

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, April 13th, 2011

ACRPC held its monthly Meeting at its offices at 14 Seminary Street in Middlebury on April 13th, 2011 with Thea Gaudette, the Chair, presiding.

ROLL CALL:

Addison:

Bridport: Andrew Manning
Ed Payne

Bristol: William Sayre
Peter Grant
Chris Lathrop
Chico Lager

Cornwall:

Ferrisburgh:

Goshen:

Leicester:

Lincoln: Steve Revell

Middlebury: Fred Dunnington

Monkton: Thea Gaudette
Charlie Huizenga
Wendy Sue Harper

New Haven: Harvey Smith

Orwell: Andrea Ochs

Panton:

Ripton: Jeremy Grip

Salisbury: Brian Jones

Shoreham:

Starksboro:

Vergennes:

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:

Kent Wright

Harvey Smith

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

Regional Planner: Kevin Lehman

Thea Gaudette, Chair of the Addison County Regional Planning Commission (“ACRPC”) opened the meeting at 7:35 p.m.

PROGRAM: ACRPC chose not to hold a program this evening so it could spend time on items during its business meeting.

7:35 p.m. BUSINESS AGENDA:

- I. **Approval of Minutes: March 9, 2011** – Thea asked for a motion on the Minutes. **Andrea Ochs moved the adoption of the minutes of February 9, 2011; Fred Dunnington seconded the motion. The Commission approved the minutes on a voice vote with all voting for approval.**
- II. **Executive Board Minutes: March 31, 2011** - Thea explained that the Draft Executive Board Minutes are provide for information only, and asked if anyone had any questions. No one asked a question on the Executive Board minutes.
- III. **Treasurer’s Report** – Adam reported on the Treasurer’s Report dated April 13, 2011. He reported that our cash balance is still strong. He noted that revenues still slightly lagged expenses. He offered that he would be reviewing billing closely and hoped to get back on track by the next meeting. Adam offered to answer any questions. **Fred Dunnington moved acceptance of the Treasurer’s Report. Ellen Kurrelmeyer seconded the motion. The motion to accept the Treasurer’s Report was unanimously approved.**
- IV. **Committee Reports:**
 - a. **Act 250.** Ellen noted that the commission had received 3 new applications this month.
 1. On March 16, 2011 CVPS filed an application to install telecommunications facilities on two existing telephone poles in Goshen to serve its dam facilities at the Sugar Hill Reservoir. Section 248 should treat the application as their equivalent of a minor permit.
 2. On March 25, 2011 Tom’s Marine in Ferrisburgh filed an Act 250 permit retroactively to cover its existing marina facilities in Ferrisburgh. Tom’s sits on 10.2 acres and is therefore subject to Act 250, but had never filed in the past.
 3. On March 31, 2011 the president and fellows of Middlebury College filed an application to provide drainage to and reconstruct the field at Kohn Athletic Field. That project shall be treated as a minor and no hearing shall be held unless a party requests one prior to May 13, 2011.
 - b. **Local Government.** Thea reported the committee did not meet this month.
 - c. **Natural Resources.** Kevin noted that the committee had finished a draft of the Natural Resources Section of the Addison County Plan, that it had considered comments received on the draft and that the committee would discuss the comments and its response later in the program under old business.

