

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

July 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 Chair, Diane Benware, presiding.

ROLL CALL

Ferrisburgh Tim Davis
Leicester Diane Benware
Middlebury
Salisbury
Shoreham Nick Causton
Monkton Stephen Pilcher
Vergennes Shannon Haggett

STAFF: Adam Lougee, Director

Diane opened the meeting at 6:30.

MINUTES

Minutes: Shannon Haggett moved to adopt the June 26, 2019 minutes. Stephen Pilcher seconded the motion. The motion passed by a voice vote.

TREASURER'S REPORT

Adam handed out a financial report through June 2019. Adam and the Executive Board reviewed the financials in some depth. He noted that revenues trail expenses by about \$35,000, down considerably from the previous month as we have been billing year-end accounts. However, Adam noted that we are 100% of the way through the year, our expenses are at 97% of budget and our revenues are at just over 90% with only about \$15,000 more to invoice. Therefore, even with pre-paid expenses and other adjustments, Adam believes we will end this fiscal year with about a \$20,000 loss. However, almost all of the revenue that we did not collect will transfer over into the following year, which should make that budget easier.

Steve Pilcher moved to accept the Treasurer's Report as presented. Nick Causton seconded the motion which all approved.

COMMITTEE REPORTS

Adam noted the Act 250, Energy, Local Government, Natural Resources and Transportation Advisory Committees did not meet in July.

Policy Committee: The Policy Committee reviewed the marked-up Personnel Policy it received back from VLCT, discussed all the changes and will present the policy to the Executive Board in August.

Economic Development Committee: The Committee met this morning at Addison County Economic Development Corporation with the interns it had secured for the summer to review their final report on the data they had collected and formatted. It plans to review the data and begin writing the plan.

Housing Committee: Tim reported the housing committee will meet tomorrow.

OLD BUSINESS

Personnel Policy: See committee report above.

Response to Audit RFP for FY2019: Adam distributed the two responses to the RFP that ACRPC received. We had sent the RFP to about 14 firms. **After a lengthy discussion, Nick Causton moved to retain Vance DeBouter as ACRPC's auditor. Shannon Haggett seconded the motion, which passed unanimously.**

Review of the Executive Director: Diane thanked the other members for their comments and noted she would compile them and discuss them with Adam

Committee Assignments: Adam noted he had received committee assignment forms back from about 40 % of the Commissioners. He will send out a reminder in August requesting commissioners submit their requests prior to the August Executive Board meeting.

Other: None.

NEW BUSINESS

Calendar: Adam distributed the E-Board calendar for the year ahead, which the Board approved unanimously.

Other: None.

ADJOURNMENT

Steve Pilcher moved to adjourn. Shannon Haggett seconded the motion. All approved and the meeting adjourned at 7:15 p.m.

Respectfully submitted,
Adam Lougee