

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, October 11, 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>		<i>Orwell:</i>	Joseph Andriano
<i>Bridport:</i>	Andrew Manning	<i>Panton:</i>	
<i>Bristol:</i>	Richard Butz	<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>	Stan Grzyb	<i>Salisbury:</i>	Barrie Bailey
<i>Ferrisburgh:</i>	Tim Davis	<i>Shoreham:</i>	Nick Causton
<i>Goshen:</i>		<i>Starksboro:</i>	
<i>Leicester:</i>		<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman Don Ferris
<i>Lincoln:</i>	Steve Revell	<i>Waltham:</i>	Jeff Glassberg
<i>Middlebury:</i>	Ross Conrad Hugh McLaughlin Will Pitkin	<i>Weybridge:</i>	Gioia Kuss
<i>Monkton:</i>	Debra Sprague	<i>Whiting:</i>	Jennifer Erwin
<i>New Haven:</i>	Harvey Smith		

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 Holzappel
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
Eco-AmeriCorps member: Carissa Finnerty

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



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 September 13, 2023 meeting minutes:** Cheryl Brinkman moved approval of the minutes. Shannon Haggett seconded the motion. The minutes passed by a voice vote/show of hands. Jeremy Grip and Harvey Smith abstained.
- II. Executive Board Minutes:** The Executive Board minutes for September 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 August, 2023. Adam presented a Treasurer's Report including a Statement of Financial Position and a Statement of Financial Activities for FY2023, which ended August 31st. He noted that cash flow remains strong, that cash on hand is also strong as are receivables. Adam noted that ACRPC's financials continue to benefit from a number of prepaid items. **Hugh McLaughlin moved to accept the Treasurer's Report as presented. Harvey Smith 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 met Monday, September 18th at 5:00 p.m. She noted that the Committee worked on three items. Under the Municipal Energy Revitalization Program ("MERP"), Cheryl noted each town has been approved for at least two assessments. The Committee also discussed the data needs of the regional enhanced energy plan and the municipal enhanced energy plans. Lastly the Committee noted it would host a regional energy fair next year.

Local Government: No meeting.

TAC: Hugh McLaughlin noted the TAC issued two grants, one to the City of Vergennes for capital planning and the other to the Town of Lincoln for traffic calming measures in its village. and that Mike had provided other transportation updates.

Housing: No meeting. The Housing Committee will present its survey results at the November Full Commission meeting.

Economic Development Committee: No meeting. They will meet as the Brownfields Committee on October 22, 2023.

Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

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

Adam gave a brief Joint Partners report. He reminded the Commission about the importance of applying to the Addison County Economic Development Corporation's Regional Priority Project list for any municipalities seeking grant money for significant infrastructure projects.

VI. **Old Business:**

Maple Broadband Update: Adam Lougee, the Clerk of Maple Broadband, noted that Maple Broadband was currently nearing completion of Phase 1 construction. Maple broadband plans to move to their Phase 2 build this fall. More customers are enjoying the opportunity to sign up every day.

Report on Staffing and Projects: Adam reported that our two newest staff members Deron and Carissa are doing very well. He still expects to hire one more person this year, but has delayed it to give him time to bring Carissa and Devon up to speed. Adam also reviewed the significant projects ACRPC is working on this year.

Other: None.

VII. **New Business:**

Proposed Stand Alone Conflicts of Interest Policy: At our September meeting, Ross introduced a proposed Conflict of Interest Policy that a subcommittee of the Executive Board 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. As noted in September we are now bringing the policy back in front of the full commission for a vote. **Gioia Kuss moved to approve the proposed Conflict of Interest Policy. Jeremy Grip seconded the motion. The motion passed unanimously on a voice vote/show of hands.**

Discussion of a proposal to amend ACRPC's Bylaws to support the Conflict of Interest Policy: Since ACRPC's current conflict of interest policy lies within its Bylaws, ACRPC also needs to change the Bylaws for its last vote to take effect. In the package were the proposed bylaw changes necessary to implement the new conflict policy, and some other minor modifications. Votes to change the bylaws require a supermajority and need to be warned in advance. **We will take a vote on**

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



Addison County
Regional Planning Commission

Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

the current changes in November. Additionally, the next item of business could involve a bylaw change for the commission to consider as well.

Committee Structure. Ross noted that the Executive Board would like to see more participation on committees. They asked the full Commission whether or not they felt opening up votes on committees to non-members was warranted. As discussion progressed it became readily apparent that while the Commission encouraged all to attend its public meetings, it wanted to keep voting rights, even for committees, limited to people that had been vetted by the selectboards of their member towns or through some other process. **They suggested that rather than changing the Bylaws, that staff reach out to member municipalities with unfilled seats and ask them to send representatives. Similarly, they also asked staff to reach out to citizen interest groups to select delegates. Lastly, staff should reach out to the existing delegates not on a committee and request tier participation.**

Other: None.

VIII. Member's Concerns/Information:

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

Respectfully submitted,
Adam Lougee, Director

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting

