

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, March 8, 2023

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

ROLL CALL:

<i>Addison:</i>		<i>Orwell:</i>	Joseph Andriano
<i>Bridport:</i>	Andrew Manning	<i>Panton:</i>	James Dayton
<i>Bristol:</i>		<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>	Stan Gryzb	<i>Salisbury:</i>	
<i>Ferrisburgh:</i>	Arabella Holzapfel Tim Davis	<i>Shoreham:</i>	
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Richard Warren
<i>Leicester:</i>		<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
<i>Lincoln:</i>	Steve Revell	<i>Waltham:</i>	Jeff Glassberg
<i>Middlebury:</i>	Hugh McLaughlin Ross Conrad	<i>Weybridge:</i>	Gioia Kuss
<i>Monkton:</i>	Stephen Pilcher Debra Sprague	<i>Whiting:</i>	
<i>New Haven:</i>	Harvey Smith Tim Bouton		

CITIZEN INTEREST REPRESENTATIVES:

Otter Creek Audubon Society:
Otter Creek Natural Resources:
Addison County Farm Bureau:
Addison County Economic Development Corp:

Addison County Chamber of Commerce:

ACRPC EXECUTIVE BOARD

Chair: Stephen Pilcher
Vice-Chair: Shannon Haggett
Secretary: Jamie Dayton
Treasurer: Ross Conrad
At Large: Jamie Dayton
Arabella Holzapfel
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

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7:00 p.m. Business Meeting: Stephen Pilcher welcomed the Commission at 7:02 and opened the business meeting.

- I. Approval of the February 8, 2023 minutes:** Shannon Haggett moved approval of the minutes. Ross Conrad seconded the motion. The minutes passed by voice vote/show of hands. Steve Revell, Jim Pulver, Joseph Andriano, Stan Gryzb, Debra Sprague and Jeff Glassberg 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 January, 2023. Adam noted that cash flow remains strong, that cash on hand is exceedingly strong and receivables are significantly more than we are used to seeing. Adam noted that receivables are inflated by prepayments we have received from several programs, especially, the Clean Water Service Provider funding. ACRPC received 30% of the total CWSP grant as an advance. With the advanced payments, revenues are significantly ahead of expenses on a gross basis. Once prepaid items are removed revenues only exceed expenses by about \$15,000. **Steve Revell moved to accept the Treasurer's Report as presented. Tim Davis 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, Local Government, and Natural Resources: No meeting. However, Steve Revell noted he expected for the Act 250 Committee to meet in the next couple of weeks to review a granary proposed for the corner of Rts 7 and 22A in Ferrisburgh and an update on other projects.

Energy Committee: Cheryl Brinkman reported that the Energy Committee met last night. Most of the discussion had focused on the Municipal Energy Retrofit Program ("MERP"). Cheryl noted that each town will be eligible to receive \$4,000 under that program for energy educational efforts. Adam stated Maddi would help all towns with their applications, which opened today. Cheryl also noted the bigger portion of the MERP program covered up to \$500,000 per town of energy retrofits to town buildings. That program is still under construction, but we will provide updates as we receive them.

Cheryl noted that the Energy Committee was also hosting the second of its solar workshops for municipalities interested in creating a community solar array for its citizens.

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TAC: Shannon Haggett delivered the TAC meeting report. He noted that TAC passed proposed amendments to its bylaws that the Commission will see later tonight. Shannon noted that the TAC also had a presentation from VTrans on Public Transportation and discussed the Vergennes area PELS study.

Housing: Tim Davis reported that the Housing Committee met earlier this evening before the Full Commission meeting. It is creating a survey for towns to complete documenting the housing needs in each community. It expects to have the survey completed for the full commission to review at the next meeting.

Economic Development Committee: Adam noted it will discuss the CEDS under “New Business”.

V. Joint Partner’s Report/Delegate Staff Recognition: None.

VI. Old Business:

Maple Broadband, Addison County CUD Update: Ross gave a brief summary of Maple Broadband’s activities. He noted that Maple Broadband began construction of its network in September 2022 and hooked up its first customer in January. He noted that after a short soft launch it had launched its full service on February 14th. It continues to reach out to all customers within the 25 mile Phase 1 service area. Ross also noted it issued a bid package for the rest of its Phase 1 build (Cornwall, Orwell, Whiting, Shoreham) at the end of January. It hopes to start constructing the Phase 1 B build in April. The Construction start date also depends upon the weather and on GMP’s pole make-ready progress, which is necessary to be completed before Maple Broad can build efficiently. Maple Broadband is now planning its Phase II buildout to begin in September.

