

**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, May 13, 2020**

*ACRPC held its monthly meeting remotely via Zoom with the Chair, Diane Benware of Leicester, presiding.*

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**ROLL CALL:**

*Addison:*

*Bridport:* Ed Payne  
Andrew Manning

*Bristol:*

*Cornwall:* Stan Grzyb  
Don Burns

*Ferrisburgh:* Tim Davis  
Steve Huffaker  
Arabella Holzapfel

*Goshen:* Jim Pulver

*Leicester:* Diane Benware

*Lincoln:* Steve Revell

*Middlebury:* Hugh McLaughlin  
Ross Conrad  
Karl Neuse

*Monkton:* Wendy Sue Harper  
Steve Pilcher

*New Haven:* Tim Bouton  
Jim Walsh

*Orwell:*

*Panton:* Jamie Dayton

*Ripton:* Jeremy Grip

*Salisbury:*

*Shoreham:*

*Starksboro:*

*Vergennes:* Shannon Haggett  
Cheryl Brinkman

*Waltham:*

*Weybridge:*

*Whiting:* Ellen Kurrelmeyer

**CITIZEN INTEREST REPRESENTATIVES:**

*Addison County Farm Bureau:*

*Addison County Economic Development Corp:*

*Otter Creek Audubon Society:*

*Otter Creek Natural Resources:*

*Addison County Chamber of Commerce:*

Bob Feuerstein

Ron Payne

Paul Wagner

**ACRPC EXECUTIVE BOARD**

*Chair:* Diane Benware

*Vice-Chair:* Stephen Pilcher

*Secretary:* Tim Davis

*Treasurer:* Nick Causton

*At Large:* Shannon Haggett

Ross Conrad

Ellen Kurrelmeyer

**STAFF**

*Executive Director:* Adam Lougee

*Assistant Director/GIS Manager:* Kevin Behm

*Land Use Planner:* Katie Raycroft-Meyer

*Transportation Planner:* Mike Winslow

*Emergency Planner:* Andrew L'Roe

*Office Manager/Bookkeeper:* Pauline Cousino

*Eco-Americorps member:* Benton Wright

# Addison County Regional Planning Commission

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Diane opened the meeting at 7:00 p.m. by introducing Rob Fish, the Commission's guest speaker for the evening.

**PUBLIC PRESENTATION:** Rob Fish, the Broadband Public Outreach Specialist from the Department of Public Service joined the commission to discuss broadband availability in the Addison Region, forming a Communications Union District and some other initiatives of the Department of Public Service. A copy of Rob's Presentation can be found [here](#):

**BUSINESS MEETING:** Adam opened the business meeting at 8:00 p.m. via Zoom and telephone. Adam noted that he and Diane had spoken before the meeting and in order to smooth the process, she had agreed to have Adam lead the meeting, with her acting as backup. Adam started the meeting by outlining some Zoom etiquette. He also discussed voting. Unanimous votes would not require a roll call vote. Otherwise, he would ask for a roll call.

- I. Approval of the April 8, 2020 minutes:** Shannon Haggett moved approval of the minutes. Arabella Holzapfel seconded the motion. The minutes passed unanimously by voice vote.
- II. Executive Board Minutes:** Adam noted that the Executive Board minutes are included in the package and are posted on the website for your information. If you have questions, please speak with Adam or a member of the Executive Board.
- III. Treasurer's Report:** Adam summarized the Treasurer's report dated April 8<sup>th</sup> noting that our cash balances remained in good shape. Adam then moved to the monthly budget report through March. The monthly budget report shows revenue exceeding expenses. **Ross Conrad moved to accept the Treasurer's Report as presented. Stephen Pilcher seconded the motion, which passed by a unanimous voice vote.**

#### **IV. Committee Reports:**

Act 250/Section 248: Adam gave the Act 250/248 Committee report. He noted the Committee met just prior to the Executive Board meeting to discuss a negotiated settlement with VELCO regarding its Control Building proposed for New Haven. The Committee recommended to the Executive Board that it support the agreement Adam was working on. The Committee also supported a 500 kW solar array proposed for the Bristol landfill.

Energy: Adam noted the Energy Committee held its third Energy Committee event on May 5<sup>th</sup> regarding using and installing cold climate heat pumps.

