

# Addison County Regional Planning Commission

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

## ACRPC Full Commission Notice of Meeting 7:00 p.m. Wednesday, March 13, 2024

**HYBRID MEETING:** This meeting will be conducted in person at ACRPC's office and remotely through the Google Meet remote meeting on-line platform. See the connection information below.

Join Meeting: [meet.google.com/pgt-okuu-kch](https://meet.google.com/pgt-okuu-kch)  
Phone Numbers (US)+1 385-645-1254  
PIN: 172 102 471#

**CALL-IN:** People can call in from the number above and enter the meeting PIN from the phone keypad.

**PHYSICAL LOCATION:** ACRPC's office at 14 Seminary Street in Middlebury **WILL** be open to the public.

**7:00 p.m. PROGRAM: Discussion of Housing and Act 250 bills pending in the legislature and the Role of Regional Planning Commissions as outlined in each.**

**H.687 [here](#) (These bills are here for your reference, but are long and detailed. I will present a summary at the meeting.)**

**S. 311 [here](#)**

### 7:30 BUSINESS AGENDA:

- I. **Approval of Minutes:** February 14, 2024
- II. **Executive Board Minutes:** February 28, 2024
- III. **Treasurer's Report:** Financials January 30, 2024
- IV. **Committee Reports:** (Act 250, Energy, Local Govt, Nat Res, TAC, Housing, Econ Dev)
- V. **Joint Partners Report/Delegate/Staff Recognition:**
- VII. **Old Business:**
  - Maple Broadband Update
  - RAISE Grant Kickoffs (Middlebury, Vergennes Ferrisburgh)
  - MTAP Grants to Municipalities
  - Other
- VIII. **New Business**
  - Proposal for Small Grants/training costs to ACRPC Municipalities
  - Vote on Slate of members for the Nominating Committee
  - Annual Meeting/ Speaker/ Bertha Hanson Award Nominee
  - Hybrid Meeting Platform Google Meet/Zoom
  - Other
- IX. **Member's Concerns/Information:**
- X. **Adjournment:**

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 ROLL CALL**

<b>ADDISON</b>	D	Bob Schatz	___	<b>PANTON</b>	D	James Dayton	___	
	D		___		A		___	
	A	Chris Stackhouse	___		<b>RIPTON</b>	D	Jeremy Grip	___
	A		___			A	Jonathan Heppell	___
<b>BRIDPORT</b>	D	Edward Payne	___	<b>SALISBURY</b>	D	Tom Scanlon	___	
	D	Andrew Manning	___		D	Barrie Bailey	___	
	A	Steve DeCarlo	___		A		___	
	A		___		A		___	
<b>BRISTOL</b>	D	Peter Grant	___	<b>SHOREHAM</b>	D	Nick Causton	___	
	D	Richard Butz	___		D		___	
	D	Ron Dendas	___		A		___	
	A	William Sayre	___		A		___	
	A		___	<b>STARKSBORO</b>	D	Richard Warren	___	
	A		___		D	Tom Perry	___	
<b>CORNWALL</b>	D	Stan Grzyb	___	A		___		
	D	Anna Burns	___	A		___		
	A		___	<b>VERGENNES</b>	D	Shannon Haggett	___	
	A		___		D	Cheryl Brinkman	___	
D	Tim Davis	___	A		Don Ferris	___		
D	Arabella Holzapfel	___	A			___		
<b>GOSHEN</b>	D	Jim Pulver	___	<b>WALTHAM</b>	D	Jeff Glassberg	___	
	A	Chad Chamberlain	___		A		___	
<b>LEICESTER</b>	D	Diane Benware	___	<b>WEYBRIDGE</b>	D	Gioia Kuss	___	
	D	Tom Barker	___		A		___	
	A		___	<b>WHITING</b>	D	Jennifer Erwin	___	
	A		___		A	Gary Freeguard	___	
<b>LINCOLN</b>	D	Steve Revell	___	<b>CITIZEN INTEREST REPRESENTATIVES</b>				
	D	Barbara Murphy-Warrington	___	<b>ADDISON COUNTY</b>	D	Phil Summers	___	
	A		___	<b>CHAMBER OF</b>	A		___	
	A		___	<b>COMMERCE</b>			___	
<b>MIDDLEBURY</b>	D	Ross Conrad	___	<b>HOPE</b>	D		___	
	D	Hugh McLaughlin	___		A		___	
	D		___	<b>OTTER CREEK AUDUBON SOCIETY</b>	D	Ronald Payne	___	
	A		___		A	Marcia Parker	___	
	A		___		<b>ADDISON COUNTY</b>	D	Charles Roy	___
<b>MONKTON</b>	D	Stephen Pilcher	___	<b>FARM BUREAU</b>	A	Kent Wright	___	
	D	Debra Sprague	___	<b>OC NATR. RESOURCE CONSERVATION DIST</b>	D	Jonathan Chamberlain	___	
	A		___		A	Paul Wagner	___	
	A		___	<b>ADDISON COUNTY ECONOMIC DEVELOPMENT CORP</b>	D		___	
<b>NEW HAVEN</b>	D	Harvey Smith	___		A		___	
	D	Jim Walsh	___				___	
<b>ORWELL</b>	A		___				___	
	A		___			___		
	D	Joseph Andriano	___			___		
	D	Sharon Macedo	___			___		

