

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, September 13, 2023

ACRPC held its monthly meeting at its office and via google meet with the Chair, Ross Conrad of Middlebury, presiding.

ROLL CALL:

<i>Addison:</i>	Bob Shatz	<i>Orwell:</i>	Joseph Andriano
<i>Bridport:</i>		<i>Panton:</i>	Jamie Dayton
<i>Bristol:</i>	Richard Butz Peter Grant	<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>	Stan Grzyb	<i>Salisbury:</i>	
<i>Ferrisburgh:</i>	Tim Davis Arabella Holzapfel	<i>Shoreham:</i>	Nick Causton
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Thomas Perry
<i>Leicester:</i>		<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
<i>Lincoln:</i>		<i>Waltham:</i>	
<i>Middlebury:</i>	Ross Conrad Hugh McLaughlin Sally Holland Will Pitkin	<i>Weybridge:</i>	Gioia Kuss
<i>Monkton:</i>	Debra Sprague	<i>Whiting:</i>	Jennifer Erwin
<i>New Haven:</i>	Jim Walsh		

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: Ross Conrad
Vice-Chair: Jamie Dayton
Secretary: Arabella Holzapfel
Treasurer: Cheryl Brinkman
At Large: Jeremy Grip
Tim Davis
Joseph Andriano

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

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Eco-AmeriCorps member: Carissa Finnelly

7:00 p.m. Business Meeting: Ross Conrad, the Chair, called the meeting to order at 7:00 p.m. and welcomed people to the Commission meeting.

- I. Approval of the July 12, 2023 meeting minutes:** Peter Grant moved approval of the minutes. Jim Walsh seconded the motion. The minutes passed by a voice vote/show of hands. Hugh McLaughlin and Sally Holland abstained.
- II. Executive Board Minutes:** The Executive Board minutes for July and August were included in the package for informational purposes. No one had any questions regarding their content so Ross moved on.
- III. Treasurer's Report:** Adam gave a Treasurer's Report for the end of June, 2023. Adam presented a Treasurer's Report including a Statement of Financial Position and a Statement of Financial Activities for FY2023, which ended June 30th. He 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 exceed expenses by about \$34,000. Cheryl Brinkman 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: No meeting.

Energy Committee: Cheryl Brinkman reported that the Energy Committee will meet next Monday, September 18th at 5:00 p.m. She noted that the committee had helped with the Vergennes Energy fair in July and that the committee will be working to sponsor a regional energy fair next year.

Local Government: Shannon noted the Local Government Committee met in August to review Cornwall's Town Plan. They will report later in the agenda.

TAC: Hugh McLaughlin noted the TAC began to discuss the four TAC grant applications it had received and that Mike had provided other transportation updates.

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Housing: Tim Davis reported that the Housing Committee met right before this meeting. They began reviewing data from the Housing Survey that they have been circulating in the Region. The survey will close on the 15th. The Committee will make a presentation of its findings at the November Full Commission meeting.

Economic Development Committee: No meeting.

- V. **Joint Partner's Report/Delegate Staff Recognition**: Ross asked Don Ferris of Vergennes, Sally Holland of Middlebury and Thomas Perry of Starksboro to introduce themselves to the commission. Each new member spoke and introduced themselves. Ross thanked them and welcomed them to the commission.

Adam also gave a brief Joint partners report. He pointed the commission to the newsletter for a further explanation of Addison County Economic Development Corporation's Regional Priority Project list and suggested that any municipalities seeking grant money for significant infrastructure projects should submit an application to ACEDC to earn a spot on the list.

VI. Old Business:

West Central Vermont Comprehensive Economic Development Strategy (WCVCEDS) and Economic Development District: 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 discussed the benefits of forming an Economic Development District (Mainly access to federal funding) at the meeting and shared a Memorandum of Understanding between each of the RPCs and RDC in the West Central Vermont CEDS region to form an Economic Development District. After some discussion and several questions, **Peter Grant moved that ACRPC execute the Memorandum of Understanding to create the Economic Development District. Gioia Kuss seconded the motion, which passed unanimously.**

Maple Broadband Update: Adam Lougee, the Clerk of Maple Broadband, noted that Maple Broadband was currently working on its Phase 1 construction with 5 crews running fiber primarily in Cornwall and Shoreham. He expects they will move down to Orwell, Shoreham and Whiting next. They then plan to move to their Phase 2 build this fall. More customers are enjoying the opportunity to sign up every day.

Other: None.

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VII. New Business:

Committee Requests: Ross noted that in your package is a committee assignment memorandum. The Executive Committee took all requests they received and used them to make up this year's committee assignments. Ross also informed the commission that we ask each commission member to sign up for at least one committee and pointed out it is not too late to sign up for a committee. Committees are where a lot of important work happens. Ross asked each committee chair to speak briefly about their committee's work and schedule. Each committee chair, or a representative, addressed the Commission and spoke briefly on the work of their committee and when each committee met.

Vote on approval of the Cornwall Town Plan and Confirmation of Cornwall's planning process: Shannon Haggett, the Chair of the Local Government Committee, spoke on behalf of the committee. He noted that the committee had held a joint hearing in August with the Cornwall Planning Commission on the recently adopted town plan and confirmed Cornwall's Planning process. He noted that the Plan conformed with statutory requirements and that it was well organized, easy to read and laid out a strong vision with implementation goals for the Town of Cornwall. **Shannon moved on behalf of the Committee to confirm Cornwall's planning process and to regionally approve the Cornwall Town Plan. Peter Grant seconded the motion and all approved, except Tom Perry who abstained.**

Proposed amendment to remove Conflicts of Interest from the Bylaws and to create a stand alone conflict policy: Ross introduced a proposed Conflict of Interest Policy that a committee had drafted on behalf of ACRPC. He noted the purpose of the new policy was to replace the conflict of interest policy contained within the bylaws with a stronger stand alone policy that was set up for each member of the Commission to acknowledge and sign each year. Ross and the Committee believe that this will place accountability top of mind for each commission member. The Commission discussed and generally approved of the policy. Adam will bring the policy back before the commission for a formal vote in October. Creating this stand alone policy will also result in the need to change the bylaws to remove the conflict section there and revise it so it points to this policy. Votes to change the bylaws require a supermajority and need to be warned in advance. Adam will bring the proposed bylaw change to the Commission in October for a vote in November.

Other: None.

VIII. Member's Concerns/Information: Arabella noted that Ferrisburgh will be hosting a discussion on climate change next Friday, September 22nd, at the Union Meeting

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Hall at 7:00 p.m. The discussion is open to the public and should be informative and interesting.

IX. Adjournment: There being no further business, **Peter Grant moved to adjourn, which all supported. The Commission adjourned its meeting at 8:25 p.m.**

Respectfully submitted,
Adam Lougee, Director

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