- d. **TAC.** Andrew Manning reported that the TAC had completed creating its list of regional priorities and summarized that list with the commission. Anyone interested in the full list should speak with Rick Kehne.
 - e. **Energy.** Jeremy reported that the committee had met on March 14th. Jeremy reviewed each of the projects that the Commission is working on under its State and Federal Contracts. He discussed an energy audit we will be providing for Goshen, the continuation of the educational series we do with ACoRN, the purchase of the Toyota Prius for our electric car demonstration project and the letter of support the committee issued for the expansion of the Audet's bio-methane digester.
 - f. **Brownfields.** Jeremy reported that the Committee had met to discuss two new projects, the Whiting Recycling Center and the Dollar store in Middlebury. He also noted that ACRPC had been subpoenaed to produce documents in the Shade Roller Mill lawsuit and that we still had petroleum money to spend by June 2011.
- V. **Joint Partners Report:** Vermont Gas will be presenting its project plans to Economic Development on Thursday, April 21, 2011.
- VI. **Delegate/Staff Recognition Project Highlights:** Adam presented staff's project highlights for the month. He referenced Kevin Lehman's highlight regarding the press ACRPC had recently received. The report is attached as Exhibit A.
- VII. **Old Business:**
- 1. Draft Natural Resources Section of the Plan. Andrea Ochs, the Chair of the Natural Resources Committee, announced that the committee had completed their second review of all comments made on the natural resources section of the plan as drafted. She noted that she had met with Adam to address his comments and that they had developed some compromise language which she had presented to the committee. Again, the committee decided which comments it chose to include in the plan and which it rejected. A memorandum prepared on the committee's behalf noting all of the comments, all of the changes and the committees' rationale behind their decisions went out in the package to commissioners before the meeting. Thea asked if anyone had comments on the changes. No one made any comments. Ellen moved that the commission take the Natural Resources section to public Hearing at its June Meeting. Steve Revell seconded the motion. After a brief discussion, Thea requested a voice vote. All approved, except Chris Lathrop who abstained.
- Andre Ochs noted that James Maroney, the delegate from Leicester had requested that she ask the commission if it would sponsor the showing of the movie Bloom at the Town Hall Theater in Middlebury. After a lengthy discussion, **Fred Dunnington moved that the Commission authorize Adam to provide ACRPC sponsorship of the movie on the condition that ACRPC can contribute panelists to the proposed discussion afterward in order to ensure balance. Jeremy Grip seconded the motion. The Commission on a voice vote voted in favor of the motion, with Ed Payne voting against.** Adam will report back on his action to the Executive Board.

2. Self-assessment Survey. Adam thanked those commissioners at ACRPC that had taken the self – assessment survey. He noted that statewide, over 140 Commissioners had participated. He anticipated getting results back within the next couple of months. However, he did share some of the preliminary comments from the survey and from the pole of statewide officeholders that the National Association of Development Organizations had conducted on VAPDA’s behalf. A full report on those results will also be available before the end of the legislative session.
3. Election of a Nominating Committee for ACRPC Executive Board Officers. Thea noted that at the March meeting, the Commission elected a nominating committee to help it elect a slate of officers for its annual meeting. She noted that the Nominating Committee would announce its slate of officers for the Executive Board at the April meeting and then open the floor up to alternative nominations. The floor would also be open to nominations at the annual meeting in May, at which time the Commission would elect a board of directors. Thea reported that the nominating Committee consisted of herself, as outgoing chair, Fred Dunnington and Bill Sayre. She then reported on the following slate of officers as proposed by the nominating committee:
 - Harvey Smith, Chair
 - Jeremy Grip, Vice Chair
 - Ellen Kurrelmeyer, Secretary
 - Fred Dunnington, Treasurer
 - Steve Revell
 - Andrew Manning
 - Bill Sayre

Thea asked if there were any other nominations from the floor. No other candidates for office were advanced. She noted that this slate would be nominated at the annual meeting and that any one desiring to run from the floor would also be given the chance to run at that time.

4. Commissioner Recruitment. Adam noted that ACRPC needed to continue to actively recruit good members. He noted he would be visiting selectboards in several underserved towns, identified the recruitment letter he had included in the newsletter, requested that each commissioner speak with their selectboards and requested suggestions from commissioners about thoughtful people to enhance the strength of the commission.
5. Annual Meeting and Program. Adam noted that our annual meeting is coming up in May. He noted he had arranged to visit the Blue Spruce Farm at 4:00 p.m. prior to the meeting to discuss agriculture, water quality and energy. He then noted the meeting would be at the Town Hall in Bridport beginning at 5:00 p.m. with a social hour, that dinner would be at 6:00 p.m., that we would have a speaker after that and then a very abbreviated business meeting.

