

# 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, January 8, 2025 Happy New Year!

**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=5oHabBlJkk0DDbl8LkYBKVqxSDXgF.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. BUSINESS AGENDA:

- I. **Approval of Minutes:** December 11, 2024
- II. **Executive Board Minutes:** No Meeting
- III. **Treasurer's Report:** Financials October 31, 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
- FY 2023 Audit Presentation and Vote to accept
- Vergennes Planning and Environmental Linkage Study Update
- Clean Water Service Provider Update
- Bylaws Update
- Other

### VIII. New Business

- Annual Summary of Work for Town Reports
- Vote to Confirm the Town of Waltham's Planning Process and regionally approve its Town Plan
- 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	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		___	<b>STARSBORO</b>	D	Herb Olson	___
	A		___		D	Tom Perry	___
<b>CORNWALL</b>	D	Stan Grzyb	___	A	Rich Warren	___	
	D	Anna Burns	___	A		___	
	A		___	<b>VERGENNES</b>	D	Shannon Haggett	___
	A		___		D	Cheryl Brinkman	___
A		___	A		Don Ferris	___	
A		___	A			___	
<b>FERRISBURGH</b>	D	Tim Davis	___	<b>WALTHAM</b>	D	Lisa Sausville	___
	D	Arabella Holzapfel	___		A		___
<b>GOSHEN</b>	D	Jim Pulver	___	<b>WEYBRIDGE</b>	D	Gioia Kuss	___
	A	Chad Chamberlain	___		A		___
<b>LEICESTER</b>	D	Diane Benware	___	<b>WHITING</b>	D	Jennifer Erwin	___
	D	Tom Barker	___		A		___
	A		___		<b>CITIZEN INTEREST REPRESENTATIVES</b>		
A		___	<b>ADDISON COUNTY</b>			D	
<b>LINCOLN</b>	D	Steve Revell	___	<b>CHAMBER OF</b>	A	Phil Summers	___
	D		___	<b>COMMERCE</b>			
	A		___	<b>HOPE</b>	D	Jeanne Montross	___
	A		___		A	Skip Wyer	___
	<b>MIDDLEBURY</b>	D	Ross Conrad	___	<b>OTTER CREEK</b>	D	Ronald Payne
D		Karina Toy	___	A		Marcia Parker	___
D			___	<b>AUDUBON SOCIETY</b>	D		___
A		Hugh McLaughlin	___		A		___
<b>MONKTON</b>	D	Stephen Pilcher	___	<b>ADDISON COUNTY</b>	D	Charles Roy	___
	D	Debra Sprague	___		A	Kent Wright	___
	A		___	<b>OC NATR. RESOURCE</b>	D	Jonathan Chamberlain	___
	A		___		A	Paul Wagner	___
<b>NEW HAVEN</b>	D	Jim Walsh	___	<b>ADDISON COUNTY</b>	D	Fred Kenney	___
	D	Harvey Smith	___		A	Richard McKerr	___
	A	Kathy Cahill	___	<b>ECONOMIC</b>	D		___
	A		___		A		___
<b>ORWELL</b>	D	Joseph Andriano	___	<b>DEVELOPMENT CORP</b>	D		___
	D	Sharon Macedo	___		A		___
	A	Daniel Redondo	___				
	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  
**GIS DATA MANAGER:** Hannah Andrew  
**WATER QUALITY PLANNER/ ECO AmeriCorps:** Leander Ruhl

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

**PLANNER:** Rebecca Elder  
**PLANNER:** Danelle Birong  
**ENERGY PLANNER:** Jolyon Larson

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## Meeting Minutes Addison County Regional Planning Commission Wednesday, December 11, 2024

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

### ROLL CALL:

Addison:

Bridport: Ed Payne

Bristol: Ron Dendas

Cornwall: Anna Burns

Ferrisburgh: Tim Davis  
Arabella Holzapfel  
Steve Huffaker

Goshen:

Leicester:

Lincoln:

Middlebury: Hugh McLaughlin  
Ross Conrad

Monkton: Debra Sprague  
Stephen Pilcher

New Haven: Harvey Smith

Orwell: Joseph Andriano

Panton: James Dayton

Ripton: Jeremy Grip

Salisbury:

Shoreham: Nick Causton

Starksboro: Tom Perry  
Herb Olson  
Rich Warren

Vergennes: Shannon Haggett  
Cheryl Brinkman

Waltham:

Weybridge:

Whiting: Jennifer Erwin

### 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:

HOPE:

### ACRPC EXECUTIVE BOARD

Chair: Joseph Andriano

Vice-Chair: Arabella Holzapfel

Secretary: Shannon Haggett

Treasurer: Cheryl Brinkman

At Large: Jamie Dayton

Jeremy Grip

Tim Davis

Ron Payne

Fred Kenney

Jean Montross

### 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

Eco-AmeriCorps member: Leander Ruhl

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 Meeting:** Joe opened the business meeting at 7:03 p.m. by welcoming the Commission members and any guests present.

- I. Approval of the November 2024 meeting minutes: Shannon Haggett moved approval of the November minutes. Arabella Holzapfel seconded the motion. The minutes passed unanimously, except that Steve Pilcher and Harvey Smith abstained.**
- II. Executive Board Minutes:** The Executive Board's December 4th 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 through September, 2024. The Statement shows a positive fund balance for the year of about \$67,000. **Stephen Pilcher moved to accept the Treasurer's Report as presented. Ross Conrad seconded the motion. The Commission voted unanimously to accept the Treasurer's Report as presented by voice vote/show of hands.**
- IV. Committee Reports:**

Act 250/Section 248: No Meeting.

Energy Committee: Cheryl Brinkman reported that the Energy Committee had met to review the Enhanced Energy Section of the Regional Plan and briefly discussed progress on the MERP program and other updates. Adam and Cheryl announce that the next Energy Committee meeting will be in January.

Local Government: No meeting. It will meet next Monday to review Waltham's plan.

Natural Resources: No Meeting.

TAC: Adam noted that the TAC had met jointly with the Rutland TAC and received a presentation from VTrans about its ongoing construction on Route 22A in Rutland and southern Addison Counties.

Housing: Shannon Haggett noted that the Housing Committee had met just before the meeting. It continued its discussion regarding the Future Land Use maps and approved a process ACRPC will be implementing to work with its member municipalities to conduct outreach. It will hold a large public meeting in February.

Economic Development Committee: No meeting.

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V. **Joint Partners Report:** Fred Kenney noted that he had shared one of his administrative staff members with April to help her out. He also noted he was looking to work with the USDA to study some of Addison Town buildings for their highest and best reuse. Adam thanked Andrew for a good job on the newsletter.

## VI. **Old Business:**

Maple Broadband Update: Steve Huffaker reported that Maple Broadband is in the process of completing its fiber construction for the year with the ARPA funding it had secured. It will continue to build its business operations and connect new customers. Its subscribers continue to grow and number about 481 households. 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, including building hubs in Middlebury and Ripton. 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 fiber broadband service to every unserved/underserved address in the Addison Region. It will also offer competitive services in many other portions of the region.

Staff Hiring: Adam noted that he has hired for all positions and that he will introduce the three new staff members in January.

MERP and Bond Bank Update: Adam noted that 10 towns in the Addison Region had received MERP awards. Most have submitted their grant agreement. However, for those that have not, **they MUST execute their grant agreements by December 16th or they will lose the funding.** Additionally, for those that did not receive grants, Adam noted that the Bond Bank just announced \$40M in low interest loans for municipal energy improvements. Adam intends to have the new energy planner work with all Addison County municipalities to pursue both programs.

Bylaws Update: Joe announced that he and Ross and Adam would review the bylaws over the next month to fix the contradiction regarding who has the authority to appoint committee members, the Chair or the Executive Board and any other items that they find. They will bring recommendations back to the full Commission at its January meeting.

Other: None.

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## VII. New Business:

FY2026 Dues Proposal and Vote: Adam proposed no changes to the dues this year given the significant amount of other cost drivers municipalities are facing. **Ross Conrad moved to propose level funding the dues. Stephen Pilcher seconded the motion, which passed unanimously.**

FY2023 Audit Presentation: Adam included the draft audit in the package. He was hoping it would be finalized by the time of the meeting, but there are still a couple of checks that need to be finished. Adam reviewed the draft report noting that the Commission finished the year in the black and had no findings against it. He will bring the final audit to the commission for its vote in January.

