

**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, July 14th, 2010**

*ACRPC held its monthly Meeting at its offices at 14 Seminary Street in Middlebury on July 14th, 2010 with Thea Gaudette, the Chair, presiding.*

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**ROLL CALL:**

*Addison:*

*Bridport:* Andrew Manning  
Ed Payne  
Mike Gamache

*Panton:*

*Ripton:* Jeremy Grip

*Bristol:* William Sayre

*Salisbury:* Bryan Jones

*Cornwall:*

*Shoreham:*

*Ferrisburgh:*

*Starksboro:*

*Goshen:* Chad Chamberlain

*Vergennes:*

*Leicester:*

*Waltham:*

*Lincoln:* Steve Revell

*Weybridge:*

*Middlebury:* Fred Dunnington

*Whiting:* Ellen Kurrelmeyer

*Monkton:* Thea Gaudette  
Charlie Huizenga

*New Haven:* Harvey Smith

*Orwell:* Andrea Ochs

**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:*

Harvey Smith

Margaret Lowe

**ACRPC EXECUTIVE BOARD**

*Chair:* Thea Gaudette

*Vice-Chair:* Harvey Smith

*Secretary:* Ellen Kurrelmeyer

*Treasurer:* Jeremy Grip

*At Large:* Steve Revell

Andrew Manning

Bill Sayre

**STAFF**

*Executive Director:* Adam Lougee

*Assistant Director/GIS Manager:* Kevin Behm

*EM/Senior Planner:* Tim Bouton

*Transportation/Senior Planner:* Richard Kehne

*Land use Planner:* Claire Tebbs

*Office Manager/Bookkeeper:* Pauline Cousino

**PROGRAM:** Thea opened the meeting at 7:40p.m. Adam introduced our guest for the evening, Kathleen Ryan to speak concerning outdoor lighting. Kathleen gave a brief history of lighting from its inception to modern uses. She noted that as technology improved, lights got brighter. However, not all people, especially in commercial applications, thought about how to use the bight new lighting efficiently and effectively. Kathleen encouraged everyone to think about lighting and how it should be used. She explained that lighting plans should be designed so that their form follows the function of what to illuminate, when. She encouraged people to avoid glare, to create direct lighting through cutoff fixtures and to limit both the wattage they used and the timeframe in which they used it.

She notes that natural sky glow from lighting currently eliminates up to 90% of the otherwise visible stars. She also noted that winter exacerbates the problem because of the reflectivity of the snow.

She also suggested that security lighting be limited to doors and windows, not an entire area. This switch would make the building more secure and more efficient to run resulting in cost savings.

#### **BUSINESS MEETING:**

Thea called the Business Meeting to order to address the agenda before the Commission.

- I. **Approval of Minutes: June 9, 2010** – Thea asked for a motion on the Minutes. Fred Dunnington moved the adoption of the minutes of June 9, 2010; Charlie Huizenga seconded the motion. The Commission unanimously approved the minutes.
- II. **Executive Board Minutes: June 23, 2010** - Thea explained that the Executive Board Minutes are provide for information only, and asked if anyone had any questions. There were none.
- III. **Treasurer’s Report** – Adam reported on the Treasurer’s Report dated July 14, 2010. He reported that our cash balance is still strong. He also reported that the monthly statement shows expenditures slightly greater than revenues, but explained he believed this was because June’s expenses were paid and posted, but not all of the invoices have been sent out. Adam stated he expected that once all is settled, the commission will end the year slightly in the black. Adam also noted that in reviewing budgets for this meeting, he found where he had made a substantial error in the amended budget for this year and the proposed budget for FY 2011. Adam explained that the spreadsheet he had created double counted one revenue item and failed to account for two lines of expenses. Adam apologized for the mistakes and noted that he would provide a new budget to the Commission in September for its approval in October. Andrea Ochs moved acceptance of the Treasurer’s Report. Charlie Huizenga seconded the motion. The motion to accept the Treasurer’s Report was unanimously approved.

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

**Act 250** – Ellen Kurrelmeyer reported on the Committee’s activities.

##### **New Applications:**

1. On July 13, 2010 Francis and Diane Heffernan filed an application to amend an existing act 250 permit to allow them to expand their existing gravel extraction operation on Plank Road in Bristol to also include a rock quarrying and crushing operation.