**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  
**OFFICE MANAGER/BOOKKEEPER**: April Clodgo  
**EMERGENCY MANAGEMENT PLANNER**: Andrew L'Roe  
**SENIOR/TRANSPORTATION PLANNER**: Michael Winslow  
**COMMUNITY PLANNER**: Katie Raycroft-Meyer  
**ENERGY PLANNER**: Maddison Shropshire  
**GIS DATA MANAGER**: Hannah Andrew  
**PLANNER**: Deron Rixon  
**WATER QUALITY PLANNER/ ECO AmeriCorps**: Carissa Finnerty

**OFFICE PHONE: 802-388-3141**

# Addison County Regional Planning Commission

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## Meeting Minutes Addison County Regional Planning Commission Wednesday, February 14, 2024

*ACRPC held its monthly meeting at its office and via google meet with the Vice Chair, Jamie Dayton of Panton, presiding.*

### **ROLL CALL:**

*Addison:*

*Bridport:*

*Bristol:*

*Orwell:* Joseph Andriano

*Panton:* Jamie Dayton

*Cornwall:* Stan Grzyb

*Ripton:*

*Ferrisburgh:* Tim Davis

*Salisbury:*

*Goshen:*

*Shoreham:* Nick Causton

*Leicester:*

*Starksboro:* Richard Warren  
Tom Perry

*Lincoln:* Steve Revell

*Vergennes:* Shannon Haggett

*Middlebury:* Hugh McLaughlin

*Waltham:*

*Monkton:* Deborah Sprague

*Weybridge:*

*New Haven:* Harvey Smith  
Jim Walsh

*Whiting:* Jennifer Erwin

### **CITIZEN INTEREST REPRESENTATIVES:**

*Otter Creek Audubon Society:*

Ron Payne

*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

*Assistant Director:* Mike Winslow

*GIS Manager:* Hannah Andrew

*Land Use Planner:* Katie Raycroft-Meyer

*Emergency Planner:* Andrew L'Roe

*Office Manager/Bookkeeper:* April Clodgo

*Energy Planner:* Maddison Shropshire

*Natural Resource Planner:* Deron Rixon

*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



*Addison County*  
**Regional Planning Commission**

**7:00 p.m. Business Agenda:** Tim Davis, the Secretary filled in for Jamie briefly and called the meeting to order at 7:02 p.m. He welcomed commission members and began the meeting.

