

# Addison County Regional Planning Commission

14 Seminary Street

Middlebury, VT 05753

[www.acrpc.org](http://www.acrpc.org)

Phone: 802.388.3141

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

**HYBRID MEETING:** This meeting will be conducted in person at ACRPC's office and remotely through the **ZOOM** remote meeting on-line platform. PLEASE USE THE CONNECTION BELOW:

Join Zoom Meeting

<https://us02web.zoom.us/j/85938862314?pwd=5oHabBIJkk0DDbl8LkYBKVqxSDxgF.1>

Meeting ID: 859 3886 2314; Passcode: 560685

**CALL-IN:** +1 646 931 3860 Call in using this number 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:** New data is available through the [2024 Addison County Community Health Needs Assessment](#) (CHNA). The CHNA is an assessment that hospitals complete in collaboration with community partners every three years to identify the top health needs of their community. The CHNA ultimately helps us to better understand the underlying challenges and opportunities for creating a healthier community. The 2024 Addison County CHNA identified access to healthcare, housing, and mental health & substance use services as the top health needs. During the November 13<sup>th</sup> ACRPC meeting, key findings from the 2024 CHNA will be shared by Amanda Froeschle (UVMHN-PMC, Senior Community Health Liaison) and Emma Tso (Middlebury Office of Local Health, Chronic Disease Prevention Specialist).

### 7:30 BUSINESS AGENDA:

- I. **Approval of Minutes:** October 11, 2024
- II. **Executive Board Minutes:** No Meeting
- III. **Treasurer's Report:** Financials September 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
- Staff hiring
- MERP and Bond bank Update
- Act 181 Land Use Outreach to towns
- Other

### VIII. New Business

- Other

### IX. Member's Concerns/Information:

### X. Adjournment:

Addison  
Lincoln  
Salisbury

Bridport  
Middlebury  
Shoreham

Bristol  
Monkton  
Starksboro

Cornwall  
New Haven  
Vergennes

Ferrisburgh  
Orwell  
Waltham

Goshen  
Panton  
Weybridge

Leicester  
Ripton  
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	Barrie Bailey	___
	D	Andrew Manning	___		D		___
	A	Steve DeCarlo	___		A		___
	A	Renee Brodeur	___		A		___
<b>BRISTOL</b>	D	Peter Grant	___	<b>SHOREHAM</b>	D	Nick Causton	___
	D	Ron Dendas	___		D		___
	D		___		A		___
	A	William Sayre	___		A		___
	A		___				
	A		___				
<b>CORNWALL</b>	D	Stan Grzyb	___	<b>STARКСBORO</b>	D	Herb Olson	___
	D	Anna Burns	___		D	Tom Perry	___
	A		___		A	Rich Warren	___
	A		___		A		___
<b>FERRISBURGH</b>	D	Tim Davis	___	<b>VERGENNES</b>	D	Shannon Haggett	___
	D	Arabella Holzapfel	___		D	Cheryl Brinkman	___
	D	Steve Huffaker	___		A	Don Ferris	___
	A		___		A		___
	A		___				
	A		___				
<b>GOSHEN</b>	D	Jim Pulver	___	<b>WALTHAM</b>	D	Lisa Sausville	___
	A	Chad Chamberlain	___		A		___
<b>LEICESTER</b>	D	Diane Benware	___	<b>WEYBRIDGE</b>	D	Gioia Kuss	___
	D	Tom Barker	___		A		___
	A		___				
	A		___				
<b>LINCOLN</b>	D	Steve Revell	___	<b>WHITING</b>	D	Jennifer Erwin	___
	D		___		A		___
	A		___				
	A		___				
<b>MIDDLEBURY</b>	D	Ross Conrad	___	<b>CITIZEN INTEREST REPRESENTATIVES</b>			
	D	Karina Toy	___	<b>ADDISON COUNTY</b>	D		___
	D		___	<b>CHAMBER OF</b>	A	Phil Summers	___
	A	Hugh McLaughlin	___	<b>COMMERCE</b>			___
	A		___				
	A		___				
<b>MONKTON</b>	D	Stephen Pilcher	___	<b>HOPE</b>	D	Jeanne Montross	___
	D	Debra Sprague	___	A	Skip Wyer	___	
	A		___	<b>OTTER CREEK</b>	D	Ronald Payne	___
	A		___	<b>AUDUBON SOCIETY</b>	A	Marcia Parker	___
<b>NEW HAVEN</b>	D	Jim Walsh	___	<b>ADDISON COUNTY</b>	D	Charles Roy	___
	D	Harvey Smith	___	<b>FARM BUREAU</b>	A	Kent Wright	___
	A	Kathy Cahill	___	<b>OC NATR. RESOURCE</b>	D	Jonathan Chamberlain	___
	A		___	<b>CONSERVATION DIST</b>	A	Paul Wagner	___
<b>ORWELL</b>	D	Joseph Andriano	___	<b>ADDISON COUNTY</b>	D	Fred Kenney	___
	D	Sharon Macedo	___	<b>ECONOMIC</b>	A	Richard McKerr	___
	A	Daniel Redondo	___	<b>DEVELOPMENT CORP</b>			
	A	Cian Quinn	___				

