

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

May 22, 2019

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

Leicester Diane Benware

Lincoln

Middlebury

Shoreham Nick Causton

Monkton Stephen Pilcher

Vergennes Shannon Haggett

STAFF: Adam Lougee, Director

GUESTS: Ross Conrad

Diane opened the meeting at 6:30. She welcomed Ross. She noted Ross will be a member of the Executive Board beginning in July and was here attending to observe and learn.

MINUTES

Minutes: Shannon Haggett moved to adopt the April 24, 2019 minutes. Steve Pilcher seconded the motion. The motion passed by a voice vote.

TREASURER'S REPORT

Adam handed out a financial report through April 2019. Adam and the Executive Board reviewed the financials in some depth. He noted that revenues trail expenses by about \$40,000. Adam noted that we are 83% of the way through the year, our expenses are at 82% 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 76%. Adam flagged three revenue items in the budget that remain 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, plus requests for partial payments on the remaining 3 will go out next week (About \$50,000). He expects that will improve the budget and cash flow significantly.
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 (about \$25,000).

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. Mike will do the work this spring, so we should be able to recoup some funding. If we hit each of the benchmarks noted above, our budget should work out by the end of the year. **Steve Pilcher moved to accept the Treasurer's Report as presented. Nick Causton 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 discussed the Otter Creek Basin Plan with a representative of the Agency of Natural Resources.

Transportation: The Committee met in May. The main item on the agenda was a resolution endorsing the results of the Vergennes Truck Study. They will present that to the full Commission for its approval at the June meeting.

Policy Committee: The Policy Committee has completed a draft of the Proposed Personnel Manual and will present it later in the agenda.

OLD BUSINESS

Lease of Property: Adam noted he had received a lease from the landlord. It reflects the terms we had discussed, and Adam recommends approval. Stephen Pilcher moved to authorize Adam to renew the lease. Shannon Haggett seconded the motion, which all approved by voice vote.

Draft Budget and Workplan FY 2020: Adam distributed a third draft budget he had created for the meeting. He noted that it balances and that he believes it is realistic in its expectations, though he notes he and staff will continue to look for revenue within the coming year to ensure it remains positive. Adam reviewed each of the changes he made from the previous version and why. Adam noted he would continue to tweak it up to offering it to the Full Commission for approval in June, but expects that it will be substantially similar at that time.

Other: None

NEW BUSINESS

Personnel Manual: Adam had distributed the draft Personnel Manual out to the Executive Board prior to the meeting. He noted that both Diane and Shannon had served on the Committee and that the draft was with the League of Cities and Towns Municipal Law Center for their review. Adam noted that the committee really worked to codify current practices and change sections to update them to confirm with Vermont Employment law. The Executive Board approved of the work and presenting it to the full commission for approval pending legal review.

Other: None.

ADJOURNMENT

Steve Pilcher moved to adjourn. Shannon Haggett seconded the motion. All approved and the meeting adjourned at 7:25 p.m.

Respectfully submitted,
Adam Lougee