- I. Approval of the January 10, 2024 meeting minutes:** Steve Revell moved approval of the minutes. Nick Causton seconded the motion. The minutes passed by a voice vote/show of hands. Tim Davis, Deborah Sprague, Jim Walsh and Harvey Smith abstained from the vote.
- II. Executive Board Minutes:** The Executive Board's January meeting minutes were included in the package for the members' information. No members asked any questions regarding the Executive Board meeting, so Tim continued the meeting and handed it back over to Jamie at this time.
- III. Treasurer's Report:** Adam presented the Treasurer's Report for the evening. Adam noted that cash flow remains strong, that cash on hand and receivables are also strong. Adam noted that ACRPC's financials continue to benefit from a number of prepaid items and that our projected revenue looks healthy. **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: The Energy Committee convened a meeting of all local energy committees on Saturday, January 20th. The Committee also met on January 15th. It discussed the regional energy plan, updating local enhanced energy plans and work it would do to create a dashboard for each town.

Local Government: No meeting.

Natural Resources. Stan Gryzb reported that the Natural Resources Committee met January 16th and started its review of the Natural Resources Section of the Regional Plan for an update over the course of this year.

TAC: Hugh McLaughlin noted that the TAC met on January 17th. Most of the meeting was spent reviewing the alternative Routes for the Vergennes PELS study. Hugh encouraged everyone to take a look at the visualizations of the route alternatives that the consultants had created. He noted they were well done and informative about the impacts of the routes.

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Housing: The Housing Committee did not meet, but has concluded its analysis of the Housing survey and will meet again next month. It will present further results soon.

Economic Development Committee: No meeting.

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

Adam gave a brief report. Adam wished Cheryl Brinkman a happy birthday and highlighted the appreciation he had received for Maddi's work with the Energy Committee.

## VI. **Old Business:**

Maple Broadband Update: Joe Andriano of Orwell noted he was very happy with his new Maple Broadband service and that he sincerely appreciated the work that Maple Broadband and Go Netspeed had done this year to bring a choice of high speed internet to the Town of Orwell. He noted that the transformation was amazing. Shannon Haggett, a board member of Maple Broadband, added that Maple Broadband had met last night, was currently nearing completion of its Phase 1 construction in Cornwall, Shoreham and a part of Orwell. Maple broadband has moved their crews and already started their Phase 2 build in Vergennes, Ferrisburgh, Waltham and parts of New Haven and Monkton. Phase III will start in 2024 and complete the builds in Orwell and Leicester. Maple Broadband voted to expend funds on the Leicester portion of the build last night.

Conflict of Interest Policy: Adam thanked the Commissioners that had completed their conflict of interest statements, requested all others to complete theirs and return it to him, via email or mail. Adam noted the conflict statements were included in this month's package and commissioners can also download it from ACRPC's website.

Audit update: Adam presented ACRPC's 2023 audit. He noted that the Executive Board had met with the auditor and thoroughly reviewed the audit at its January meeting and voted to send it to the Full Commission for approval. Adam walked through the highlights of the audit with the Commission. **Steve Revell moved to accept the 2023 Audit. Tim Davis second the motion, which all approved.**

Other: None.

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## VII. New Business:

Nominating Committee: Adam reminded the Commission that the Executive Board will choose a Nominating Committee at its February meeting and recommend that committee for the Commission to vote on in March (The Nominating Committee nominates a slate of members to serve as the Executive Board. That slate and any additional nominations from the floor are voted on at the Commission's Annual Meeting in May). Adam suggested that any members desiring to serve on the Nominating Committee should speak with a member of the Executive Board prior to their meeting on February 28th.

Other: None.

**VIII. Member's Concerns/Information**: Stan Gryzb expressed his concern about the water quality in Lake Champlain and the negative impact one large farm in particular was having on it by failing to implement the remediation a judge ordered it to undertake two years ago.

Richard Warren expressed support for a bill purporting to expand regional roles in government in the legislature this session.

**IX. Adjournment**: There being no further business, **Shannon Haggett moved to adjourn, which all supported. The Commission adjourned its meeting at 7:50 p.m.**

Respectfully submitted,  
Adam Lougee, Director

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ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
February 28, 2024

The Addison County Regional Planning Commission’s Executive Board held its monthly meeting in person at ACRPC’s office at 14 Seminary Street in Middlebury and via Google Meet with Chair, Ross Conrad presiding.

