

Addison County Regional Planning Commission

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

Meeting Minutes Addison County Regional Planning Commission Wednesday, December 8, 2021

ACRPC held its monthly meeting at its office and via google meet with the Vice-Chair Shannon Haggett of Vergennes, presiding.

ROLL CALL:

Addison:

Bridport: Ed Payne
Bristol: Peter Grant

Cornwall: Don Burns
Stan Gryzb

Ferrisburgh: Tim Davis
Arabella Holzapfel

Goshen: Jim Pulver

Leicester:

Lincoln: Steve Revell

Middlebury: Ross Conrad
Andy Hooper
Hugh McLaughlin

Monkton: Wendy Sue Harper

New Haven: Tim Bouton
Harvey Smith

Orwell: Joseph Adriano

Panton: James Dayton

Ripton: Jeremy Grip

Salisbury:

Shoreham: Nick Causton

Starksboro: Richard Warren

Vergennes: Shannon Haggett
Cheryl Brinkman

Waltham: Jeff Glassberg

Weybridge: Gioia Kuss

Whiting:

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:

Paul Wagner

ACRPC EXECUTIVE BOARD

Chair: Stephen Pilcher

Vice-Chair: Shannon Haggett

Secretary: Jamie Dayton

Treasurer: Ross Conrad

At Large: Jamie Dayton
Wendy Sue Harper
Jeremy Grip

STAFF

Executive Director: Adam Lougee

GIS Manager: John Van Housen

Land Use Planner: Katie Raycroft-Meyer

Transportation Planner: Mike Winslow

Emergency Planner: Andrew L'Roe

Office Manager/Bookkeeper: April Clodgo

Energy Planner: Maddison Shropshire

Eco-AmeriCorps member: Emma Sandman

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



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7:05 p.m. Shannon welcomed all present and moved the commission directly to the business meeting.

- I. **Approval of the November 10, 2021 minutes:** Steve Revell moved approval of the minutes. Wendy Sue Harper seconded the motion. The minutes passed by voice vote/show of hands. Arabella Holzapfel, Tim Bouton, Richard Warren and Tim Davis abstained.
- II. **Executive Board Minutes:** Shannon noted that the Executive Board minutes from the previous meeting 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 October 2021. Adam noted that cash flow is the best ACRPC has ever had, that cash on hand is significantly more than we are used to seeing, and receivables remain high. **Ross Conrad moved to accept the Treasurer's Report as presented. Tim Davis seconded the motion, which passed unanimously by voice vote/show of hands.**
- IV. **Committee Reports:**
 - Act 250/Section 248 Committee, Economic Development, Local Government, and Natural Resources Committees: No meeting.
 - Energy Committee: Jeremy reported that the Committee will meet December 13th to review the New Haven Enhanced Energy Plan and December 14th to review the Ripton Enhanced Energy Plan.
 - Transportation Advisory Committee: Adam reported for the TAC. He noted that it had held a joint meeting with the Rutland TAC and VTrans. The meeting focused on safety issues on Route 22A between Orwell and Sudbury.
 - Housing: Tim Davis reported that the Housing Committee had reviewed the comments from the previous hearing and that Tim Bouton of the committee had also made comments. Tim Davis noted he expected Katie would aggregate that work and get a draft out to the committee for review and to post on the website and send to interested parties prior to the notice deadlines for the second hearing in January.
- V. **Joint Partner's Report/Delegate Staff Recognition:** None.
- VI. **Old Business:**
 - Maple Broadband Addison County CUD Update: Adam gave a brief summary of Maple Broadband activities. He noted that Maple Broadband continues really good work to build out broadband services in the region. It is currently working to complete its high level design for the region with its engineering consultant,

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Vantagepoint. He also noted that Maple Broadband continues to work hard to secure materials so it can begin construction of its network in 2022.

ARPA Funding, ACRPC activities: The RPCs and VLCT continue to be available to help towns with intertown coordination and advice regarding the Treasury rules. ACRPC will focus on helping towns support well conceived projects that will fuel the local economy in the years to come. ACRPC is working with 4 towns to use APRA funding to supplement other money to rebuild town buildings: Addison, Monkton, Salisbury and Whiting. It is also helping Monkton to pursue a Water and Wastewater study for its village and has consulted generally with several other communities.