**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**:  
**GIS DATA MANAGER**: Hannah Andrew  
**WATER QUALITY PLANNER/ ECO AmeriCorps**: Leander Ruhl

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

# Addison County Regional Planning Commission

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## Meeting Minutes Addison County Regional Planning Commission Wednesday, October 9, 2024

ACRPC held its September meeting at its office at 14 Seminary St. Middlebury and via ZOOM with the Chair, Joseph Andriano of Orwell, presiding.

### ROLL CALL:

<i>Addison:</i>		<i>New Haven:</i>	
<i>Bridport:</i>	Andrew Manning	<i>Orwell:</i>	Joseph Andriano
<i>Bristol:</i>	Ron Dendas	<i>Panton:</i>	Jamie Dayton
<i>Cornwall:</i>	Anna Burns Stan Grzyb	<i>Ripton:</i>	Jeremy Grip
<i>Ferrisburgh:</i>	Tim Davis Arabella Holzapfel	<i>Salisbury:</i>	
<i>Goshen:</i>		<i>Shoreham:</i>	Nick Causton
<i>Leicester:</i>		<i>Starksboro:</i>	Tom Perry Herb Olson
<i>Lincoln:</i>	Steve Revell	<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
<i>Middlebury:</i>	Hugh McLaughlin Ross Conrad Karina Toy	<i>Waltham:</i>	Lisa Sausville
<i>Monkton:</i>	Debra Sprague	<i>Weybridge:</i>	
		<i>Whiting:</i>	Jennifer Erwin

### CITIZEN INTEREST REPRESENTATIVES:

<i>Otter Creek Audubon Society:</i>	Ron Payne
<i>Otter Creek Natural Resources:</i>	Pam Stefanic
<i>Addison County Farm Bureau:</i>	
<i>Addison County Economic Development Corp:</i>	Fred Kenney
<i>Addison County Chamber of Commerce:</i>	
<i>HOPE:</i>	Jean Montross

### ACRPC EXECUTIVE BOARD

<i>Chair:</i>	Joseph Andriano	<i>STAFF</i>	
<i>Vice-Chair:</i>	Arabella Holzapfel	<i>Executive Director:</i>	Adam Lougee
<i>Secretary:</i>	Shannon Haggett	<i>GIS Manager:</i>	Hannah Andrew
<i>Treasurer:</i>	Cheryl Brinkman	<i>Land Use Planner:</i>	Katie Raycroft-Meyer
<i>At Large:</i>	Jamie Dayton Jeremy Grip Tim Davis	<i>Transportation Planner:</i>	Mike Winslow
		<i>Emergency Planner:</i>	Andrew L'Roe
		<i>Office Manager/Bookkeeper:</i>	April Clodgo
		<i>Eco-AmeriCorps member:</i>	Leander Ruhl

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**7:00 p.m. Presentation:** Joe called the meeting to order at 7:00 p.m. He introduced himself as ACRPC's Chair and welcomed Commission members and the Commission's guests. He introduced Angie Allen, the Department of Environmental Conservation Watershed Planner for Basin 3, the Otter Creek Basin. Angie presented the draft Otter Creek Tactical Basin Plan for comment by the Full Commission. The Water Investment Division is developing the 5-year update of the Otter Creek Tactical Basin Plan, including an updated list of actions from the 2019 plan. Find the Draft Plan Here: [Draft 2024 Otter Creek Tactical Basin Plan](#). The final draft of the plan is available for review and public comment from September 25 to October 24, 2024. Comments on the plan can be submitted via email to: [Angie.Allen@Vermont.gov](mailto:Angie.Allen@Vermont.gov) or to Angie Allen, Environmental Conservation, 271 North Main Street Suite 215, Rutland, Vermont 05701. This is the first of two public hearings on the plan. The second will be October 15, 2024 from 7:00 to 8:30 pm- hosted by the Rutland Regional Planning Commission Office at 16 Evelyn St 2nd Floor, Rutland, please use this [TEAMs link](#) to join the virtual meeting. Angie presented highlights of the proposed changes to the Otter Creek Basin Plan. A video of the entire meeting can be found on ACRPC's youtube channel [here](#). Please contact Angie Allen, Watershed Planner at [Angie.Allen@Vermont.gov](mailto:Angie.Allen@Vermont.gov) or (802) 490-9081 with any questions.