6. Other. Thea also noted that people should begin to think about nominees for the Bertha Hanson award. Any nominations they have can be given to a member of the Executive Board or Adam.

VIII. New Business:

1. Review of Draft Workplan and Budget for FY2011/2012.

Adam asked the Commission to review amendments to this year's budget and then to look at next year's budget, both of which were included in the package for the full Commission. Adam explained he needed to realistically amend this year's budget before he could create next year's budget and that is why he started there. He noted that he expected the overall budget to decrease, largely because of the loss of some big program revenue, like the brownfields program. He also noted that he expected the budget to be tighter this year than in past years. He noted that our most flexible funding source, our Agency of Commerce money had been cut by 18 % over the last 3 years and that this was having an impact on the budget. Adam proceeded to work through the revenue and expense line items on the budget and then offered to answer questions. We will vote on the Workplan and budget at the annual meeting. Adam requested that anyone with questions or concerns regarding the budget speak to him prior to that meeting.

2. Other: None.

IX. Members Concerns: None.

- X. Adjourn:** There being no further business, Andrea moved to adjourn the meeting; Fred seconded the motion and Thea adjourned the meeting at 9:30 pm.

Respectfully Submitted,

Adam Lougee
Executive Director

Monthly Highlights for Commissioners – April 2011

Tim: Tim notes he sent out draft Emergency Operations Plans to selectboards and Town Emergency Management Directors amended to reflect 2011 election results for Town comment and approval. These plans constitute reference manuals for the Towns in case of disasters and are what Vermont Emergency Management relies on to coordinate its response efforts with local officials. Please help Tim work with your selectboards and Emergency Management Directors to keep these important plans for your municipalities up to date. Congratulations to Tim for passing the certified flood plain manager's exam and his recognition by the American Association of Flood Plain Managers.

Kevin B: This month I held the first meeting of the Forest Stewardship Steering Committee. The Committee is comprised of foresters; sawmill owners, large and small forestland owners, municipal representatives, wildlife organizations and the County Forester. The group will meet every other month for the next year to consider how forest is addressed in town and regional plans. The group will also look for ways to encourage landowners in important forest areas to work together.

Rick: I submitted the Plank Road to the High Risk Rural Road Program for improvement funding due to a high level of accidents along that road over the past 6 years. It has been accepted into the program thus making it eligible for 100% funded signage upgrades and possibly other improvements as well. I will also be doing a preliminary traffic study along Plank Road to see if it warrants approaching the 4 towns along its length about establishing common speed limits. If any commission member has info they want to share about problems along the road, have them get back to me.

Claire: Cornwall and Salisbury are both working on updating their town plans and have decided to do community surveys in order to gather current concerns, perceptions, and ideas from the community, in order to inform the goals of their plan. Both towns hope to send the surveys out late spring/early summer and will be having follow-up community open houses to further opportunity for community input. Salisbury will be doing this follow up on the weekend of their 250th birthday celebration (July 30 and 31st), as a display presentation of what the planning commission has been up to and the results of the survey.

Adam: Adam notes that April is the month he begins to work on the budget and workplan for next year. At our May meeting, you all will be asked to vote on our proposed budget for the fiscal year beginning July 1, 2011. If there are tasks you feel ACRPC should accomplish or grants that you would believe we should pursue, please let me know your ideas NOW so I can investigate them and get them into our workplan and budget for next year.

Kevin L: Kevin has reached out to the local press to raise the visibility of ACRPC and its activities within the community. To that end, the Addison Independent ran two articles recently about our projects; one on the Brownfields program and one on the new broadband utilization initiative. The Brownfields article has led to several calls from prospective clients. Copies of both articles, plus an article on Vermont Gas's interest in Addison County are available at the meeting tonight.