

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, March 10, 2021

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

ROLL CALL:

Addison:

Bridport: Andrew Manning
Edward Payne

Bristol:

Cornwall: Don Burns
Stan Gryzb

Ferrisburgh: Arabella Holzapfel

Goshen: Jim Pulver

Leicester:

Lincoln: Steve Revell

Middlebury: Hugh McLaughlin
Ross Conrad

Monkton: Stephen Pilcher

New Haven: Tim Bouton

Orwell:

Panton: Jamie Dayton

Ripton:

Salisbury: Tom Scanlon

Shoreham:

Starksboro: Richard Warren

Vergennes: Shannon Haggett
Cheryl Brinkman

Waltham:

Weybridge:

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

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 7:00 p.m. by welcoming the commission.

- I. **Approval of the February 10, 2021 minutes:** Ellen Kurrelmeyer moved approval of the minutes. Shannon Haggett seconded the motion. The minutes passed by voice vote.
- II. **Executive Board Minutes:** Stephen noted that the Executive Board minutes from January 27th 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 gave a Treasurer's Report for the end of January. Adam noted that revenues exceeded expenses. He also noted we remain in a strong cash position, but that cash is down, but receivables are very high. **Tom Scanlon moved to approve the Treasurer's Report as presented. Steve Revell seconded the motion, which passed by voice vote.**
- IV. **Committee Reports:**

Adam noted that the Act 250, Local Government, Natural Resources, Energy and Economic Development Committees did not meet in February. Arabella noted that she and John were working on a Natural Resources Committee meeting for April. Adam noted that he expected Energy would meet soon on the Ripton Energy Plan and that the Local Government Committee would meet soon on the Bristol Plan.

Transportation Advisory Committee: Shannon Haggett reported for the TAC. He noted that it received a presentation concerning VTTrans new prioritization system and the draft Rail Plan.

Population and Housing: Adam reported that Katie is compiling comments from the last Committee meeting. She has one big push left and expects to have a final draft for review. The Committee will meet again later in April.
- V. **Joint Partner's Report:** None.
- VI. **Delegate Staff Recognition:** Adam noted April Clodgo, ACRPC's new Office Manager was featured in the March newsletter. April was at the meeting the February Full Commission meeting and introduced herself to the group then.
- VII. **Old Business:**

Clean Water Service Provider: Adam noted that staff had been working with ANR to create a budget for the work required to set up the Clean Water Service Provider and Basin Water Quality Council. It is largely an administrative budget for creating systems by which the CWSP will operate. Adam Shared the Budget that the staff had created with the Commission. He noted that he still lacks a contract to serve as the CWSP. However, he requested that the Commission approve this budget for submittal so we can start the administrative work. After much discussion speculating about how ACRPC will serve as the CWSP in the future, Tom Scanlon moved to authorize Adam

to submit the proposed budget to ANR with the understanding that he will bring the contract back to the full Commission before he signs it on behalf of the Commission. Ellen Kurrelmeyer seconded the motion, which passed unanimously on a show of hands.

Addison County Communications Union District (Maple Broadband) Update: Arabella noted that 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 executed a Memorandum of Understanding with Waitsfield Champlain Valley Telecom (“WCVT”) to pursue an Operating Agreement and is working on that now. It also continues to pursue financing. It is a busy and exciting time for Maple Broadband, but a lot of work remains to be done.

Systems Updates: Adam noted that work on updating and improving ACRPC’s website was nearly complete. We held a staff training last week, are uploading the content this week and next week, and hope to be live by the end of the month.

Adam also noted that ACRPC is switching all of its systems to a Google-based suite of services. The next Commission meeting will be sent out as a Google Meet rather than Zoom, so Adam will send out specific new instructions as we all learn these new systems together. Adam hopes that the Google suite will allow ACRPC to streamline and reduce the costs of its software and communication system expenses. He also hopes that once we get over the learning pains, it will make the commission’s staff more efficient.

April has all of the books in Quickbooks and is now working to complete transferring payroll to PayData.

Adam will work on the phone system after the website is complete.

Other: None.

VIII. New Business:

Nominating Committee: Adam requested delegates interested in serving on the Nominating Committee for new Commission officers. Cheryl Brinkman, Hugh McLaughlin and Steve Pilcher volunteered to serve on the Committee. **Ellen Kurrelmeyer moved acceptance of the Nominating Committee. Shannon Haggett seconded the motion, which passed unanimously on a show of hands. Prior to the April meeting, the Nominating Committee shall create a slate of Officers to propose for election at the Annual meeting.**

Programs and Annual Meeting: Steve noted that because of COVID -19 the Annual Meeting will remain a virtual event. Therefore, he expects to keep the agenda limited and not solicit a special guest speaker. Stephen noted that we would aim to get together for an in-person meeting and dinner in September.

Stephen also polled the Commission regarding more formal training topics while we are still conducting meetings remotely. His poll revealed that the Commission was still interested in a training component to the agenda, but it should be able to conclude within half an hour so that the full meeting can be completed in an hour and a half.

Other: None.

- IX. Member's Concerns/Information:** Tom Scanlon reminded all delegates that Local Emergency Management Plans are due to be completed and filed with the State of Vermont by May 1st. He also noted that the newsletter contained information on a training set for tomorrow evening on how to complete those plans.
- X. Adjournment:** There being no further business, **Ellen Kurrelmeyer moved adjournment and all voted in favor. The Commission adjourned its meeting at 7:55 p.m.**

Respectfully submitted,

Adam Lougee
Director