristol, Ferrisburgh, Leicester, Lincoln, Middlebury, Monkton, New Haven, Ripton, Salisbury, Shoreham, Starksboro and Waltham had voted to form the Addison County Communications Union District and had held their organizational meeting earlier in the evening. Adam

expects that entity will be responsible for implementing the business plan and building the broadband. Adam noted he had also secured several other grants to fund and establish the CUD.

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, but have not heard back on that application yet.

#### **VIII. New Business:**

Vote to confirm the planning process in the City of Vergennes and regionally approve the Vergennes City Plan and Enhanced Energy Plan. Shannon Haggett reported that the Local Government and Energy Committees held a public hearing concerning the review of the Vergennes City Plan, including the enhanced energy plan at 7:00 p.m. on August 31. After a productive conversation, **Jim Pulver moved confirmation of Vergennes Planning process and approval of the Vergennes City Plan and Enhanced Energy Plan. The Commission unanimously voted in favor of the motion.**

Committee Assignments: Shannon noted that at its August meeting the Executive Board reviewed members requests for committee assignments and made its decisions. The Executive Board tried to balance the Committees and also honor requests. Thank you to those that volunteered to serve on a committee. It is a big part of the commission's work. Those that do not find themselves on a committee can still join by speaking with a member of the Executive Board or Adam prior to the next Executive Board meeting.

Other: Ross asked whether ACRPC could record its Zoom meetings. Adam stated that he would look into the storage requirements, but stated that we probably could.

#### **IX. Member's Concerns/Information:**

- X. Adjournment:** There being no further business, **Ellen Kurrelmeyer moved adjournment and Jeremy Grip seconded the motion. All voted in favor. The Commission adjourned its meeting at 7:46 p.m.**

Respectfully Submitted,

Adam Lougee  
Director