

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, December 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 Schatz	<i>Orwell:</i>	Joseph Andriano
<i>Bridport:</i>	Ed Payne	<i>Panton:</i>	
<i>Bristol:</i>	Richard Butz Peter Grant	<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>	Stan Grzyb	<i>Salisbury:</i>	Barrie Bailey
<i>Ferrisburgh:</i>	Arabella Holzapfel Tim Davis	<i>Shoreham:</i>	
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Richard Warren Tom Perry
<i>Leicester:</i>		<i>Vergennes:</i>	Shannon Haggett
<i>Lincoln:</i>	Steve Revell	<i>Waltham:</i>	
<i>Middlebury:</i>	Ross Conrad Hugh McLaughlin Sally Holland	<i>Weybridge:</i>	
<i>Monkton:</i>	Debra Sprague	<i>Whiting:</i>	Jennifer Erwin
<i>New Haven:</i>	Harvey Smith		

CITIZEN INTEREST REPRESENTATIVES:

<i>Otter Creek Audubon Society:</i>	Ron Payne
<i>Otter Creek Natural Resources:</i>	
<i>Addison County Farm Bureau:</i>	
<i>Addison County Economic Development Corp:</i>	
<i>Addison County Chamber of Commerce:</i>	

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
Eco-AmeriCorps member: Carissa Finnerty

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7:00 p.m. Business Agenda: Ross Conrad called the meeting to order at 7:00 p.m. welcomed commission members and began the meeting.

- I. Approval of the November 8, 2023 meeting minutes:** Shannon Haggett moved approval of the minutes as amended to include Jennifer Erwin and Steve Huffaker. Tim Davis seconded the motion. The minutes passed by a voice vote/show of hands. Sally Holland and Barrie Bailey abstained from the vote.
- II. Executive Board Minutes:** The Executive Board minutes for November 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 presented the Treasurer's Report for the evening. Adam 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 and that our projected surplus is higher than it has ever been. Steve Revell moved to accept the Treasurer's Report as presented. Shannon Haggett seconded the motion. The Commission voted to accept the Treasurer's Report unanimously by voice vote/show of hands.

IV. Committee Reports:

Act 250/Section 248: No meeting.

Energy Committee: Rich Warren reported that the Energy Committee met in November. He noted that the Committee 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 and host an energy committee gathering for January.

Local Government: No meeting.

Natural Resources: No Meeting, but will meet in January.

TAC: Hugh McLaughlin noted the TAC received a presentation from VTrans on its Traffic Calming Toolbox. Mike also provided other transportation updates.

Housing: The Housing Committee met to discuss its survey and take a deeper dive into the data and how the region should use it and distribute it.

Economic Development Committee: No meeting.

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

Adam gave a brief Joint Partners report. He informed the Commission that he was working with Fred Kenney of Addison County Economic Development to rank the Economic Development project list and encouraged municipalities with projects that needed grant funding for infrastructure to get on the list. Adam also pointed Commissioners to all of the grants available in the newsletter and encouraged them to consider applying for them. Lastly Adam recognized the work that Mike and Katie are doing this week hosting a number of public meetings for the PELS study to gather public input on how each project alternative will impact land uses in its vicinity.

VI. **Old Business:**

Maple Broadband Update: Adam Lougee, the Clerk of Maple Broadband, noted that Maple Broadband was currently nearing completion of its Phase 1 construction. The Shoreham hub will be operational very soon. Maple broadband has moved their crews and already started their Phase 2 build in Vergennes Ferrisburgh and Waltham this fall. More customers are enjoying the opportunity to sign up every day.

Conflict of Interest Policy: Adam sent all delegates and alternates a copy of the new Conflict of Interest Policy for their signature with the package for this month's meeting. **He asked all to sign and return their policy.**

Regional Planning Report- Future Land Use

Act 47, also known as the HOME Act, was passed during the 2023 Legislative Session. Act 47 included two legislatively directed studies to be completed by the Regional Planning Commissions (RPCs). The Executive Directors of the RPCs have been working to complete these studies with the input of stakeholders. Last meeting we discussed both studies. This meeting will focus on the Future Land Use study draft. The full text of the proposed Future Land Use draft was included in the Full Commission package. It is important to note that this study is part of a larger collection of legislatively directed studies looking at Act 250 and the state designation program. The Future Land Use study asks the RPCs to create statutory recommendations to better integrate and implement municipal, regional, and State plans, policies, and investments by focusing on regional future land use maps and policies. In order to accomplish this task, the RPCs developed a recommended approach to the Future Land Use section in regional plans. The goals of this consistent regional land use framework include:

More consistently defined areas planned for growth through collaborative coordination of municipal and regional plans;
Shifting the mapping and delineation of areas for the purpose of achieving State

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Designations from the State to the RPCs while leaving the decision to approve a State Designation at the State level;
Strengthening the weight of regional plans in State capital investment decisions; and
Defining areas that could be exempt from Act 250 on the basis of established regional and municipal planning for compact development and provision of infrastructure.

Adam pointed out a couple of things had changed since last month. First, it included language providing for some type of State approval of Regional Plans. Second it included a new “Core” area. The Commission was more concerned with the Steve review of regional plans. They appreciate regional planning’s independence from the State and the local control of the municipalities and encouraged maintaining that autonomy.

Any Commissioners with questions or concerns regarding the studies or their conclusions should reach out to Adam to discuss them.

Other: Adam provided an update on ACRPC’s audit. He had hoped to have a final audit for distribution at this month’s meeting. However, he just received a draft for review only a couple hours before the meeting. He looked at it briefly and it appears to be a “clean” audit with no adverse findings. However, he wants to take some time to look at it and will provide a final draft for review at the January Full Commission meeting.

VII. New Business:

MTAP Program: Adam explained that the Municipal Technical Assistance Program has been set up by the Agency of Administration to try and get planning dollars into more rural towns. Originally, only Whiting, Waltham, Panton and Goshen were eligible, but it has recently been expanded to include nine other towns in the Addison Region (Bridport, Leicester, Lincoln, Orwell, Ripton, Salisbury, Shoreham, Starksboro Weybridge). The grant money gives ACRPC the ability to explore other grant opportunities with eligible towns and then provide support to towns looking to access ARPA and IIJA grant funding remaining at the state level for those towns. If you represent a town that is eligible and interested in a discussion, please call Adam.

Vote on Dues for FY2025: Adam presented a sheet describing how ACRPC currently calculates its dues based on population and a per capita charge. The current per capita charge is \$1.35 per person. The Executive Board is recommending a 3 cent per capita increase to \$1.38 per capita. However, Adam noted that last year, we inadvertently overcharged the towns three cents per capita. The Executive Board is also recommending that we return that as a credit on this year’s bill. After some

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discussion, **Steve Revell** moved to approve a 3 cent per capita increase to the 2025 dues increasing them from \$1.35 to \$1.38 per person based on the 2020 Census numbers, minus group quarters. Steve also moved to credit back the 3 cent per capita overbilling error ACRPC made last year. **Jeremy Grip** seconded the motion, which the commission approved unanimously.

Other: None.

VIII. Member's Concerns/Information: Ross wished everyone Happy Holidays and once again requested that all complete their conflict of interest form and return it to Adam.

IX. Adjournment: There being no further business, **Shannon Haggett** moved to adjourn, **Arabella Holzapfel** seconded the motion, which all supported. The Commission adjourned its meeting at 8:30 p.m.

Respectfully submitted,
Adam Lougee, Director

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