

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, November 8, 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>	Andrew Manning	<i>Panton:</i>	
	Ed Payne	<i>Ripton:</i>	Jeremy Grip
<i>Bristol:</i>	Richard Butz	<i>Salisbury:</i>	
	Peter Grant	<i>Shoreham:</i>	Nick Causton
<i>Cornwall:</i>	Stan Grzyb	<i>Starksboro:</i>	Richard Warren
<i>Ferrisburgh:</i>	Arabella Holzapfel	<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
	Steve Huffaker	<i>Waltham:</i>	Jeff Glassberg
<i>Goshen:</i>	Jim Pulver	<i>Weybridge:</i>	
<i>Leicester:</i>		<i>Whiting:</i>	Jennifer Erwin
<i>Lincoln:</i>	Steve Revell		
<i>Middlebury:</i>	Ross Conrad		
	Hugh McLaughlin		
<i>Monkton:</i>	Debra Sprague		
	Stephen Pilcher		
<i>New Haven:</i>			

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
Eco-AmeriCorps member: Carissa Finnerty

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7:00 p.m. Presentation of the Housing Committee: Ross Conrad, the Chair, called the meeting to order at 7:02 p.m. and welcomed people to the Commission meeting. Katie Raycroft Meyer, ACRPC's Community Planner, gave a presentation highlighting the results of the Housing Study that ACRPC had just completed. Katie's presentation can be found [at ACRPC.org](#). After questions, Ross thanked Katie and the Housing Committee for their work and moved the business meeting.

7:30 p.m. Business Agenda:

- I. Approval of the October 11, 2023 meeting minutes:** Steve Revell moved approval of the minutes. Hugh McLaughlin seconded the motion. The minutes passed by a voice vote/show of hands. Stephen Pilcher, Arabella Holzapfel, Bob Schatz and Jim Pulver abstained from the vote.
- II. Executive Board Minutes:** The Executive Board minutes for October 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 asked to table the Treasurer's report for the evening. He noted that he had found an error during the Executive Board meeting. April has found the cause of the error, a software glitch where bill.com was not always synching with quickbooks to record all our expenses, but she has not had a chance to fix all of the errors and correct the Reports. 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. In response to a question from Jeff Glassberg, Adam also noted that he expected to bring the full commission a draft of ACRPC's audit for its approval at the December meeting. **Peter Grant moved to table the Treasurer's Report. Stephen Pilcher seconded the motion. The Commission voted to table the Treasurer's Report until next meeting 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 in October. She noted that the Committee received a presentation from Mike Roy of CEAC on their work to bring an energy dashboard and navigator program to the region's municipalities. 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 and host an energy committee gathering for January.

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Local Government: No meeting.

Natural Resources: No Meeting.

TAC: Hugh McLaughlin noted the TAC received a presentation from VTrans on big data, using data tools generated by big tech reporting to create traffic counts and other transportation data. Mike also provided other transportation updates.

Housing: The Housing Committee presented its survey results earlier in the meeting.

Economic Development Committee: The committee met as the Brownfields Committee on October 22, 2023. They approved moving forward with two potential projects in Middlebury associated with FEMA flood buyouts. One is on Court Street across from the Maverick gas station, the other is an old junkyard on the Middlebury River in East Middlebury.

Basin Water Quality Committee: Arabella noted the BWQC had met and approved a grant request for a \$304,000 dam removal project in West Rutland.

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

Adam gave a brief Joint Partners report. He informed the Commission about a resilience training that VTrans will be co/hosting with ACRPC at ACRPC's offices on November 30th from 10:00 a.m. - 3:00 p.m.

VI. **Old Business:**

Maple Broadband Update: Steve Huffaker, the Chair of Maple Broadband, noted that Maple Broadband was currently nearing completion of its Phase 1 construction. Both the Cornwall and Orwell hubs are operational. The Shoreham hub will be operational next week. 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.

Vote 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 needs to change the Bylaws for the Conflict of Interest Policy it adopted at its last meeting 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 warned the Bylaw changes last meeting for a vote this meeting. **Stan Grzyb moved that ACRPC amend its bylaws to remove the current conflict of interest policy and**

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reference the new policy it just adopted. Steve Revell seconded the motion, which all approved by a voice vote/show of hands.

Adam will send all delegates and alternates a copy of the new Conflict of Interest Policy for their signature with the package for next month's meeting.

Committee Participation Correspondence. Adam noted that at the last meeting the Full Commission asked him to send out recruiting letters for ACRPC's committees. Adam reported that he had sent correspondence to three groups of members to try to increase committee participation. Adam contacted members that had not signed up for a committee, municipalities that had not filled all their delegate or alternate positions and the citizen interest groups without representatives appointed. He has received back correspondence acknowledging his emails and hopes to report on increases in committee members soon.

Other: None.

VII. New Business:

VAPDA Land Use Studies Presentation. 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. The full text of the proposed drafts were included in the Full Commission package. It is important to note that these two studies are part of a larger collection of legislatively directed studies looking at Act 250 and the state designation program.

Act 250 Municipal Delegation

The first study asks the RPCs to develop a proposed framework for delegating administration of Act 250 permits to municipalities. After consulting with larger municipalities (including Middlebury) it became clear that there is no interest or support for municipalities taking on responsibility of issuing and administering Act 250 permits as it is currently done by the District Environmental Commissions. Chief among the concerns is that it would not address the central concern behind this proposal: to eliminate the duplication of local and state permitting. Instead, the draft report outlines a process where large municipalities with local capacity receive delegation based upon a determination that the municipality's regulations are functionally equivalent to the ten criteria of Act 250. This process is envisioned to function like other existing forms of municipal delegation in which the state refers to

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a municipal permit, such as shorelands and water/wastewater. This study will not impact other attempts at Act 250 reform likely to take place during the session.

Regional Planning Report- Future Land Use

The second 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 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.

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

Other: None.

VIII. Member's Concerns/Information: None.

IX. Adjournment: There being no further business, **Peter Grant moved to adjourn, Nick Causton seconded the motion, which all supported. The Commission adjourned its meeting at 8:35 p.m.**

Respectfully submitted,
Adam Lougee, Director

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