

**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, January 13, 2021**

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

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**ROLL CALL:**

Harvey Smith

*Addison:*

*Bridport:* Andrew Manning

*Orwell:*

*Bristol:*

*Panton:* Jamie Dayton

*Cornwall:* Don Burns  
Stan Grzyb

*Ripton:* Jeremy Grip

*Salisbury:* Tom Scanlon

*Ferrisburgh:* Arabella Holzapfel

*Shoreham:*

*Goshen:* Jim Pulver

*Starksboro:* Richard Warren

*Leicester:*

*Vergennes:* Shannon Haggett  
Cheryl Brinkman

*Lincoln:* Steve Revell

*Waltham:*

*Middlebury:* Hugh McLaughlin  
Andy Hooper  
Ross Conrad

*Weybridge:*

*Whiting:* Ellen Kurrelmeyer

*Monkton:* Wendy Sue Harper  
Stephen Pilcher

*New Haven:* 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:*

Bob Feuerstein

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

**7:00 p.m. BUSINESS MEETING:** Stephen opened the meeting at 7:02 p.m. by welcoming the commission.

- I. **Approval of the December 9, 2020 minutes:** Ellen Kurrelmenyer moved approval of the minutes. Steve Revell seconded the motion. The minutes passed by voice vote, with Ron Payne, Harvey Smith and Robert Feuerstein abstaining.
- II. **Executive Board Minutes:** Stephen noted that the Executive Board minutes from December 2<sup>nd</sup> are included in the package and 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 noted he did not have a Treasurer's Report tonight, largely because of the transition moving Office Manager's from Pauline to April. Adam did not that we remain in a strong cash position and he will have something prepared for the Executive Committee. **Committee Reports:**

Adam noted that the Act 250, Local Government, Natural Resources, TAC and Economic Development Committees did not meet in December. He did pass on two notes from Mike Winslow, the transportation planner. First, small bike/ped grants were released just after we finished the newsletter. Any town wishing to apply should speak to Mike. Second, that the deadline for signing up for the Town Mutual Aid agreements, generally covering assistance between road crews, is at the end of January and anyone wishing to apply should do so prior to then.

Population and Housing: Tim reported that the Committee had met and continued to revise the plan. Katie distributed a rough draft of the plan and the Committee will meet again on January 28th.

Energy: Jeremy reported that the Committee held a workshop on wood heating at the end of December. He also noted that Andrew created and distributed scorecards for the Towns that had adopted enhanced energy plans so they could see where they stood against their goals for 2025.

- IV. **Joint Partner's Report:** None.
- V. **Delegate Staff Recognition:** Adam recognized the good job Andrew had done with the newsletter and urged all to read it. Adam noted that the newsletter also contained a nice article in honor of Pete Diminico of the New Haven River Anglers. Don Burns of Cornwall thanked Katie Raycroft-Meyer for the work she has been doing with Cornwall on their Municipal Planning Grant.
- VI. **Old Business:**

Clean Water Service Provider: Adam noted that the rules are out for public comment. Comments are due by February 19th.

Addison County Communications District Update: Adam noted that ACCUD, Maple Broadband, continues to move forward with its mission to improve the lives of Addison County residents by supplying fast, reliable and affordable Broadband. It has established its governance, completed its feasibility study and is now working on marketing and outreach, legal and financing to help fulfill its mission. It presented to the Middlebury Selectboard last night requesting CDBG assistance to help with the local share of funding it needs to raise. Jamie Dayton noted he was impressed by the flyer he received.

Tom Scanlon noted Comcast is stringing cable in Salisbury.

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. The application was successful and Adam signed a contract last month. Adam expects ACRPC will secure about \$28,000 for its economic planning work over the next two years. ACRPC will use the extra funding for some of the Economic Development planning we are currently doing jointly. ACRPC is in charge of putting together the public participation plan.

Personnel Matters:

Adam noted that April Clodgo of Monkton, ACRPC's new Office Manager and Dr. John Van Hoesen ACRPC's new GIS Manager both started on January 4<sup>th</sup>. Both Kevin and Pauline have graciously agreed to work with them to make the transition go as smoothly as possible. Adam will introduce both April and John to the Full Commission at its February meeting.

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 February. April has started on automating the accounting system. Adam will work on the phone system after the website is complete.

Other: Adam congratulated Cornwall, Middlebury, Panton, and Salisbury on their securing municipal planning grants in the last grant round.

**VII. New Business:**

Annual Report for Town Meeting: Adam noted that at the beginning of next week he will be sending all towns a one page summary of work ACRPC did in FY 2020 for

their Annual Reports and asked delegates to try to make sure their municipality includes ACRPC's reports in their municipal Annual Report.

Other: Bob Feuerstein asked about the standards for linestripping on all roads. **Adam noted he would ask Mike to get back to Bob.**

Tim Bouton and Harvey Smith noted that VTTrans had informed New Haven that the historic train station in New Haven Junction needed to be moved for safety reasons to accommodate the new AMTRAK service scheduled for next year. They requested ACRPC's help with the project.

**Tim Bouton moved that ACRPC support the efforts of the Town of New Haven to maintain and preserve the historic New Haven Junction train station. Ellen Kurrelmeyer seconded the motion, which passed unanimously.**

- IX. Member's Concerns/Information:** Rich Warren requested that the Commission should discuss the consequences of school closures on small towns.

Ton Scanlon noted that the American Legion in Middlebury would be a vaccination distribution center.

- X. Adjournment:** There being no further business, **Tom Scanlon moved adjournment and all voted in favor. The Commission adjourned its meeting at 7:57 p.m.**

Respectfully submitted,

Adam Lougee  
Director