

**Bridport Planning Commission  
Special Meeting  
Minutes**

**Date:** January 23, 2024

**Location:** Bridport Town Office

**Member Attendance:** Renée Brodeur, Adam Broughton (Chair), Sharron Macklin, Andrew Manning, Ed Payne, and Drexel Wheeler

**ACRPC:** Katie Raycroft-Meyer

**Call to Order:** Chair Adam Broughton called a special meeting to order at 6:35 p.m.

**New Business:**

- **2025 Town Plan:** A special meeting was called to begin discussions on formally updating the Bridport Town Plan for 2025. Katie Raycroft-Meyer, ACRPC Community Planner, joined our discussion and provided insight into the process and how ACRPC may be able to help. She noted:
  1. Once the current Town Plan expires (Jan 2025),
    - Bridport will not be eligible for certain VT state grants.
    - Bridport would not have a “seat at the table” for Act 250 applications in town.
  2. **(Revised)** The current Town Plan can be re-adopted for 1 year beyond expiration.
    - It must be brought into compliance with existing laws.
    - If re-adopted, Bridport may participate in potential Act 250 discussions and applications involving the town.
  3. Cost of update: The average amount of a Municipal Planning Grant award for updating a town plan is \$11,000.
  4. A contract between Bridport and ACRPC is required prior to work being done by ACRPC.
    - BPC members may be able to contribute to the work and help reduce costs.
    - Drexel noted that our fiscal year runs July through June and funds have already been allocated for FY25.
  5. Funding opportunities:
    - The Municipal Planning Grant is an option for funding of the update of the Town Plan, even if the current Plan has expired.
      - Bridport must match 10% of the grant award.
      - The application is due in Nov 2024.
      - ACRPC will be able to help in applying for the grant.
      - The grant is competitive and therefore not a guarantee of funding.
    - The Municipal Town Assistance Program (MTAP) may be another option for funding. It is a non-competitive grant to help towns who do not have the resources (personnel and financial) for updating

their town plans. Katie will send us information on MTAP and how we can start the process of working with ACRPC.

- ARPA funds are not allowed for funding writing/updating Town Plans.
- 6. Act 171 – forest fragmentation: The 2025 Town Plan will need a new element (section) to address Act 171. Katie will send some samples.
- 7. When updating census data in the Town Plan, we should confirm numbers with our own independent assessment.
- 8. The current plan was produced with InDesign and a copy is likely in ACRPC archives. Katie will investigate. ACRPC is able to convert the InDesign format to the current standard using Google docs.
- 9. ACRPC is also able to supply all updated maps for our 2025 Plan.
- **Zoning Regulations:** There are no specific time requirements for updating town regulations. Katie explained that zoning regulations may be updated at any time but not after a Town Plan has expired.
- **ACRPC Consultation:** Katie will coordinate through the BPC a consultation including town residents to review town planning and issues. The consultation will be a warned meeting.

**Old Business:**

- Adam distributed a draft of the BPC report for the annual Town Report.

**Adjourn:** Meeting adjourned at 8:00 p.m.

Respectfully submitted:  
Renée Brodeur, Secretary