ROLL CALL

*Ferrisburgh* Arabella Holzapfel  
Tim Davis  
*Middlebury* Ross Conrad  
*Orwell* Joseph Andriano  
*Panton* Jamie Dayton  
*Ripton* Jeremy Grip  
*Vergennes* Cheryl Brinkman

STAFF: Adam Lougee, Director

Ross opened the meeting at 6:33 p.m.

MINUTES

**Cheryl Brinkman moved to approve the January 24, 2024 revised minutes. Arabella Holzapfel seconded the motion. The motion to approve the minutes passed by voice vote/show of hands.**

TREASURER’S REPORT

Adam delivered a draft Statement of Financial Position and a draft Statement of Financial Activities through the month of January. Cash on hand and receivables remain strong. Adam noted that the statement of financial position showed a positive fund balance of about \$126,000 this year. It is a very positive number.

During the discussion, some members of the Executive Board complained about the functionality of Google Meet. **After some discussion, they asked Adam to bring up the question of the best platform to use (Zoom or Google Meet) for ACRPC meetings to the full commission net meeting.**

**Cheryl Brinkman moved to accept the Treasurer’s Report as presented. Arabella Holzapfel seconded the motion, which passed unanimously.**

COMMITTEE REPORTS (only committees that have met since the Full Commission meeting)

Energy Committee: The Energy Committee reported it had a good joint meeting with all the local energy committees in February. They enjoyed an interesting presentation from Drive

Electric Vermont. However, it showed EV adoption rates well below the targets provided in the energy plan for 2025. Next meeting it will be meeting with Vermont thermal networks.

Transportation Advisory Committee: Adam gave the TAC report. He noted the TAC had spent the bulk of its meeting reviewing the goals and actions contained within the Transportation plan and updating them to reflect current conditions. Next month Taylor Sisson, a VTrans Project Manager, will present on the Exchange Street Roundabout and the Route 125 Safety Study.

Economic Development: The Committee will meet next week as the Brownfields Committee on March 4th.

Housing: Tim Davis noted the committee had completed its analysis of the Housing survey. The new results are available on ACRPC’s website.

**OLD BUSINESS**

Review of Budget vs. Actual Revenue and expenditures: Adam requested that the Board table this item to allow him to conduct a more thorough review of the numbers before presenting them to the Board.

Proposal for Small Grants to ACRPC Municipalities: Given ACRPC’s projected surplus this year, the Board had asked Adam to create a grant program to help ACRPC’s municipalities. Adam presented an outline of a proposed program to the Executive Board. Highlights included:

ACRPC proposes to provide small grants to its municipal members for them to engage with consultants, engineers, architects, grant writer’s or other professionals to help them plan for municipal infrastructure, recreation, transportation, governance or other planning improvements.

Total amount of Fund: \$75,000  
Maximum amount per municipality: \$10,000  
Timeframe: Grant announced March 15, 2024

Applications accepted: First come first serve, open until spent. Applications must be signed by the selectboard.

Funding Obligation: Funding should be obligated by June 30, 2024 and spent within 6 months.

Procurement: Municipalities shall be responsible to procure consultants on their own behalf pursuant to their policies.

Payment: Municipalities shall invoice ACRPC on a reimbursement basis for time and materials up to a maximum limiting amount of the grant. ACRPC shall pay the municipality based upon the invoices submitted.

**Cheryl Brinkman moved to present the proposal to the Full Commission at its next meeting. Joseph Andriano seconded the motion, which all approved.**



**Other: Ross asked Adam to send out a specific email to all Commissioners that have not filed the Conflict of Interest statement and include a copy of the COI Statement.**