Ross also noted that the Vermont Community Broadband Board had recently created a one to one matching program for any money CUDs raise from their communities. He urged communities to consider donating more of their ARPA money to Maple Broadband to support its work.

Tim Davis noted the reliance the CUDs will have on the municipal bond market and suggested that ACRPC invite the Vermont Municipal Bond Bank to make a presentation.

Clean Water Service Provider: Adam noted that ACRPC had issued a call for projects in late December. The deadline for applications was earlier in February. ACRPC

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received 9 applications totaling about \$365,000. ACRPC reviewed the applications, and sent them to the Basin Water Quality Council (“BWQC”). The BWQC reviewed the 9 applications at its February 25th meeting and approved, or conditionally approved, 8 of them at that meeting, deferring action on one until its April meeting. They sent the successful applications back to ACRPC to get out contracts and get the project going. Projects funded total a little over \$100,000. Adam anticipates ACRPC will issue another grant round in the late spring or early summer.

Other: None.

VII. New Business:

Vote on a resolution to adopt the Comprehensive Economic Development Strategy for West Central Vermont CEDS Draft [here](#): Adam re- introduced the CEDS to the Full Commission. He noted that he would like them to adopt it. He noted that the Economic Development Committee had reviewed the document, offered extensive comments and would be proposing its adoption. He shared a resolution [here](#) proposing adoption with the Commission. **Steve Revell moved to adopt the resolution as proposed. Shannon Haggett seconded the motion, which passed unanimously.**

Proposed Budget Amendment (\$15,000) to Addison County Economic Development Corporation (ACEDC) to support a grant writer position: Adam noted that ACRPC had supported Addison County Economic Development last year with an award of \$15,000 to help them fund a grant-writer position. He requested funding to do it again this year. He noted ACRPC had a lot of cash, it benefited ACRPC to help its partners, with all the federal money available for businesses a grant writer is key to their support right now and it was an inexpensive way for ACRPC to expand its own capabilities by partnering with ACEDC to support a position. **Tim Davis moved to support the Budget amendment. Ross Conrad seconded the motion. After some further discussion, the Commission unanimously approved the budget adjustment to support ACEDC.**

Executive Board RPC Funding Resolution for Legislature [E Board Funding Resolution 2023 - signed.pdf](#): Stephen shared a resolution that the Executive Board passed at its meeting last month. Stephen noted that it acted quickly to meet the legislative schedule and respond to a potential funding opportunity that presented itself. Adam explained that all RPCs receive a significant amount of funding through a portion of the property transfer tax known as the Municipal Regional Planning Fund. Adam noted the formula for the MRPF is set through statute, but that the legislature has used its power for a long time to take funding from the MRPF and use

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it for other needs. This year it appears they will consider fully funding the MRPF. The Executive Board acted quickly to support the idea and wanted to make sure they shared their action with the full Commission.

Annual Meeting/ Bertha Hanson Award Nominations: Adam reminded the Commission that our annual meeting will be held on May 10th. We traditionally hold a dinner with a speaker, grant awards and elect officers. Adam stated this year we intend to continue that tradition and are looking at the Tillerman or Basin Harbor for the dinner and are looking for your help to choose a speaker and to choose a recipient of the Bertha Hanson award. Please bring any ideas to a member of the Executive Board or to Adam.

Proposed changes to Transportation Advisory Committee Bylaws Vote: Adam presented small amendments to the Transportation Advisory Committee's bylaws proposed and passed by the TAC. He noted that the TAC was a hybrid committee required by our TPI contract and which included non-members of ACRPC. That is why it has its own bylaws. He noted the big change was to allow non-municipal members, similar to the non-municipal members of the Full Commission. Hugh McLaughlin also noted they had included a conflict of interest policy. **Jeff Glassberg moved to approve the amendments to the TAC bylaws as presented by the TAC. Gioia Kuss seconded the motion, which passed unanimously.**

Call for members interested in serving on the Nominating Committee: Adam noted that the Executive Board had a slate of two members willing to serve on the Nominating Committee, Steve Pilcher and Shannon Haggett both of whom would be leaving the Executive Board. They are looking for one more member. Steve Revell volunteered to serve on the Nominating Committee. **Cheryl Brinkman moved that the Commission elect Stephen Pilcher, Shannon Hagget and Steve Revell to the Nominating Committee. Jamie Dayton seconded the motion, which all approved.**

Other: None.

VIII. Member's Concerns/Information: Steve Revell applauded the information contained in the March newsletter and noted that every town should read it.

IX. Adjournment: There being no further business, **Tim Davis moved to adjourn, which all supported. The Commission adjourned its meeting at 8:08 p.m.**

Respectfully submitted,

Adam Lougee, Director

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