After a short question and answer session, Joe thanked Angie and commenced the business meeting.

**8:00 p.m. Business Meeting:**

- I. Approval of the September 2024 meeting minutes:** Ross Conrad moved approval of the September minutes. Tim Davis seconded the motion. The minutes passed unanimously.
- II. Executive Board Minutes:** The Executive Board's September meeting minutes were included in the package for the members' information. No members asked any questions regarding the Executive Board meeting. Joe continued the meeting.
- III. Treasurer's Report:** Adam presented the Treasurer's Report for the evening. Adam noted that cash flow remains strong and that cash on hand and receivables are also strong. Adam highlighted the draft Statement of Financial Activities for Fiscal Year 25 through August 30th, 2024. The Statement shows a deficit of about \$31,000. Adam noted that he believes this is driven largely by a timing issue concerning when ACRPC bills for projects, namely at the end of each quarter. Adam believes that the negative position will reverse itself next month and ACRPC will be much closer to break even or even show a small surplus. **Steve Revell moved to accept the Treasurer's Report as presented. Jeremy Grip seconded the motion. The Commission voted unanimously to accept the Treasurer's Report as presented by voice vote/show of hands.**

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## IV. Committee Reports:

Act 250/Section 248: Steve Revell reported that the Committee had not met, but that it would be meeting jointly with the Energy Committee on Monday, October 21st to discuss the latest CPG for the Vermont gas mainline serving Addison County.

Energy Committee: Cheryl Brinkman reported that the Energy Committee had met. At the meeting it discussed the Energy Fair it held on Saturday, September 21st on City Park in Vergennes. It also worked on the Enhanced Energy Section of the Regional Plan. Lastly, it discussed progress on the MERP program and other updates.

Local Government: No meeting. It will meet shortly to Review Waltham's plan.

Natural Resources: No meeting.

TAC: Hugh McLaughlin noted that the TAC had chosen to extend its Grant deadline to the beginning of October for TAC grants. He also noted that it received reports from the communities that received TAC grants last year.

Housing: Tim Davis noted that the Housing Committee had met just before the meeting. It received the Cornwall Study of how wastewater impacts housing options in smaller communities without centralized treatment plants. It also started the discussion regarding the Future Land Use maps that the RPCs will be creating, specifically focusing on the roles of the Housing Committee and municipalities in that process.

Economic Development Committee: No meeting.

- V. **Joint Partner's Report/Delegate Staff Recognition**: Fred Kenney of the Addison County Economic Development Corporation reported that they had hired a new office manager and that he and Adam had discussed allowing her to spend some of her hours supporting ACRPC to help April. Adam also announced that Deron Rixon was leaving ACRPC to pursue another career. Adam thanked Deron for the great work he has done on ACRPC's behalf and sent his best wishes along with Deron and his family.

## VI. Old Business:

Maple Broadband Update: Ross Conrad reported that Maple Broadband is in the process of completing its fiber construction for the year with the ARPA funding it had

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secured. Its last build in Leicester should be active in November. It will continue to build its business operations and connect new customers. Its subscribers continue to grow and number about 450. It will also focus its efforts on applying for more federal money through the BEAD grant to complete its buildout to unserved and underserved addresses in the Addison Region. Maple Broadband fully expects that if it and its business partner, Waitsfield Champlain Valley Telecom, are successful in securing the BEAD grant, that it will achieve its mandate and offer service to every unserved/underserved address in the Addison Region. It will also offer competitive services in many other portions of the region.

ACRPC Annual Report for FY 2024 (July 1, 2023 - June 30, 2024): Adam distributed copies of the Annual Report to all Commissioners in the meeting package. He noted it constituted a good summary of the Commission's work for 2024, including a number of important regional projects. Adam also noted that ACRPC's Annual Report will be combined with the reports of all other regional planning commissions and presented to both the Department of Housing and Community Development and the Legislature.

Other: None.