Local Government: Adam noted the Local Government Committee did not meet and since it is generally holding public hearings concerning the review of Town plans, it probably will not meet until it can provide better public access after the State of Emergency lifts.

Natural Resources: The Committee did not meet.

Economic Development: No Meeting.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



Transportation Advisory Committee: Diane reported that the TAC had met in April and had listened to a presentation from Chittenden County RPC about the Interstate I-89 improvement study CCRPC is currently undertaking, with a focus on proposed Exit 12B, which has the potential to impact Monkton, Starksboro and Bristol. It also prioritized potential paving projects for this coming summer season.

Population and Housing: Adam reported that the Committee had not met, but Katie was prioritizing work on this portion of the plan while she worked from home and schedule d a meeting for the following week.

**V. Joint Partner's Report:** Adam noted that Fred Kenney, the Executive Director of Addison County Economic Development Corporation is hard at work responding to the needs of small businesses and non-profits in the Addison Region. Adam noted that Fred had acquired some expertise in understanding the federal programs available to help businesses through this crisis and Adam urged Commissioners to encourage small businesses within their communities that may need help to speak with Fred or Sara Kearns from the SBA, who also works out of Fred's office.

**VI. Delegate/Staff Recognition/ Project Highlights:** Adam pointed Commission members to the newsletter. He noted he had asked staff to provide a more comprehensive list of items that they continued to work on during this crisis. Adam emphasized that staff was still working and grateful to be working. If any Commissioners know of issues their community is struggling with and need some help, he encouraged them to call ACRPC.

**VII. Old Business:**

ACRPC Policy for addressing Covid -19: Adam noted that he and staff continued to work from home and use Zoom for committee and other meetings. The office remains closed to visitors for the time being. Adam noted he and other staff members continue to monitor the office mail and messages and go in for critical functions, like payroll. Adam thanked Diane and Nick for their help signing checks.

Adam also reminded commissioners that ACRPC's new fiscal year begins on July 1, 2020. He asked all to consider re-applying to serve as their community's representative to ACRPC. He also asked Commissioners to check in with their clerk and Selectboard to make sure their appointment information makes it back to ACRPC.

Clean Water Service Provider: Adam noted that Mike had completed a draft of this application and that staff had scheduled a meeting with its partners to review the application for tomorrow. Adam felt the application is progressing appropriately.

Other: None.

**New Business:**

Report of the Nominating Committee AND Election of Officers: Adam reminded Commissioners that they had elected Tim Bouton, Arabella Holzapfel and Tim Davis to serve as the Nominating Committee and asked the Committee for its report. Tim Davis delivered the report of the Committee. He noted the Committee nominated the following slate of officers:

Stephen Pilcher; Chair  
Shannon Haggett; Vice Chair  
Ross Conrad; Secretary  
Ellen Kurrelmeyer; Treasurer  
Wendy Sue Harper;  
Jamie Dayton; and  
Jeremy Grip at large members

Adam thanked the Committee for the slate. Adam asked the Commission if there were any nominations from the floor. None were proposed. Based upon the recommendation of the Nominating Committee, Adam asked if the Commission was ready to vote. The Commission voted unanimously in favor of the slate as proposed by the nominating committee. Diane thanked and congratulated the new officers

Broadband Grant Application: As per the presentation earlier in the evening, Adam noted he intended to apply for a Broadband Innovation Grant to conduct a feasibility study and business plan to serve unserved and underserved portions of the Region. Adam noted that he was creating an RFP to choose a business consult and had engaged Jeremy Grip to help the Commission with business and marketing decisions. He also noted he, Jeremy and Ellen would review the responses to ACRPC's RFP. Bob Feuerstein also volunteered to support the effort.

Other: Adam noted that he had also included a proposed budget in the financial reports he had distributed in the package. He noted the budget was very preliminary. He reviewed it briefly, but explained it would change substantially before he asked the Commission for a vote on it in June.

**VIII. Member's Concerns/Information:** None.

**IX. Adjournment:** There being no further business: **Ellen Kurrelmeyer moved adjournment. All voted in favor. The Commission adjourned its meeting at 8:00 p.m.**

Respectfully Submitted,

Adam Lougee  
Director