Change to Personnel Policy to reflect healthcare changes: Adam presented the Commission with a small change to the Personnel Policy to reflect a proposed change in healthcare provided to employees. The Executive Board has reviewed and approved the proposal, which should improve benefits for families, but also saves the commission money by switching from BCBS to MVP. **Ross moved to approve the change to the policy. Anna Burns seconded the motion. The motion passed unanimously.**

Other: None.

**VIII. Member's Concerns/Chair Comments:** Ed Payne informed the Commission that longtime member Andrew Manning just went into a nursing home. Joe offered the Commission's best wishes to Andrew and his family.

**IX. Adjournment:** There being no further business, **Joe adjourned the Commission by unanimous consent and wished every one happy holidays at 7:45 p.m.**

Respectfully submitted,

Adam Lougee, Director

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## Annual Report –Year End June 30, 2024

The Addison County Regional Planning Commission (ACRPC) provided the following services during its 2024 fiscal year:

### Regional and Municipal Planning and Mapping

- Worked with Waltham, Ferrisburgh and Addison on Municipal Planning Grants and Starksboro on its village center.
- Worked with Bristol, Lincoln, Shoreham and Salisbury on Bylaw Modernization projects focused on housing.
- Represented the Region in Act 250 and Section 248 hearings.
- Assisted municipalities with Town Plan updates; New Haven, Ripton, Lincoln, Bridport, Addison.
- Supported Middlebury, Vergennes and Ferrisburgh in the Transit Oriented Design (TOD) master plan process.
- Assisted municipalities with housing studies; Shoreham, Bridport, Cornwall.

### Educational Meetings and Grants

- Hosted educational workshops on planning topics, including housing, planning essentials and flood resiliency bylaws.
- Wrote or provided information and support to communities and organizations to secure grant funding.
- Participated in Bridport’s Community Visit.

### Emergency Planning

- Worked with Addison County’s Regional Emergency Management Committee (REMC) and Vermont Emergency Management staff to assist with municipal emergency planning and training.
- Helped all communities update Local Emergency Management Plans (LEMPs)
- Completed 2 municipal Local Hazard Mitigation Plans (LHMPs) and initiated plans with 5 additional municipalities
- Updated Mutual Aid agreements for municipal Public Works Departments.
- Completed two Flood Resilient Communities Fund (FRCF) grants.
- Administered one Building Resilient Infrastructure and Communities (BRIC) grant with GMP in Pantton
- Assisted Vermont Emergency Management and FEMA with summer flooding response and assistance.

### Energy Planning:

- Helped all towns access capacity grants and energy assessments through the Municipal Energy Resilience Program.
- Worked with Efficiency Vermont and municipalities to implement enhanced energy plans.
- Began work rewriting the Regional Enhanced Energy Plan with the Energy Committee.
- Developed an online map of renewable energy resources and siting.

### Transportation Planning

- Updated the Addison County Transportation Plan with the guidance of the Transportation Advisory Committee.
- Supported Tri-Valley Transit by providing leadership and technical support.
- Worked with municipalities to reduce road erosion from local roads.
- Assisted Towns with bike and pedestrian, Better Roads and stormwater grants.
- Served as a Municipal Project Manager for projects in Middlebury, Weybridge, Bridport, and Ferrisburgh.
- Conducted traffic and pedestrian studies and hosted the regional Walk/bike council meetings.
- Administered a Planning and Environmental Linkages Study for Vergennes and surrounding communities

### Natural Resources Planning

- Actively supported the efforts of the Addison County River Watch Collaborative.
- Worked with municipalities to support conservation commissions.
- Served as the Clean Water Service Provider for the Otter Creek Basin, providing funding for 14 projects.
- Provided educational outreach supporting the Otter Creek Tactical Basin Plan update.
- Assisted in stormwater planning projects and Ecosystem Restoration Program grants.

### Brownfields Planning

- Administered EPA-funded Community Wide Assessment grant for 10 brownfield sites

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