

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
September 22, 2021

The Addison County Regional Planning Commission's Executive Board held its monthly meeting via Zoom with Vice Chair, Shannon Haggett presiding.

ROLL CALL

*Middlebury*

*Monkton* Srephen Plicher (joined later)  
Wendy Sue Harper

*Panton* Jamie Dayton

*Ripton*

*Vergennes* Shannon Haggett  
Cheryl Brinkman

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:37

MINUTES

**Minutes: Cheryl Brinkman moved to adopt the August 25, 2021 minutes. Jamie Dayton seconded the motion. The motion passed unanimously.**

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of August. He noted that cash on hand as of August 31th remained strong, up significantly from last year because of two new DHCD programs that paid cash upfront. Receivables are normal. He also reported that year to date, revenues exceed expenses by a significant amount. **Jamie Dayton moved to accept the Treasurer's Report as presented. Wendy Sue Harper seconded the motion, which passed unanimously.**

**Adam agreed once again to send the Executive Board the results of Vances "mini-audit of ACRPC's books and procedures in June.**

COMMITTEE REPORTS

Act 250/248, Natural Resources, Energy Local Government, Housing and Economic Development Committees: Adam stated that the committees noted above have not met since prior to the last Full Commission meeting.

Transportation Advisory Committee (TAC): Shannon noted the TAC met in September. It received two presentations on studies it undertook last year, the first on the Intersection study with Route 116 and River Road in Bristol and the second on the Orwell salt shed. It started its review of TAC grant applications, discussed the Planning and Environmental Linkages Study (PEL) for Route 22A in Vergennes and the surrounding area, and discussed the New Haven Train Station move. Detailed minutes are available on the website.

Housing: Adam noted that the Housing Committee had approved the release of the Housing Draft of the Regional Plan for comment. It is posted on the website. Adam let the full Commission know in September and Katie will schedule hearings for November and January.

## **OLD BUSINESS**

### ARPA and other State Recovery Funding (Flood Resiliency, Housing, Broadband):

The Executive Board discussed the American Recovery Plan money municipalities in the Region will be receiving. Half the County money has also been released to the towns. Adam noted that the RPC's are receiving some money to support municipalities and to help them navigate the rules regarding how to spend their own funding. Andrew is working on outreach to towns. All towns in the Addison Region successfully signed up to receive funding. Adam is also using the funding to support Maple Broadband. Adam also noted ACRPC continues its work with VLCT to put together information on options of activities towns may pursue, including best practices for using the funding. John continues to work with VLCT and the Agency of Administration to put together a dashboard. John is waiting on the Agency of Administration to create standards. Adam will also follow-up on Steve Pilcher's suggestion that ACRPC could help by putting together decision making policy guidance for towns regarding how they decide to spend the funding and documenting that process. Adam and Andrew are also working with VLCT to track the state programs, like housing and wastewater, and look to make sure ACRPC's towns know about and have access to that funding. Finally, Adam noted that Maple Broadband was doing an excellent job, has signed an Operating Agreement and was working on an application for grant funds to cover pre-construction activities.

New ACRPC Funding (Bylaws, Energy, ARPA, Brownfields): Adam noted that he had received more information about some of the new grant money ACRPC will receive in the next fiscal year. He noted that ACRPC had received an extra \$104,000 on its DHCD grant agreement. \$25,000 will be for helping municipalities recover from covid and the remainder will be to hire Maddi to help spur municipal and regional implementation of their energy plans. Additionally, ACRPC will receive another \$22,000 to help towns access, spend and administer their ARPA funding. DHCD will be putting out another grant program, like Municipal Planning grants, for re-writing municipal bylaws to promote housing. ACRPC will be eligible to apply with its member communities. Lastly, Adam noted that he expected to apply for new Brownfields funding this year. ACRPC has not competed well for Brownfields funding for a number of years, but with ARPA money, the pot this year is expanded and Andrew has issued RFQ for engineering firms to work with us and help our application. Responses are due by October 15th.

Committee Assignments: Adam asked the board whether they had received any feedback or new requests. They had not. Adam noted that we have a new delegate from Waltham, Jeff Glassberg, who will likely ask to serve on the TAC.

Audit Timeline: Adam noted that April is working with Vance on last year's audit. Adam expects Vance will begin his audit in earnest after October 15th. He will bring the audit to the Executive Board at the November meeting and we will present it to the Full Commission at its meeting in December.

Other:

## **NEW BUSINESS**

Revised Budget: Adam reminded the Executive Board that when he was building this year's budget in April and May and when the commission passed it in June, we did not have complete information concerning a lot of funding sources. We now have more infiltration. Adam intends to work with April to offer the commission an amended budget. He hopes to bring that to the commission in October, perhaps November.

Other: None.

**MEMBER CONCERNS AND INFORMATION: None.**

## **ADJOURNMENT**

**Cheryl Brinkman moved to adjourn, Jamie Dayton seconded the motion. All approved and the meeting adjourned at 7:14 p.m.**

Respectfully submitted,  
Adam Lougee