

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, July 12, 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>	
<i>Bridport:</i>	Andrew Manning	<i>Panton:</i>	
	Edward Payne	<i>Ripton:</i>	
<i>Bristol:</i>	Richard Butz	<i>Salisbury:</i>	
<i>Cornwall:</i>	Stan Grzyb	<i>Shoreham:</i>	
<i>Ferrisburgh:</i>	Steve Huffaker	<i>Starksboro:</i>	Richard Warren
	Arabella Holzapfel	<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
<i>Goshen:</i>	Jim Pulver	<i>Waltham:</i>	Jeff Glassberg
<i>Leicester:</i>		<i>Weybridge:</i>	
<i>Lincoln:</i>	Steve Revell	<i>Whiting:</i>	
<i>Middlebury:</i>	Will Pitkin		
	Ross Conrad		
<i>Monkton:</i>	Stephen Pilcher		
<i>New Haven:</i>	Jim Walsh		

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: Zach Roberts

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

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

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 June 14, 2023 meeting minutes:** Ron Payne moved approval of the minutes. Cheryl Brinkman seconded the motion. The minutes passed by voice vote/show of hands. Arabella Holzapfel and Jim Walsh abstained.
- II. Executive Board Minutes:** The Executive Board minutes 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 May, 2023. Adam Presented a "traditional" Treasurer's Report and a new Statement of Financial Position. He noted that in addition to giving bank balances, like the Traditional Treasurer's report, the Statement of Financial Position provided other "Balance Sheet" information, including Liabilities and Equity. The Commission approved of the Statement of Financial Position. **Adam will use that as his reporting vehicle moving forward.** Adam then turned to the monthly budget. He noted he hopes to have a "Statement of Financial Activity" to replace this shortly, but it was taking a little while longer to develop. In the meantime, 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 \$90,000. **Peter Grant moved to accept the Treasurer's Report as presented. Jim Walsh 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: Jeremy Grip reported that the Energy Committee will meet next Monday, July 17th at 5:00 p.m.

Local Government: Shannon noted the Local Government Committee will meet next Wednesday, July 19th to review Cornwall's Town Plan.

TAC: Shannon noted the TAC had met and received a presentation from Katharine Otto, the VTrans Program Manager, about the Vergennes PELS study. It also began to discuss TAC grants. Shannon noted that one of the suggestions for projects was that

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

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

ACRPC conduct a hazardous materials study regarding what trucks and rail is carrying through the Region. Lastly, Mike provided other transportation updates.

Housing: No Meeting.

Economic Development Committee: No meeting.

V. Joint Partner's Report/Delegate Staff Recognition: Ross asked Will Pitkin, a new Delegate from the Town of Middlebury, to introduce himself to the Commission. Will noted he had recently moved back to the area from the west coast after growing up here and stated that he was excited to get back involved with the community.

VI. Presentation Regarding the HOME Act (S100). Adam provided the Commission with a synopsis of how the HOME Act will impact local zoning. He reviewed the provisions that impacted zoning and town and regional planning with the Commission. A copy of the Synopsis that the Department of Housing created and Adam worked from is [here](#).

After the presentation, the Commission asked that Adam prepare an educational seminar for Planning Commission's within the Region and to put together a concise summary of the new law's impacts.

VII. Old Business:

West Central Vermont Comprehensive Economic Development Strategy (WCVCEDS): Adam noted the CEDES 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 presented a Powerpoint presentation on the benefits of forming an Economic Development District (Mainly access to federal funding) at the meeting. Adam also noted that he will be asking for a vote on whether to form an EDD at the full Commission meeting in September.

Maple Broadband Update: Steve Huffaker, the Chair 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.

Other: None.

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

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

VII. New Business:

Committee Requests: Adam noted that in your package is a committee request form. ACRPC asks its delegates and alternates to serve on one committee. Committees are where a lot of important work happens. Please submit your committee choice to Adam prior to August 15th so he can get the requests to the Executive Board. The Executive Board will choose committees at its August meeting and announce them at the Full Commission meeting in September. Please continue to work with your existing committee until the new committees are appointed.

Meeting Calendar: Adam noted that a meeting calendar for the year is in your package. We meet on the second Wednesday of the month at 7:00 p.m. live at ACRPC or via google meet, except in August when there is no meeting.

Other: None.

VIII. Member's Concerns/Information: Cheryl Brinkman noted that the Vergennes Energy Committee would be hosting its first energy fair on the green in Vergennes this Saturday, July 15th from 10:00 a.m. - 3:00 p.m. Jeremy Grip noted that GMP just released its EV Charger application to towns.

IX. Adjournment: There being no further business, **Peter Grant moved to adjourn, which all supported. The Commission adjourned its meeting at 8:30 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