Brownfields: Adam noted that ACRPC anticipates that a lot more brownfields funding will be available this year and has decided to apply to revive its program. It has not had brownfield funding for many years, but knows of several potential brownfields projects in the region that may need support. Last month ACRPC hired Stantec to help it write a \$500,000 grant application to the program. ACRPC and Stantec completed the application and submitted it on December 1st. ACRPC also signed a contract for \$100,000 in new brownfields funding in November. It will begin its process by looking for good projects.

Comprehensive Economic Development Strategy (“CEDS”): Adam provided a brief update on the state of the work to date. ACRPC continues to work with ACEDC and the RPCs and EDCs in Rutland, Chittenden and Central Vermont to create a CEDS plan for the United States Economic Development Administration (“EDA”). We spent the fall gathering information from various groups and sectors of the economy and are starting to draft a plan from that data. ACRPC’s staff will present that draft to the Economic Development Committee and Full Commission for review next spring.

Clean Water Service Provider (“CWSP”): Adam noted that we had received a contract to create the Clean Water Service Provider infrastructure last month. Mike has been working to form the Basin Water Quality Council (BWQC). We have already begun creating a website for the CWSP, creating a project tracking system and reaching out to potential applicants for the BWQC. Mike sent out an invitation to municipalities for members last week. Adam explained there will be nine (9) statutory members of the BWQC. Since the Otter Creek Basin resides in both Rutland and Addison Counties, in places where there are two representatives (Municipal, RPC, Watershed Groups), we will strive to find a representative from Rutland and a representative from Addison County. The Commission agreed with this strategy. Adam noted that we would be looking to name one member representing the Addison County RPC by the end of January. Arabella Holzappel and Gioia Kuss expressed an interest, but also wanted a succinct description of the

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position and its responsibilities. **Adam will have Mike send a summary about the position to all commission members before the next meeting. He will ask for nominees and a vote at the January Full Commission meeting.**

Vote to approve the Revised FY2022 budget: Adam requested that the Commission approve the revised budget. He noted he had tabled the budget discussion at the last meeting because he was concerned about some formula errors in the spreadsheet and wanted to make sure that it was correct. He has gone through the budget and expenses and presented it to the Executive Board, who recommended it for approval to the Full Commission. Adam's one caveat is that he expects he may need to hire more staff to achieve the 30% increase in revenue in the budget. He has not done that yet, so that expense is not reflected in the proposed budget. If Adam needs to hire additional staff, he will ask for a budget amendment to reflect that.

Jeremy Grip moved to approve the amended budget. Steve Revell seconded the motion which passed unanimously by a voice vote/show of hands.

Other: None.

VIII. New Business:

Presentation and request for approval of Audit: Adam noted that Vance DeBouter, ACRPC's Auditor, had completed his work auditing ACRPC's financial statements for the year ending June 30, 2021. Vance made a detailed presentation of the audit to the Executive Board last week and the Executive Board endorsed sending the audit to the full commission at that time. First, Adam noted it is a clean audit with no findings. Adam then gave a summary of the Audit. Unfortunately, ACRPC showed a net loss of assets of about \$42,000 last year. Adam noted it was the biggest loss he has recorded in over 20 years. He summarized the management report portion of the audit, noting a lot of things contributed to the loss, including Covid, the loss of two key staff members and the additional administrative work ACRPC undertook this past year to revamp its website and accounting systems. Adam noted that he believes the loss will be a one time occurrence and that ACRPC will get back on track this fiscal year. After some discussion, **Tim Bouton moved to approve the audit as presented. Arabella Holzapfel seconded the motion which passed unanimously by a show of hands/voice vote.**

At the end of the discussion the commission noted its intention to put the audit out to bid in the coming year.

Vote on ACRPC Dues for FY 2023 (July 1, 2021 - June 30, 2022): Adam presented a spreadsheet showing a series of options for dues for FY 2023, which starts July 1,

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2022. He noted the commission votes on the FY2023 dues now in order to provide our dues structure to municipal members while they are building their budgets. The dues recommended by the Executive Board include a 3 cent per capita raise (About \$1,000) and are based on the 2020 census, minus group quarters. After some discussion, **Steve Revell moved to support the Executive Board recommendation of a dues increase of 3 cents per capita to \$1.35 per capita based on the 2020 Census, minus group quarters. Jeremy Grip seconded the motion. The commission voted in favor of the motion 19- 4 by a roll call vote.**

Other: None.

IX. Member's Concerns/Information: None.

X. Adjournment: There being no further business, **Peter Grant moved adjournment. Steve Revell seconded the motion and all voted in favor. The Commission adjourned its meeting at 8:17p.m.**

Respectfully submitted,

Adam Lougee
Director

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