## VII. New Business:

Commissioner Survey for a Legislative Report: Adam noted that he had sent out two surveys to ACRPC's constituents. The first survey was for delegates and alternates. The second was for selectboards, planning commission chairs and town managers. The survey is part of a statewide performance review the RPC's are conducting on themselves in order to respond to the legislature's demand for an assessment of the RPC's in last year's housing bill. Adam asked all commissioners to please take the survey.

Other: None.

**Member's Concerns/Chair Comments**: Joe noted that Orwell is looking to form a community trust to purchase the real property that until recently had housed Buxton's General Store. Joe noted that the community's vision would be to create/retain a community gathering place.

**Adjournment**: There being no further business, **Joe adjourned the Commission by unanimous consent at 8:23 p.m.** Respectfully submitted, Adam Lougee, Director

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Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



Addison County Regional Planning Commission

Statement of Financial Activities

July through September 2024

	<u>Jul - Sep 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
30001 · Revenue	313,904.84
30004 · Interest Income	481.29
47230 · Municipal Dues	24,338.06
<b>Total Income</b>	<u>338,724.19</u>
<b>Gross Profit</b>	<u>338,724.19</u>
<b>Expense</b>	
30100 · Misc. Reimbursable Expenses	49,568.98
40000 · Wage Expense	143,216.61
40001 · Vacation Wage Adjustment	739.29
40090 · Americorp Host	2,000.00
40100 · Accounting	409.14
40109 · Advertising	744.00
40130 · Copy Machine	2,155.98
40140 · DUES	1,500.00
40180 · Staff Insurances	27,238.11
40240 · Business Insurance	1,935.15
40250 · Janitorial	450.00
40290 · Misc. Expense	2,223.61
40380 · Rent Expense	11,709.00
40390 · Rubbish Removal	31.00
40430 · Retirement	9,175.08
40450 · Office Supplies Expense	203.65
40460 · Payroll Taxes - Expense	11,544.05
40500 · Telephone/Internet	2,278.30
40510 · Training/Travel/Conference	316.18
60030 · Software Subscriptions	3,876.79
60040 · Website Maintenance	375.00
<b>Total Expense</b>	<u>271,689.92</u>
<b>Net Ordinary Income</b>	<u>67,034.27</u>
<b>Net Income</b>	<u><u>67,034.27</u></u>

# Addison County Regional Planning Commission

## Statement of Financial Position

As of September 30, 2024

	<u>Sep 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · NOW Checking - NBM - 2810	147,228.85
10325 · Payroll Checking - NBM-2771	1,813.17
10350 · MMK - NBM - 4703	7.67
10352 · SWEEP Acct (Intrfi Acct 5586)	378,047.50
10400 · Vanguard - MMA	125,173.42
<b>Total Checking/Savings</b>	<u>652,270.61</u>
Accounts Receivable	573,400.99
<b>Other Current Assets</b>	
12000 · Prepaid Health & Benefits Ins.	539.27
12003 · Prepaid Business Insurance	2,591.72
12120 · Other Prepaid Expenses	1,012.34
<b>Total Other Current Assets</b>	<u>4,143.33</u>
<b>Total Current Assets</b>	<u>1,229,814.93</u>
<b>Fixed Assets</b>	17,079.01
<b>TOTAL ASSETS</b>	<u><u>1,246,893.94</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	137,860.79
<b>Total Accounts Payable</b>	<u>137,860.79</u>
<b>Other Current Liabilities</b>	
22000 · Accrued Vacation Wages Payable	77,942.00
22010 · Accrued Wages Payable	9,487.29
23001 · FSA - M. Winslow	-100.38
25050 · Unearned Revenue	
25052 · Accs Dwelling Units	20,865.38
25053 · SFY23 CWSP Proj Grants (WID-04)	366,763.70
25054 · Act 172-Muni Bdlg Wealth.	120,000.00
25055 · Municipal Dues	21,201.19
25057 · Moosalamoo-Interns	3,069.00
<b>Total 25050 · Unearned Revenue</b>	<u>531,899.27</u>
<b>Total Other Current Liabilities</b>	<u>619,228.18</u>
<b>Total Current Liabilities</b>	<u>757,088.97</u>
<b>Total Liabilities</b>	757,088.97
<b>Equity</b>	
28000 · Unrestricted Net Assets	115,850.45
28010 · Unrestricted Fund Balance	301,321.37
28020 · Fund Balance Equipment	5,598.88
Net Income	67,034.27
<b>Total Equity</b>	<u>489,804.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,246,893.94</u></u>