

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, October 11, 2020

ACRPC held its monthly meeting remotely via Zoom with the Chair, Stephen Pilcher of Monkton, presiding.

ROLL CALL:

<i>Addison:</i>		<i>Orwell:</i>	
<i>Bridport:</i>	Andrew Manning Edward Payne	<i>Panton:</i>	
<i>Bristol:</i>		<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>	Don Burns	<i>Salisbury:</i>	Tom Scanlon
<i>Ferrisburgh:</i>	Steve Huffaker Arabella Holzapfel	<i>Shoreham:</i>	
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Richard Warren
<i>Leicester:</i>		<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
<i>Lincoln:</i>	Steve Revell	<i>Waltham:</i>	
<i>Middlebury:</i>	Hugh McLaughlin	<i>Weybridge:</i>	
<i>Monkton:</i>	Wendy Sue Harper Stephen Pilcher	<i>Whiting:</i>	Ellen Kurrelmeyer
<i>New Haven:</i>	Tim Bouton		

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
Paul Wagner

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

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Stephen opened the meeting at 7:02 p.m. by welcoming the commission.

7:05 p.m. BUSINESS MEETING:

- I. **Approval of the October 14, 2020 minutes:** Shannon Haggett moved approval of the minutes. Steve Revell seconded the motion. The minutes passed by voice vote, with Hugh McLaughlin, Paul Wagner and Jim Pulver abstaining.
- II. **Executive Board Minutes:** Stephen noted that the Executive Board minutes from September 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 end of October noting that our cash balances are strong. He shared his screen with the monthly budget report through October, which does not include October revenues, but still shows revenue exceeding expenses. Steve Revell moved to accept the Treasurer's Report as presented. Wendy Sue Harper seconded the motion, which passed by a unanimous voice vote.

Since Adam was sharing his screen, he also presented regarding the proposed amendments to the Budget (scheduled for later in the agenda), that he will request the commission approve at its December meeting. Adam walked the commission through his proposed amendments to the budget. He noted that most of the issues that were uncertain in May have resolved themselves favorably. ACRPC's budget items from the State of Vermont largely remained the same. Several items remain outstanding, but should resolve in December. In summary, Adam expects the budget projections will improve and allow ACRPC to operate in a cashflow positive manner again this year.

IV. Committee Reports:

Adam noted that the Act 250, Energy, Local Government and Economic Development Committees did not meet.

Natural Resources: Jim Pulver noted that the Commission had met just prior to this meeting and had reviewed the draft Clean Water Service Provider ("CWSP") rules from the Agency of Natural Resources. Adam will put the draft CWSP rules on ACRPC's website.

Transportation Advisory Committee: Adam reported that the TAC had met in October, had reviewed and awarded TAC grants and had received a presentation on the State Rail Plan.

Population and Housing: Ellen reported that the Committee continued to revise the plan and had scheduled a meeting for the following week.

V. Joint Partner's Report: None.

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 pointed Commission members to the newsletter. He noted staff continues to provide a more comprehensive list of items that they worked on this month during this crisis. He also recognized and thanked all of the ACRPC Commissioners that agreed to represent their communities on the Addison County Communications Union District (“ACCUD”). He pointed to the newsletter article on the ACCUD’s accomplishments to date and specifically thanked Steve Huffaker, ACCUD’s Chair and Arabella Holzapfel, its Treasurer, for their hard work establishing and leading ACCUD.

VII. Old Business:

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 is continuing through November. Adam expects a contract from ANR around the end of the year (Please also see the Natural Resources Committee discussion above).

Addison County Communications District Update: (Please see the newsletter and Delegate Recognition discussion above).

U.S. Economic Development Administration, Comprehensive Economic Development Strategy: 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. Adam announced we had received the grant and that he has his first meeting about it next Friday, November 20th. Adam expects ACRPC will secure about \$20,000 for its economic planning work over the next two years.

Audit Schedule: Adam noted that Vance DeBouter, ACRPC’s auditor, had completed his field work performing the audit and that nothing unusual had turned up. Adam expects that Vance will complete a draft of the audit to present to the Executive Board on December 2nd and, assuming the Executive Board is satisfied with the results, that the Executive Board will pass it to the Full Commission for approval at its December meeting.

Personnel Matters: Adam noted that the Executive Board had approved a budget for him to purchase gifts on behalf of the Commission for Kevin and Pauline. He will try and present those to them and get them to attend the December Board meeting so all have the opportunity to wish them well. He also encouraged Board members to contact them this month.

Adam noted that hiring for both positions is progressing and that he has a number of interviews scheduled over the next two weeks and hopes to have new people hired by the middle of December so they overlap with Kevin and Pauline allowing both the opportunity to pass some of their knowledge to their replacements.

Systems Updates: Adam noted that work on updating and improving ACRPC's website was underway and we intend to complete that by the end of December before Kevin leaves.

Other: Cheryl Brinkman inquired about the letter that the Commission authorized Adam to send to the Solid Waste District on its behalf. Adam noted he had not sent it yet, but would do it next week.

VIII. New Business:

Other: None.

IX. Member's Concerns/Information: Ed Payne noted that Mark Pumiglia, a longtime member of the Planning Commission and Regional Planning Commission from Bridport had recently resigned from public office in Bridport. **Adam stated that he would send Mark a letter of thanks for his service from the Regional Planning Commission.**

Paul Wagner asked Adam what he know about the Town of Ferrisburgh's lawsuit with the Vorsteveld farm over its cutting of trees along the roadways in Ferrisburgh. Adam responded that he knew very little about the lawsuit. Steve Pilcher noted that the law had also recently changed regarding trees within town right of ways.

A Commissioner also asked about the status of the discussions between Ferrisburgh and Vergennes that had started last summer. Adam noted that he expected that they would start up again after a brief hiatus and that ACRPC would be working with VTrans and all towns adjoining the City of Vergennes on a Planning, Environment and Land use study ("PELS") of the Vergennes Economic Corridor beginning this winter.

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

Respectfully submitted,

Adam Lougee
Director