

Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 <http://www.acrpc.org> Phone: 802.388.3141

Sharon Lucia, Town Clerk
Town of Bristol
PO Box 249
Bristol, VT 05443

Dear Sharon,

I hope this finds you well. We are writing to ask you to help us update our records following municipal elections so we can keep in touch with all the people that help run your municipality. It helps our work tremendously if we can annually ensure that we have a current database of member municipal officials. Every spring we ask each municipal clerk to serve as our main point of contact to help us gather information. We know that this is a lot to ask for all at once and we truly appreciate your help. We can also assure you that we have tried to structure this request so that we do not ask you to duplicate work. We are requesting the following:

1. **This year we are using an electronic form to request updated contact information for municipal officials.** Please check the attached PDF for accuracy and let us know if the contact information and/or people in the positions have changed by using this form:
<https://tinyurl.com/ContactUpdate2024>

We are only asking for updates via this form, there is no need to re-enter contact information that hasn't changed. We would very much like to get everyone's email addresses. New chair-persons of each municipal Board, Council, and Committee will be added to our monthly newsletter email.

2. **An appointment form for the Regional Planning Commission.** If the Selectboard has not yet made appointments to ACRPC, please request they make the appointments, complete the form, and return it to you. Appointments are for a one-year term beginning July 1, 2024, unless you specifically request another date. The first Full Commission meeting of the new term will be Wednesday, July 10th at 7:00 pm. We are currently working in a hybrid model and holding our meetings in person, at ACRPC's office at 14 Seminary St. in Middlebury or via ZOOM. I expect that still will be the case as of July. Commission meetings are the second Wednesday of the month at 7:00 p.m. each month thereafter, except August, when we do not meet. Meetings generally include an educational program and a business meeting and last about 1 to 1:30 hours. We ask Commissioners to make 8 meetings per year. We also ask that they serve on at least one committee, where a lot of the Commission's work gets done. We ask Commissioners to serve as liaisons between ACRPC and municipal officials so we can work together productively. Please continue to help us work with and for you by appointing articulate and engaged citizens to the Commission. Please tell new appointees that staff is happy to speak with them at any time about the duties of an ACRPC commissioner. Please encourage them to call me at 802-388-3141 or send an email to me at alougee@acrpc.org to introduce themselves.

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Middlebury
Shoreham

Bristol
Monkton
Starksboro

Cornwall
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Vergennes

Ferrisburgh
Orwell
Waltham

Goshen
Panton
Weybridge

Leicester
Ripton
Whiting



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3. **An appointment form for the Addison County Transportation Advisory Committee (TAC):**

Addison County's TAC constitutes a special committee of the Regional Planning Commission whose members are directly appointed by the legislative body of the municipality they represent. TAC Delegates may, but need not be, delegates or alternates to the Addison County Regional Planning Commission. Appointments are for a one-year term beginning July 1, 2024, unless you specifically request another date. The first TAC meeting of the new term will be Wednesday, August 14th at 6:30 pm. Again, like all our other meetings, we are currently holding them in a hybrid format, remotely via Google Meets and in-person at ACRPC's office at 14 Seminary St. in Middlebury. TAC meetings are the third Wednesday of the month at 6:30 p.m. at ACRPC offices each month, except July and December when the TAC does not meet. Meetings generally are a business meeting that lasts about an hour. We ask TAC members to make 8 meetings per year. Lastly, we ask TAC members to serve as liaisons between ACRPC and municipal officials concerning transportation issues so we can work together productively. Please continue to help us work with and for you by appointing articulate and engaged citizens to the TAC. Please tell new appointees that staff is happy to speak with them at any time and encourage them to call (802) 388-3141 or send an email to me at alougee@acrpc.org or to our Transportation Planner, Mike Winslow at mwinslow@acrpc.org to introduce themselves.

4. **Mutual Aid Agreement for Public Works Departments**

Municipalities are vulnerable to a variety of potential, natural and man-made disasters that impact vital public works resources, so member municipalities of the Addison County Region may voluntarily agree to participate in mutual aid and public works assistance activities to provide economic and logistical efficiencies to support any gaps in resources and capabilities.

To formalize the regional mutual aid program and provide a means for public works related entities to be able to request and receive such aid and assistance in a timely manner from the other participating member municipalities, the ACRPC has already shared an agreement for written approval by the municipality's governing body with each Town Selectboard Chair. Please also check the names and contact information for individuals authorized to request and provide assistance. (minimum of two people) and list of equipment that your town would have to offer.

For questions, please call (802) 388-3141 or email Transportation Planner, Mike Winslow at mwinslow@acrpc.org or Emergency Management Planner Andrew L'Roe at alroe@acrpc.org.

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5. **An appointment form for the Addison County Regional Emergency Management Committee (REMC)**

REMC's were enacted by the Vermont Legislature to coordinate and support regional all-hazards emergency planning and preparedness activities to improve the region's ability to prepare for, respond to, and recover from disasters. Each municipality has 2 voting members on the REMC. These include:

- 1) The **local Emergency Management Director or designee** (like an Emergency Management Coordinator), and
- 2) a **representative of the local emergency services community** to be appointed by your executive or legislative branch.

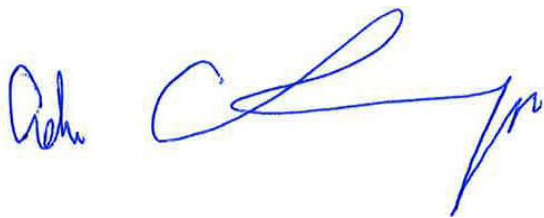
The REMC meets 4 times a year, on the second Wednesday of the months of February, May, August, and November. For more information, call Emergency Management Planner Andrew L'Roe at (802) 388-3141 x3 or email alroe@acrpc.org.

6. **An electronic form requesting information on residential permits.** Please share this link with your town's Zoning Administrator and ask them to complete it: <https://tinyurl.com/ZoningAdmin>

We use the information requested above in a variety of important ways. We email our newsletter monthly, and regularly send information about educational opportunities and other pertinent information to local officials around the region. The information on permits is used for local planning. Please distribute the information to the officials as noted and get the information back to us by setting a date for responses, then collecting each form and entering the information digitally or emailing/ mailing the package back to us. **Please try to return the entire package to us by May 31, 2024 to provide us with time to update our database before our new year begins on July 1st.**

Thank you in advance for helping us keep current. If you have suggestions for improving this update process, please let us know. If you have any questions, feel free to contact either Hannah Andrew or Adam Lougee.

Best wishes,



Adam Lougee, Director
Addison County Regional Planning Commission

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