

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
April 24, 2019

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

ROLL CALL

Ferrisburgh

Leicester

Lincoln Steve Revell

Middlebury Ted Davis

Shoreham Nick Causton

Monkton Stephen Pilcher

Vergennes Shannon Haggett

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:30.

MINUTES

Minutes: Steve Revell moved to adopt the March 27, 2019 minutes. Nick Causton seconded the motion. The motion passed by a voice vote.

TREASURER'S REPORT

Adam handed out a financial report through March 2019. Adam and the Executive Board reviewed the financials in some depth. He noted that revenues trail expenses by about \$30,000. Adam noted that we are 75% of the way through the year, our expenses are at 76% of budget and that we have a number of pre-paid items on the books (Like rent and certain insurances). Therefore, he is confident that expenses are tracking accurately. Adam then reviewed the revenue side of the budget, which is only at 71%. Adam flagged three revenue items in the budget that are currently problematic. We have done significant work against each of them, but have not billed for significant portions of the projected revenue:

1. The Category A grants, which are substantial, have yet to be billed. Five of the original eight grants are very near completion and should go out shortly. He expects that will improve the budget.
2. Municipal Energy grants. ACRPC is working on the last round. It will complete draft plans for each town and bill for that work prior to June 30th year end, collecting all of that budget item.
3. Grants in Aid. That program also ends June 30th. There is still a substantial amount of work to do, but we may not bill down all of the funds. This fall, when we did not have a transportation planner, ACRPC used Allie, our Americorps volunteer to do a lot of this water quality related road work. Allie did a fantastic job for us, completing the Fall portion of the work.

Unfortunately, we cannot bill for her time and therefore may not recoup all that we could have under the grant. However, if we hit each of the benchmarks noted above, our budget should work out by the end of the year.

Shannon Haggett moved to accept the Treasurer's Report as presented. Steve Revell seconded the motion which all approved.

COMMITTEE REPORTS

Act 250/248: Adam noted the Committee had no new significant applications and did not meet.

Energy: The Committee did not meet.

Local Government: The Committee did not meet.

Natural Resources: The Committee met just prior to the full commission meeting and reviewed the Natural Resources Heritage Guide just released by the Agency of Natural Resources.

Transportation: The Committee met in April and elected officers (Congratulations Will Sipsey, Chair and Bret Rakowski, Vice-Chair) reviewed ongoing projects in the Region, chose Lincoln as the Town to receive a systematic local roads review from VTrans and discussed local road standards.

Policy Committee: The policy committee met just before the Executive Board, reviewed the existing personnel policy and completed a draft of the Policy. Adam will send it out for a legal review and then bring back to the Executive Board and full commission for approval.

OLD BUSINESS

Lease of Property: Adam noted he had received a draft lease from the landlord. For the most part it reflects the terms we had discussed, but Adam needs to negotiate to remove certain provisions.

Annual Meeting: The Board discussed the annual meeting. Adam noted it would be at Basin Harbor and that Dr. Leslie Dipigny-Giroux would be our guest speaker.

Appoint Housing and Economic Development Committees:
Previously, 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.

As of today, Adam has noted he has one new volunteer for the housing committee, John Brace, of Monkton. He has instructed Katie to move forward with the Housing Section. He is moving forward with the Economic Development Section. Since the Economic Development Section is being done with ACEDC, and we have secured interns from Middlebury College and are

recruiting directors of other Addison County organizations to create goals and plans for the sectors of the economy within which they work, Adam does not believe we need any more members on that committee.

Ted Davis moved to add John Brace to the Housing Committee. Shannon Haggett seconded the motion, which passed unanimously.

Draft Budget and Workplan FY 2020: Adam distributed a second draft budget he had created for the meeting. He noted that it still did not balance and that he had added some revenue, but not enough. We need to approve the budget by June. Adam noted he would have something better together by the May meeting.

Act 250 Testimony: A member had written to the Executive Board expressing concern that the testimony Adam gave to the House Natural Resources Committee regarding the proposed Act 250 bill did not specifically note that he gave it on his own behalf and not on behalf of the full commission. Adam distributed the testimony and noted he could have done a better job making that distinction. The Executive Board noted that the legislature moves fast at that time of year. They noted that Adam had sent the proposed bill to the Executive Board prior to testifying and notifying them he felt the bill had significant issues. He shared his testimony with them the night after he gave it (February E-Board Minutes) They also noted the testimony was not on letterhead and in the written testimony Adam used the word “I” frequently. They felt Adam had disclosed his actions in a timely manner and chose not to act.

Other: The Executive Board noted that the Nominating Committee had recommended a bylaw change to make sure that those nominated would be reappointed by the town. After some discussion, the Executive Board concluded that the system we currently have has worked for more than 30 years, that there would be problems with almost any timeframe and that the problem was largely theoretical. Therefore, they chose not to act, but appreciated the suggestion.

NEW BUSINESS

Vote on the Bertha Hanson Award: The Executive Board reviewed the nominees it had to consider for the Bertha Hanson Award and made a decision which they will announce at the annual meeting.

Other: Adam noted he will send out an RFP for auditors for next year in the beginning of May.

ADJOURNMENT

Ted Davis moved to adjourn. Shannon Haggett seconded the motion. All approved and the meeting adjourned at 7:30 p.m.

Respectfully submitted by
Adam Lougee