**Approvals or Denials:** None.

**Other:** None.

**Brownfields** – Jeremy Grip reported on the two projects running.

The Shade Roller Mill Phase II investigation is complete and the report has issued.

MUHS Legion Field Phase II investigation is also completed and they should complete their final report quickly.

Jeremy will ask Adam to convene the committee when he has both reports.

**Energy-** Adam reported the committee last met July 7th. He noted that the Committee had spent a significant portion of its time reviewing the Section 248 pre-filing of Cross Pollination, LLC proposing to build a solar farm on Route 7 in New Haven. At the close of its meeting the Committee voted to bring the following resolution to the full Commission for its review:

*RESOLVED: That the Addison County Regional Planning Commission should support renewable energy production in the region; and in that context, intervene in the Section 248 hearing of Cross Pollination, LLC. To make sure the Applicant adequately addresses the following concerns:*

- a. That the proposal conforms to the Addison County Regional plan and the New haven Town Plan;*
- b. The Agricultural portion of the project must be a significant partner in the project and the applicant must adequately address agricultural issues*
- c. The applicant must adequately address aesthetic issues from Route 7.*

After some discussion by the commission, Andrea Ochs moved to support the Committees motion. Margaret Lowe Seconded the motion. On a voice vote the commission unanimously approved the Committee’s resolution.

**Local Government Committee** – Thea noted the local government committee had scheduled reviews shortly, Whiting on July 29<sup>th</sup> and Lincoln on August 5<sup>th</sup>.

**Natural Resources** – Kevin reported that the committee is working on a draft of the entire natural resources section of the plan.

**TAC** – The TAC did not meet this month.

**V. Joint Partners Report** – Harvey reported that the Economic Development Corporation was working to address the Challenges for Change legislation and its impacts on ACEDC.

**VI. Delegate/Staff Recognition Project Highlights** – Adam noted that the staff project highlights had been handed out before the meeting and that he was happy to answer any question.

**VII. Old Business:**

1. Town Selection of Delegates and Alternates- Adam distributed a list of towns that had not appointed delegates/alternates or had not provided other information that ACRPC had requested. Thea reminded all delegates and alternates to make sure their Selectboards re-appointed them and requested that they also help remind either the selectboard or clerks of the other information outstanding.
2. Committee Assignments. Adam noted that in the package that he sent out for the meeting he had included requests for committee assignments and a brief description of the committees. Adam requested that everyone return the committee requests to him as soon as possible so he could have the information prepared for the Executive Board's August meeting when they would select committees and report results for the September Full Commission Meeting.
3. Other- None.

**VIII. New Business:**

1. Challenges for Change (Schedule to move forward) Adam noted that one of the things that the RPC and RDC would need to do jointly for Challenges for Change would be to hold a joint meeting. Adam noted that he would ask the Executive Board in July to schedule that meeting and that Robin Scheu at Economic Development would be asking her group to do the same. Adam also noted that the Executive Directors would be meeting over the months of July and August to put together performance matrices and self assessments to satisfy the program.
2. Forestry Planning Grant. Adam noted that ACRPC had successfully been awarded a Forestry Grant for about \$25,000. Adam noted that Kevin would be in charge of that grant and would be working on it with the natural resources Committee and other partners (Chris Olson, County Forester, Middlebury Area Land Trust and others) to implement the grant over the course of the next year.

3. New Planner. Adam noted that he had received a number of good resumes for the open planner position. The deadline for application is Friday, July 16<sup>th</sup>. He will review the applications shortly after that and hopes to have someone working in September.
4. Amendments to Workplan and Budget. As noted in the Treasurer's report, Adam noted that he had made a mistake in the budgeting. However, he also noted that he felt that he could not only correct the mistake, but also make sure that it did not hurt the financial standing of the commission moving forward. He informed the Commission he would present them with a new proposed budget in the packet for their September meeting and schedule a vote for the October meeting.
5. Other. Thea reminded the Commission that we do not have an August full commission meeting.

**IX. Members Concerns:**

- X. Adjourn:** There being no further business, Harvey Smith moved to adjourn the meeting; Charlie Huizenga seconded the motion and Thea adjourned the meeting at 9:45 pm.

Respectfully Submitted,

Adam Lougee  
Executive Director