

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, June 14, 2023

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

ROLL CALL:

Addison: Chris Stackhouse

Bridport: Andrew Manning

Edward Payne

Bristol: Richard Butz

Cornwall:

Ferrisburgh: Steve Huffaker

Tim Davis

Goshen: Jim Pulver

Leicester:

Lincoln: Steve Revell

Middlebury: Hugh McLaughlin

Ross Conrad

Monkton: Stephen Pilcher

New Haven:

Orwell:

Panton: James Dayton

Ripton: Jeremy Grip

Salisbury:

Shoreham: Nick Causton

Starksboro: Richard Warren

Vergennes: Shannon Haggett

Waltham: Jeff Glassberg

Weybridge:

Whiting: Jennifer Erwin

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:

Ron Payne

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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Stephen Pilcher, the Chair, called the meeting to order at 7:00 p.m. and welcomed people to the Commission meeting.

7:00 p.m. Health Equity Presentation: Stephen recognized ACRPC's own planner, Maddison Shropshire, and asked her to speak about the health equity grant that she is working on.

Maddi thanked Stephen and began her presentation. A link to the presentation is here: https://docs.google.com/presentation/d/1KSJFcNNi307kNWSMtGM1ExWGa_aCU4AcV6DZMcZyLsS/edit?usp=sharing.

The Health Equity Manual Maddi referenced is available [REDACTED].

One of the items Maddi discussed with the Commission was how she should use the \$3,000 the Health Equity program provided to ACRPC to engage in outreach with low income and other generally underrepresented populations. Maddi suggested/requested that she use the funding to support the survey that the Housing Committee has just completed. After some discussion, **Tim Davis moved to allow ACRPC staff to issue stipends to incentivize pre-qualified groups to respond to the housing survey. Nick Causton seconded the motion, which passed unanimously.**

Business Meeting: Stephen Pilcher thanked Maddi for her presentation and opened the business meeting at 7:35p.m.

- I. Approval of the April 12, 2023 meeting minutes:** Shannon Haggett moved approval of the minutes. Steve Revell seconded the motion. The minutes passed by voice vote/show of hands. Steve Pilcher abstained.
Approval of the May 10, 2023 Annual meeting minutes: Shannon Haggett moved approval of the minutes. Steve Revell seconded the motion. The minutes passed by voice vote/show of hands.
- 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 April, 2023. Adam noted that cash flow remains strong, that cash on hand is exceedingly strong. 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 \$68,000. **Steve Revell moved to accept the Treasurer's Report as presented. Jeremy Grip seconded the motion.**

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The Commission voted to accept the Treasurer's Report as presented unanimously by voice vote/show of hands.

Prior to moving to the next item of business, Adam noted that he and April were working, with the Executive Board's concurrence, with Cheryl Brinkman in her capacity as the incoming Treasurer and Jeff Glassberg, to try to revise the financials into what they hope will be a friendlier and less time consuming presentation. Adam noted that their intent was to create a "Statement of Financial Activity (the non-profit equivalent of a P and L) and a "Statement of Financial Position (the non-profit equivalent of a Balance Sheet). These statements will be imported directly from quickbooks to help reduce the possibility of transposing errors (so they should be more accurate) and to make them easier to create. While the Executive Board will still review financials every meeting, we would hope to reduce the full commission's review to quarterly, unless some need came up in the interim.

Steve Revell moved to support quarterly reporting for the full commission. Shannon Haggett seconded the motion, which passed unanimously by voice vote/show of hands.

IV. Committee Reports:

Act 250/Section 248: Steve Revell noted the Act 250 Committee met in April to review a granary/distillery/tasting room and a cookie manufacturing facility proposed for the corner of Rts 7 and 22A in Ferrisburgh. It liked the project, chose not to participate further in that decision and the project received its permits this month.

Energy Committee: Jeremy Grip reported that the Energy Committee will meet next Monday, June 19th at 5:00 p.m.

Local Government: Shannon noted the committee would report later in the program. He also noted the local Government Committee anticipates meeting in July to review Cornwall's Town Plan.

TAC: Shannon noted the TAC had met and received a presentation from Tri-Valley Transit, the local public transit provider, about their upcoming change of schedule on their in-town Middlebury routes to move from fixed service to microtransit response. Shannon noted the TAC would receive a presentation concerning the ongoing Vergennes PELS study at its meeting next month.

Housing: Tim Davis reported that the Housing Committee met earlier this evening. It finished creating a survey for towns to complete documenting the housing needs in each community. It expects to send the survey prior to the next meeting. It also

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reviewed the ADU guide. Hugh McLaughlin complimented Adam and staff on the guide.

Economic Development Committee: No meeting.

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

VI. **Old Business:**

Appointments to RPC and TAC: Adam noted that with a little recent extra nudging 90% of towns had submitted their delegate information. Adam will continue to chase the rest and may ask individual delegates for help.

Vote on the Commission's FY2024 Workplan and Budget: Adam presented the proposed Commission's workplan and budget to the full commission. He noted most of the money in the budget is state money and won't be set until the legislature adjourns in May and after the veto session. He also noted we projected a lot of new programs and revenue sources this year. **After review and discussion, Steve Revell moved to approve the FY 2024 Workplan and Budget. Shannon Haggett seconded the motion, which passed unanimously.**

West Central Vermont Comprehensive Economic Development Strategy (WCVCEDS): Adam noted the CEDS that the Commission had approved a couple of meetings ago had been approved by the federal Economic Development Administration. The next step for the RPC will be to determine whether it wants to support forming an Economic Development District. Adam will present on this topic at our meeting in July.

Other: None.

VII. **New Business:**

Report of the Local Government Committee and vote to regionally confirm the Town of Salisbury's Planning practices and regionally approve the Salisbury Town Plan: Shannon Haggett noted that the Local Government Committee had held a joint hearing with the Town of Salisbury's Planning Commission on the Town plan and planning process. After reviewing the Plan and holding its hearing the Committee voted unanimously to confirm the planning process and approve the plan. **Shannon put forward the Committee's vote as a motion to the Commission. The Commission unanimously approved the Committee recommendation to**

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regionally confirm the Town of Salisbury's Planning practices and regionally approve the Salisbury Town Plan.

Guide to Creating Accessory Dwelling Units: Adam shared the Guide he and staff had created with the Commission. He noted it is available on the Commission's website. He hopes it will get a lot of use. Adam also announced that ACRPC will be hiring Chris Stackhouse, on a contract basis, to help create construction budget estimates for landowners desiring to create an ADU. The estimated budget should help them get to a point where each landowner can make an informed decision regarding the viability of their project quickly, easily and affordably.

Other: None.

VIII. Member's Concerns/Information: Ed Payne noted that Bridport was using its ARPA funding for recreational facilities. Shannon Haggett thanked Steve Pilcher for his service as chair of the Commission for the past three years.

IX. Adjournment: There being no further business, **Ross Conrad moved to adjourn, which all supported. The Commission adjourned its meeting at 8:37 p.m.**

Respectfully submitted,
Adam Lougee, Director

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