## **NEW BUSINESS**

**CWSP Interest bearing account rule:** ACRPC has been putting a portion of its liquid assets into laddered US Treasury accounts to maximize its returns on the money it invests. Last week the Department of Environmental Conservation called and noted that while this mechanism earns a good return, and is relatively liquid and very safe, it does not meet the requirements contained in the Rules governing Clean Water Funds (It did satisfy the specific language contained in our Clean Water Service Provider Contract). They requested we move the funding to a FDIC insured interest-bearing account. ACRPC has agreed to do so, but recognizes that since the amount in the account exceeds the \$250,000 FDIC insurance limit, we also need to set up a new interest bearing sweep account to protect all of the funding as required by the DEC. Adam shared a memorandum from April Clodgo, ACRPC's Office Manager, regarding the steps necessary to move the funding into the sweep account. **The Executive Board instructed Adam and April to set up a new interest bearing sweep account for ACRPC to use for its Clean Water Service Provider funding and authorized the Chair and Treasurer to sign the documents necessary to open, control and maintain the account.**

**Proposal of slate for the Nominating Committee:** Adam noted that the Bylaws authorize the Executive Board to propose a slate of people to serve on the Nominating Committee for the officer elections in May at ACRPC's Annual Meeting. Adam also noted that one of the Nominating Committee members is typically a member exiting the Executive Board. Adam noted he had received limited correspondence from Commission members willing to serve. **After some discussion, Jeremy Grip moved to create a slate of Nominating Committee members consisting of Ross Conrad and two other members of the Commission to be recruited as volunteers at the March meeting of the Full Commission. Jamie Dayton second the motion, which all approved.**

**Annual Meeting/Bertha Hanson Award/Speaker:** Adam asked the board for suggestions concerning the location for the annual meeting, a speaker and applicants for the Bertha Hanson Award. The Board asked Adam to look back into the Basin Harbor Club in Ferrisburgh for our location, made several good suggestions for speakers and will consider the Bertha award once they hear from members at their April meeting.

**Proposed switch from SEP IRA to 401K:** Adam noted that he had been working on the staff's retirement benefits for some time. He also noted that after careful consideration, the staff had come to the consensus that it would like to switch the SEP IRA it currently enjoys as a benefit to a 401K. Adam noted that this will cost the Commission about \$4,000 in additional fees each year. However, that relatively small investment will give all staff members access to some professional help regarding investing their retirement funds. Adam also discussed the RFP

ACRPC had issued to recruit a Fund advisor for the 401K and the results of that solicitation. Adm noted that April and he would like to open the 401K with One Day in July. Other respondents asked to submit a package included the Richards Group and Landmark Financial. **After some discussion, Joe Andriano moved to authorize the switch from a SEP IRA to a 401K and asked Adam to secure one more response from Marble Trail Financial Advisors of Middlebury, he also moved that after securing the additional response that Adam, as Executive Director, be authorized to choose the 401K services provider. Jeremy Grip seconded the motion, which passed unanimously.**

Other: None.

#### **MEMBERS CONCERNS/INFORMATION**

None.

#### **ADJOURNMENT**

**Tim Davis moved to adjourn. Jeremy Grip seconded the motion. All approved and the meeting adjourned at 8:05 p.m.**

Respectfully submitted,

Adam Lougee

# Addison County Regional Planning Commission

## Statement of Financial Position

As of January 31, 2024

Jan 31, 24

**ASSETS****Current Assets**

## Checking/Savings

10300 · NOW Checking - NBM - 2810	149,587.59
10325 · Payroll Checking - NBM-2771	108,649.80
10350 · MMK - NBM - 4703	16,789.78
10400 · Vanguard - MMA	120,319.26
10455 · T. Bills (TreasuryDirect.gov)	305,419.73

<b>Total Checking/Savings</b>	<b>700,766.16</b>
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## Accounts Receivable

10500 · Accounts Receivable	439,664.90
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<b>Total Accounts Receivable</b>	<b>439,664.90</b>
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## Other Current Assets

12000 · Prepaid Health & Benefits Ins.	18,482.57
12003 · Prepaid Business Insurance	2,671.95
12120 · Other Prepaid Expenses	1,561.00

<b>Total Other Current Assets</b>	<b>22,715.52</b>
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<b>Total Current Assets</b>	<b>1,163,146.58</b>
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<b>Fixed Assets</b>	<b>16,708.01</b>
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<b>TOTAL ASSETS</b>	<b><u>1,179,854.59</u></b>
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**LIABILITIES & EQUITY****Liabilities****Current Liabilities**

