

# Addison County Regional Planning Commission

## Full Commission Meeting

Wednesday, July 10, 2002

The Addison County Regional Planning Commission's Full Commission Meeting was held on July 10, 2002, at Middlebury College's Kirk Alumni Center with Harvey Smith presiding.

---

### ROLL CALL:

<i>Addison:</i>		<i>Orwell:</i>	David King
<i>Bridport:</i>	Ed Payne	<i>Panton:</i>	David Raphael
	Andrew Manning		
<i>Bristol:</i>	Bill Sayre	<i>Ripton:</i>	Jeremy Grip
	Jim Peabody		
	Peter Grant		
<i>Cornwall:</i>	Don Shall	<i>Salisbury:</i>	
	Bill McQuillan		
<i>Ferrisburgh:</i>	David Shlansky	<i>Shoreham:</i>	
<i>Goshen:</i>		<i>Starksboro:</i>	
<i>Leicester:</i>		<i>Vergennes:</i>	Randy Friday
<i>Lincoln:</i>	Steve Revell	<i>Waltham:</i>	
<i>Middlebury:</i>	Fred Dunnington	<i>Weybridge:</i>	
	William Perkins		
<i>Monkton:</i>	Thea Gaudette	<i>Whiting:</i>	Ellen Kurrelmeyer
<i>New Haven:</i>	Harvey Smith		

### CITIZEN INTEREST REPRESENTATIVES:

*AC Chamber of Commerce:*  
*AC Community Action Group:*  
*AC Economic Development Corp:*  
*Otter Creek Audubon Society:* Judy Kowalczyk

### STAFF:

Adam Lougee  
Kevin Behm  
Hillary Spitz

---

### Public Program:

The public program began at 7:35 with a presentation by Ross Nagy and Darryl Murdock, who have been meeting with selectboards, emergency managers, and responders in the region to compile an All Hazards Emergency Mitigation Plan for Addison County Regional Planning Commission.

First they discussed the four phases of emergency management: preparedness, mitigation, response and recovery. When a disaster occurs, response begins at the local level. If they can't handle it, the state steps in and sends additional help. If the disaster is too big for the state to handle, the federal government will usually step in. There have been 9-10 federal disasters declared in Addison County, mostly storm related.

Hazard mitigation is any action taken to reduce or eliminate the long-term risk to human life and property from all hazards. They are developing the plan in response to new Federal regulations, which require that each community have a hazard mitigation plan in order to receive federal funds. The money will be used to fund specific mitigation projects. The county has developed that plan well in advance of the deadline, which is November 1, 2003.

The group's process includes performing interviews with each town and city, collecting and analyzing data (hazard inventory, etc.), making recommendations, and providing an outreach forum.

The goals are to reduce the loss of life and injury; mitigate financial losses incurred by municipal, residential, industrial, agricultural, and commercial establishments; reduce the damage to public infrastructure; recognize the connections between land use, stormwater road design and maintenance and the effects from disasters; ensure that mitigation measures fit in with the natural features of the area; encourage mitigation planning as a part of the municipal planning process. The findings will be countywide and town-specific.

Based upon their data analysis, they have found that the significant hazards that have occurred or are most likely to affect the county include flood/flash floods, hazardous materials (fixed site and transport), high winds, earthquake, structure fires, winter storms, and terrorism.

A question was raised about how to watch the transport of hazardous materials on the roads or railways. Ross said they rely on correct pleading, but there's no statewide data regarding the amounts of hazardous materials that go through each area. Each individual business tracks their own data.

Ed Payne asked about Project Impact and whether they were related. Ross answered that this program is really the follow up to that project.

One thing the planners have also done is to estimate flood loss potential, giving low and a high estimates. Peter asked about the limits placed on mitigation projects. Ross said that the communities should offer three alternatives and the state will determine what makes the most sense. Peter asked if the decision regarding this would be subject to political dealings. Adam answered that there is a limit on funds available, and communities will be competing with one another for their projects.

The All Hazard Plan also lists the number of structures that could be affected by a hazmat event in order to measure vulnerability in the event of an evacuation. They took the number of structures that could be affected (within a circle around the potential hazardous site) and compared that number to the total number of structures in the community and came up with a percentage.

Likely mitigation projects could include: flood-proofing structures, elevating furnaces and water heaters, ensuring adequate water supply, identifying and upgrading undersized culverts, ensuring critical facilities are safely located, relocation of structures (as in the example of the Ripton fire station), establishing and enforcing appropriate building codes, and public information.

They will now take into account the commissions comments, include them in their final report, have each town's Selectboard adopt the plan, the state will make any comments, and the plan will go back to the selectboards for final approval, hopefully this fall. After that, towns will be submitting projects to the state for approval. There is a requirement for a complete review and update every five years, although towns will likely want to review their individual plans regarding mitigation projects on an annual basis. It is also very likely that the Planning Commission could be involved in that five-year review process. The Planning Commission might also want to offer technical assistance to the towns in preparing their project submissions.

Harvey thanked the guests, and the public program was closed at 8:40.

