

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, November 9, 2022

ACRPC held its monthly meeting at its office and via google meet with the Chair Stephen Pilcher of Monkton, presiding.

ROLL CALL:

Addison:

Bridport: Andrew Manning

Orwell: Joseph Andriano

Bristol:

Panton: Jamie Dayton

Cornwall:

Ripton: Jeremy Grip

Ferrisburgh: Arabella Holzaphel
Steve Huffaker

Salisbury:

Shoreham: Nick Causton

Goshen: Jim Pulver

Starksboro: Rich Warren

Leicester:

Vergennes: Shannon Haggett
Cheryl Brinkman

Lincoln: Steve Revell

Waltham: Jeff Glassberg

Middlebury: Ross Conrad
Barbara Greenewalt
Hugh McLaughlin

Weybridge:

Monkton: Stephen Pilcher
Debra Sprague

Whiting:

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:

Ron Payne

Paul Wagner

ACRPC EXECUTIVE BOARD

Chair: Stephen Pilcher

Vice-Chair: Shannon Haggett

Secretary: Jamie Dayton

Treasurer: Ross Conrad

At Large: Jamie Dayton
Arabella Holzaphel
Jeremy Grip

STAFF

Executive Director: Adam Lougee

GIS Manager: Hannah Andrew

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: Zach Roberts

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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7:00 p.m. Business Meeting: Stephen Pilcher welcomed the Commissioners and moved the commission directly to the business meeting at 7:02.

- I. Approval of the October 12, 2022 minutes:** Steve Revell moved approval of the minutes. Ross Conrad seconded the motion. The minutes passed by voice vote/show of hands. Shannon Haggett, Ron Payne, Paul Wagner and Tim Bouton abstained.
- II. Executive Board Minutes:** The Executive Board minutes were included in the package for informational purposes. No one had any questions regarding their content so Stephen moved on.
- III. Treasurer's Report:** Adam gave a Treasurer's Report for the end of September, 2022. Adam noted that cash flow remains strong, that cash on hand is significantly more than we are used to seeing, and receivables remain high. Adam noted that earned revenues are significantly ahead of expenses on a gross basis, and about \$12,000 ahead once prepaid items are removed. Adam noted this reverses the issue we identified last month where net revenues trailed expenses.
Shannon Haggett moved to accept the Treasurer's Report as presented. Steve Revell seconded the motion. The Commission voted to accept the Treasurer's Report as presented unanimously by voice vote/show of hands.

IV. Committee Reports:

Act 250/Section 248, Housing, Local Government Economic Development and Natural Resources: No meeting.

Energy Committee: Jeremy and Cheryl both reported on behalf of the committee. Cheryl noted the Energy Committee would review the Waltham Energy plan under new business. The Energy Committee also expects to review Whiting's Enhanced Energy plan in December.

Transportation Advisory Committee: Adam reported that the TAC had received a presentation from VTrans regarding VTrans's Framework to improve the equity of its outreach in 2023 and the role ACRPC's TAC will play in that effort. The TAC also discussed VTrans's priority process for ranking bridges and discussed ongoing projects in the region, including the PELS study in Vergennes and the surrounding communities.

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Adam noted he expected that the Housing and Economic Development Committees will both be asked to meet in December

V. Joint Partner's Report/Delegate Staff Recognition:

Adam introduced Zach Roberts, ACRPC's new Eco Americorps service member. Zach said hello to the Commission. Adam reminded delegates that the newsletter last month contained a nice introduction to Zach.

VI. Old Business:

Maple Broadband Addison County CUD Update: Steve Huffaker, the Chair of Maple Broadband, gave a brief summary of Maple Broadband's activities. Steve noted that Maple Broadband continues really good work to build out broadband services in the region. It recently received \$2.4M of the \$8.6M grant that it received from the Vermont Community Broadband Board ("VCBB") to begin building out broadband in the area. Maple Broadband began construction of its network in September 2022 and hopes to hook up customers by the beginning of January. Steve also noted that Waitsfield and Champlain Valley Telecom "WCVT", Maple Broadband's partner, also had received an extensive grant to work in the Addison Region to replace its copper network with fiber. Lastly Steve highlighted that Towns that donated ARPA money to Maple Broadband really helped out because VCBB has created a matching grant to reward networks that raised outside capital by matching the outside capital on a one to one basis. Steve hopes that more towns will consider contributing a portion of the ARPA funding to Maple Broadband.

Report on Staffing and Projects: Adam introduced Hannah Andrew last meeting and Zach Roberts earlier this meeting. We have one more position Adam is looking to fill. It is a community planner position. Adam continues to wait to fill it until he has a better handle on the new projects starting up.

Adam reported on three of the new projects starting this fall. The Clean Water Service Provider ("CWSP") grant has started. Adam stated that he had signed a contract for \$1.098M to provide Clean Water Service Provider services and that he hoped to solicit projects in December and bring those projects to the Basin Water Quality Council in January. Adam also stated that the new brownfields program had been approved, that we had held a kick off meeting with EPA on October 24th and with our engineers shortly after that. We expect to be working with the Vergennes Opera House and the Otter Creek Childcare Center to kick off our projects. Lastly, Adam stated we had just re-released an RFP for \$200,000 of grants for other organizations to develop clean water projects.

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Other: None.

VIII. New Business:

Report of the Energy Committee and vote concerning the Waltham Enhanced Energy Plan: Cheryl, Ross and Jeremy all spoke on behalf of the Energy Committee. They noted that they had reviewed Waltham's Enhanced Energy Plan, held a hearing jointly with the Waltham Planning Commission and decided that the Plan met the standards for approval as an enhanced energy plan. **The Committee recommended that the full Commission vote in favor of passing Waltham's Enhanced Energy Plan. The Commission unanimously approved the committee recommendation and passed Waltham's Enhanced Energy Plan.**

Amend bylaws to provide for shared municipal services: Adam brought a proposed change to ACRPC's bylaws to enable ACRPC to provide shared municipal services (Shared Zoning administrators, town managers or appraisers). Adam reviewed the proposed changes with the Commission. He noted that the changes largely follow the statute that enabled shared services. He emphasized both the things that the proposed change enabled, allowing ACRPC to enter into voluntary contracts with willing municipalities to provide a shared service, and the things that the proposed changes specifically prohibit like taxation, eminent domain or subsidizing shared service with other planning funds. **Adam noted he will schedule a formal hearing at the December Commission meeting and anticipates putting the item to vote after the hearing.**

Audit Update: Adam noted that the commission had hired Veroff and Austin to conduct its audit for fiscal year 2022. He anticipates that the auditors will complete their work and present a draft audit to the Executive Board at its meeting on November 30th. Assuming the Executive Board accepts the work, it will present the final audit to the Commission at its December 14th meeting.

Other: None.

IX. Member's Concerns/Information: Arabella Holzapfel congratulated Joseph Andriano of Orwell on his recent election to the Vermont House of Representatives.

Shannon Haggett reported that Vergennes will be hosting a training for new planning commission members and invited members of other planning commissions to join the training December 5th at 6:30. The newsletter contains the link to the training.

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Cheryl Brinkman reported that the newly formed Vergennes Energy Committee hosted a successful Button-up event.

- X. Adjournment:** There being no further business, **Arabella Holzaphel moved to adjourn, which all supported. The Commission adjourned its meeting at 8:15 p.m.**

Respectfully submitted,

Adam Lougee
Director

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