

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

November 28, 2018

Draft

The Addison County Regional Planning Commission's Executive Board held its monthly meeting at the Regional Planning Commission's office in Middlebury with Chair, Diane Benware, presiding.

ROLL CALL

Ferrisburgh Tim Davis
Leicester Diane Benware
Lincoln Steve Revell
Middlebury Ted Davis
Shoreham
Monkton
Vergennes Shannon Haggett

STAFF: Adam Lougee, Director

Diane opened the meeting at 6:30.

MINUTES

Minutes: Steve Revell moved to adopt the October 24, 2018 minutes. Shannon Haggett seconded the motion. The motion passed unanimously by a voice vote.

TREASURER'S REPORT

Adam handed out a financial report through October 2018. He noted that revenues exceeded expenses by about \$21,000. After some discussion, **Steve Revell moved to accept the Treasurer's Report as presented. Shannon Haggett seconded the motion which all approved.**

COMMITTEE REPORTS

Act 250/248: Adam noted no action since the Full Commission meeting.

Energy: The Committee will meet again December 5th at 6:00 p.m.

Local Government: No activity. The Committee will go to Starksboro December 6th

Natural Resources: The Committee met before the last full Commission meeting.

Transportation: The TAC meets next Wednesday, December 5th.

Policy Committee: The policy committee met just before the Executive Board, reviewed the existing personnel policy and decided which areas of the policy it needed to amend.

OLD BUSINESS

Personnel – Transportation Planner and Community Planner: Adam noted that Mike Winslow of Vergennes has started work serving as ACRPC’s new Transportation Planner. Adam noted he believes Mike will be great and get up to speed quickly. Adam also noted that Claire will leave at the end of the month. Adam noted ACRPC will miss Claire’s skills. He also noted we have received some good applications and that we will begin interviewing soon.

Building Lease. Adam reported that he continued to receive good news from REMORA, the Commission’s landlord concerning its lease of 14 Seminary Street. REMORA is on track to reach an agreement with other tenants within this property and is working to extend the leases. REMORA will extend ACRPC’s lease for an additional 5 – 10 years on the current terms. Adam distributed a proposal he had received from RAMORA containing terms for the new lease. The Executive Board likes this space for the Commission. **Ted Davis moved that Adam execute a new lease on the terms offered. Tim Davis seconded the motion. All approved by voice vote.**

Audti Review: Adam distributed the final draft of the audit review. The conclusions are substantially similar to those offered to the Executive Board by Vance DeBouter directly at the October meeting. The audit concluded the commission had a modest increase in net assets and had no adverse findings. The Executive Board voted unanimously by voice vote to present the audit to the full commission for its approval at the December meeting.

Other: None.

NEW BUSINESS

FY 2020 dues (July 1, 2019 – June 30, 2020) Dues: Adam distributed a budget proposal to the Executive Board. It showed revenues based on level funding dues based on the latest census data and an alternative based on a 3-cent per capita increase, which raises about \$1,000/yr. After a brief discussion, **Shannon Haggett moved that the Executive Board recommend a 3-cent increase to the Full Commission. Tim Davis seconded the motion. All approved by voice vote.**

Appoint Housing and Economic Development Committees:

At the last Full Commission meeting the Commission voted to enable two new committees to work on the Economic Development and Population and Housing Sections of the Regional Plan. Adam requested volunteers to serve on the committees. Several Commission members responded with requests for committee assignments and Adam shared those with the Executive Board. The Board made the following assignments:

Economic Development Committee (To work with ACEDC committee members): Bob Feuerstein and Ross Conrad;

Population and Housing Committee: Ellen Kurrelmeyer, Ashley Laux and Tim Davis.

The Executive Board asked Adam to put this item on the agenda for the next meeting and request additional volunteers, especially for the Population and Housing Committee.

The Executive Board, on motion by Tim Davis, seconded by Shannon Haggett, also chose to appoint Bob Feuerstein to ACEDC's Board as ACRPC's representative.

Other: None.

ADJOURNMENT

Tim Davis moved to adjourn. Steve Revell seconded the motion. All approved and the meeting adjourned at 7:35 p.m.

Respectfully submitted by
Adam Lougee