

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING

June 26, 2019

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*  
*Middlebury* Ted Davis  
*Shoreham* Nick Causton  
*Monkton* Stephen Pilcher  
*Vergennes* Shannon Haggett

STAFF: Adam Lougee, Director

Diane opened the meeting at 6:30.

MINUTES

**Minutes: Steve Pilcher moved to adopt the May 22, 2019 minutes. Shannon Haggett seconded the motion. The motion passed by a voice vote.**

TREASURER'S REPORT

Adam handed out a financial report through May 2019. Adam and the Executive Board reviewed the financials in some depth. He noted that revenues trail expenses by about \$60,000. Adam noted that we are 92% of the way through the year, our expenses are at 90% 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 80%. 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, we billed half last month. We will bill another \$7,000 this month, but will be about \$12,000 short of 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 30<sup>th</sup> year end, however, only we completed only 3 of 5 of the plans and will collect about \$20,000 of \$30,000, being short on the budget of about \$10,000.
3. Grants in Aid. That program also ends June 30<sup>th</sup>. There is still a substantial amount of work to do, but we will 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 has done the work this spring, so we will recoup some funding, but will fall short.

Adam then reviewed a number of the other programs and estimated revenue to the end of the year. He noted that he expects we will either fall just short or break even on the programs we can bill.

**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 met and made a recommendation to the full commission to approve a preferred area for solar generation.

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 natural resource conservation.

Transportation: The Committee met in June. The main item on the agenda was a discussion concerning the Emerald Ash Borer and transportation updates.

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

## **OLD BUSINESS**

Personnel Manual: Adam noted that VLCT would complete its review of the policy by June 30<sup>th</sup>. He will bring it back to the Policy Committee, and depending upon the extent of the changes will bring it to the full Commission shortly thereafter.

Other: Adam wanted to discuss water quality and “water quality service providers” with the board. He noted ACRPC had been doing more work in water quality recently. The Governor just signed S96, authorizing the set up of water quality service providers in each watershed in the state. RPCs are one of the entities being considered in that Role. ACRPC may take this on, but the devil is in the details of the rules. ACRPC will manage projects, but will not take on any liability for meeting or not meeting water quality goals. Adam will continue to follow the bill and rules. However, he wanted to put it on the board’s radar because it may be important to ACRPC later.

## **NEW BUSINESS**

Audit for FY2019: Adam noted we would put out a solicitation to hire an auditor for our FY2019 fiscal year. He shared the RFP and the names and costs of the auditors all other RPC's used.

Committees/Committee Assignments: Adam discussed committees with the Executive Board and reviewed the schedule for committee appointments. The E Board agreed to keep all current committees, except the policy committee, which will sunset as soon as we pass the Personnel Manual.

Review if the Executive Director: Diane handed out a review form for the board to review Adam and asked all to get back to her prior to the next meeting.

Other: None.

The Executive Board thanked Ted and Steve for their service to the Commission and to the Executive Board. The Board gave Ted its best wishes since he is leaving the commission. Ted noted he enjoyed being on the commission and valued its work.

#### **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