---

## **Business Meeting**

### **Approval of Minutes: June 12, 2002**

**Don Shall moved to approve the minutes from June 12, 2002. Steve Revell seconded the motion. The motion passed unanimously with Randy Friday and Bill Perkins abstaining.**

---

---

## Discussion of Executive Board Minutes

No discussion.

---

---

## Treasurer's Report

Adam said they have not received new funds yet, so the accounts are getting lower. The accounts receivables are numerous, so there is a lot of money coming within the next month. **Peter Grant moved to approve the Treasurer's Report. Fred seconded the motion. The motion passed unanimously.**

---

---

## Committee Reports

TAC: Adam said the last meeting was at the Middlebury airport. The state will be providing an upgrade to the hangar. They will now be tuning their attention to any local transportation initiatives.

Local Government: no activity.

Act 250: No new applications have been filed. The Charlotte extension for Rte. 7 has been granted. Middlebury College's parking lot expansion is underway.

Natural Resources: David Raphael said they had a meeting on Monday to review the watershed plan's working draft that Hilary put together. The working draft is available and they will continue working on it. Ed Payne raised his concerns with the regulatory framework and that the deadlines that aren't being met. David said they are addressing the regulatory issue. Any comments should be directed to Hilary.

Housing: no activity.

---

---

## Joint Partners Report

Harvey said they are moving forward on the CEDS (Comprehensive Economic Development Strategy). Committee assignments have been made, and the planning process is continuing. Fred noted that Regional Planning and Economic Development had sponsored a meeting last week including many local representatives to discuss how to advance projects. He thanked Adam for organizing the meeting.

---

---

## Staff/Delegate Recognition

Harvey introduced Andrew Manning from Bridport, David Shlansky from Ferrisburgh, William Perkins from Middlebury, and Steve Revell from Lincoln. Harvey also introduced Gabe Ebersson from Middlebury College, who is working on a research project regarding transportation planning in the area.

Adam noted that the following towns still have not submitted their delegate appointments: Addison, Cornwall, Orwell, Salisbury, Starksboro and Weybridge

---

---

## Old Business

Committee Assignments: Adam passed out lists of last year's committee assignments. New assignments will be final by the September meeting. Each member should respond to Adam regarding the assignment they'd like. They will try their best to accommodate everyone's choice, but not everyone will get the assignment they want. Adam then passed around a list for people to indicate their choices.

**Proposed Joint Partners Workplan:** Adam distributed the plan last month. **Fred motioned to approve the plan. Thea seconded the motion. The motion passed unanimously.**

---

---

## **New Business**

**H208 New Downtown Legislation:** Adam distributed a summary of the new Downtown legislation and said he has invited Josh Besse, the Program Coordinator to speak to the commission in September. He also passed around a legislative wrap-up prepared by the League of Cities and Towns. Harvey added that H477 bill included a pilot project for Addison County where commercial manure spreading operators would have input. Ellen asked about the size requirements for villages within H208. Adam answered that if you must apply for designation, there must be a historic village center, there must be zoning bylaws, and there must be an active program to improve your downtown.

**Review of Workplan:** The Workplan was approved at the annual meeting, but Adam wanted to review it for the benefit of the commission. Adam also noted that he would like the commission to amend the budget slightly. Adam explained that the final amount of funds coming from DCA had not been available when we passed the budget in May, but had subsequently become available. The amount coming from DCA has increased slightly the estimate we used in our budget. DCA has requested that our budget reflect the actual figures and also that our Workplan include an element regarding following the sighting of wind towers. Adam noted that although the budget had been increased slightly, he also anticipated a recession of funds (likely around \$4000) that would come with the second allotment in December. Therefore, although the total budget would increase in the short term, Adam requested that we not amend any other portion of the budget beyond the contingency, because he feels the recession will take back the money in December. **Peter motioned to approve the budget amendment. Fred seconded. The motion passed unanimously.**

Adam then discussed some of the points of the plan. Services to member municipalities: provide on-call assistance for municipalities in their zoning and planning, flood plain regulations and insurance, emergency management, GIS services, housing data, inter- and intra-regional coordination, evaluation and training library, town files on zoning regulations and census data, transportation planning, emergency planning, economic development planning, etc.

Fred asked about home business and cottage industry siting criteria. He asked that they provide towns with information with regard to how to promote these.

**Municipal Service Survey:** This is a survey sent out to commission members, planning commissions, and the chair of the selectboards asking for input into the services they'd like the commission to provide in the future.

**Other:** Harvey reminded the commission that there is no meeting in August. The next one will be held in September.

Kent Wright asked if new members of the commission had taken an oath of office. Harvey said that he was unaware of any requirement to take an oath of office. Fred said that some towns do have procedures in place for official recognition. Adam will see if there's a provision in the statute regarding this and report back to the commission.

Randy Friday commented on the VELCO issue, and reminded the commission to invite the Monkton community group to attend. Harvey said they would make sure to let them know. Randy also asked about a member walkout at the last meeting, which was discussed at the executive board meeting. Thea said her intention was – in the future – for the executive board to provide a clear explanation in the event that the board takes action on behalf of the commission.

---

---

## **Adjournment**

**Peter moved to adjourn. Steve seconded the motion. The meeting was adjourned at 9:45 pm.**

*Submitted by Ursula Jones*