Accounts Payable	71,971.56
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## Other Current Liabilities

22000 · Accrued Vacation Wages Payable	68,205.74
22010 · Accrued Wages Payable	9,487.29
23001 · FSA - M. Winslow	76.00
25050 · Unearned Revenue	
25052 · Accs Dwelling Units	30,865.38
25053 · SFY23 CWSP Proj Grants (WID-04)	366,763.70
25054 · Act 172-Muni Bdlg Wealth.	120,000.00
25055 · Municipal Dues	19,617.08
25056 · DHCD	24,639.00

<b>Total 25050 · Unearned Revenue</b>	<b>561,885.16</b>
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<b>Total Other Current Liabilities</b>	<b>639,654.19</b>
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<b>Total Current Liabilities</b>	<b>711,625.75</b>
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<b>Total Liabilities</b>	<b>711,625.75</b>
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**Equity**

28000 · Unrestricted Net Assets	35,684.07
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28010 · Unrestricted Fund Balance	301,321.37
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28020 · Fund Balance Equipment	5,598.88
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Net Income	125,624.52
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<b>Total Equity</b>	<b>468,228.84</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,179,854.59</u></b>
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Addison County Regional Planning Commission

Statement of Financial Activities

July 2023 through January 2024

Jul '23 - Jan 24

Ordinary Income/Expense

Income

30001 · Revenue	612,132.27
30002 · Interest	14,298.57
47200 · Program Income	27,463.90

Total Income 653,894.74

Gross Profit 653,894.74

Expense

30100 · Misc. Reimbursable Expenses	33,632.75
40000 · Wage Expense	303,544.02
40001 · Vacation Wage Adjustment	12,861.91
40090 · Americorp Host	6,750.00
40100 · Accounting	10,679.33
40109 · Advertising	691.00
40130 · Copy Machine	1,956.38
40140 · DUES	5,745.00
40180 · Staff Insurances	50,415.27
40240 · Business Insurance	3,146.03
40250 · Janitorial	600.00
40290 · Misc. Expense	2,174.55
40380 · Rent Expense	26,915.00
40390 · Rubbish Removal	58.50
40430 · Retirement	20,992.93
40450 · Office Supplies Expense	1,930.55
40460 · Payroll Taxes - Expense	22,910.15
40500 · Telephone/Internet	4,041.63
40510 · Training/Travel/Conference	699.00
50002 · Computer Hardware	9,405.15
60030 · Software Subscriptions	9,121.07

Total Expense 528,270.22

Net Ordinary Income 125,624.52

Net Income 125,624.52

# Addison County Regional Planning Commission

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February 28, 2024

## MEMORANDUM

FROM: Adam Lougee, Director  
TO: Executive Board  
Re: Small Grants to Municipalities

At the January Executive Board meeting the Board requested that Staff develop a recommendation and a proposal for ACRPC to use a portion of its projected surplus for FY2024 to benefit its member municipalities. This memorandum responds to that request:

### **Small Grants to Municipalities Proposal:**

ACRPC proposes to provide small grants to its municipal members for them to engage with consultants, engineers, architects, grant writer's or other professionals to help them plan for municipal infrastructure, recreation, transportation, governance or other planning improvements **and to provide local municipal volunteers with instate training opportunities to help them fulfill their responsibilities as members of Selectboards, Planning Commissions, Development Review Boards, etc.**

Total amount of Fund: \$75,000

Maximum amount per municipality: \$10,000

Timeframe: Grant announced March 15, 2024

Applications accepted: First come first serve, open until spent. Applications must be signed by the selectboard.

Funding Obligation: Funding should be obligated by June 30, 2024 and spent within 6 months.

Procurement: Municipalities shall be responsible to procure consultants on their own behalf pursuant to their policies.

Payment: Municipalities shall invoice ACRPC on a reimbursement basis for time and materials up to a maximum limiting amount of the grant. ACRPC shall pay the municipality based upon the invoices submitted.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
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Final Report: Each municipality shall submit a 1 page final report discussing the results of the project, plus any plans or other tangible information produced.

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Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



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