

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
December 4, 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 Ross Conrad
Shoreham Nick Causton
Monkton Stephen Pilcher
Vergennes Shannon Haggett
Whiting

STAFF: Adam Lougee, Director

Diane opened the meeting at 6:35

MINUTES

Minutes: Shannon Haggett moved to adopt the October 30 2019 minutes. Ross Conrad seconded the motion. With minor modifications to the minutes, the motion passed by a voice vote with Ross abstaining.

TREASURER'S REPORT

Adam handed out a financial report through October 2019. Adam and the Executive Board reviewed the financials in some depth. Adam noted that revenues exceeded expenses by about \$45,000. Adam noted that we are 33% of the way through the year, our expenses are at 36% of budget and our revenues are at just over 40%. This is healthy, but Adam reminded the Executive Board that we have also billed DHCD \$55,000 for the second quarter and have collected dues for the entire year. These two pre-billed items account for all of the excess billing. Adam reviewed all other revenue programs. Much of the funding we did not collect last year will carry into this year. Adam believes we will be in good budgeting shape moving forward.

Nick Causton moved to accept the Treasurer's Report as presented. Shannon Haggett seconded the motion, which all approved.

COMMITTEE REPORTS

Adam noted the Act 250, Energy, Local Government and Natural Resources have not met since they provided their updates at the last Full Commission meeting.

Economic Development Committee: Ross noted that the Economic Development Committee had met and began to review the Sector goals created by representatives from each sector that we asked to help us. Ross also noted that some of the responses were difficult to address, so we are resoliciting the information in a specific format.

Transportation Advisory Committee: The TAC heard a presentation from Jim Gish on the Middlebury Tunnel project. Mike also outlined VTrans new priority system and the TAC chose to submit 4 projects for prioritization under the new system: 1. The Vergennes Economic Corridor; 2. Route 125 safety improvements; 3. The Exchange Street Roundabout; and 4. The State's Prison Hollow Road/Silver Street Intersection Improvement project in Monkton.

Housing Committee: The Housing Committee met and continued its work revising the regional plan. It performed editorial and layout work and created new goals and policies. It hopes to have a complete draft of the plan for presentation to the Full Commission by February of 2020.

OLD BUSINESS

Water Quality Service Provider: Adam did not have anything new to bring to this conversation.

Audit Review with Vance DeBouter: At 7:00 p.m. the Executive Board held a teleconference with Vance DeBouter, ACRPC's auditor about his work for the most recent year. Vance walked the Executive Board through the highlights of the audit. He was here the week of October 21st and performed his review of the Commission's finances. Vance noted it was a "clean" audit. He did not find any material misstatements or failures of internal controls. ACRPC lost just under \$6,000 in 2019. Vance also noted that he restarted the audit from 2018 to adjust for some revenue that ACRPC booked in 2018, but was unable to collect related to the Category A road inventories it conducted on behalf of its member municipalities. Adam explained that ACRPC created an App to make data collection duplicable and more efficient for our towns. We billed VTrans for the full value of the grant under the assumption VTrans would recognize the value of the app. VTrans only paid for the actual hours worked, not for the value of the product. The change reduced the surplus ACRPC earned in 2018 down to just \$163.

Holiday meeting Schedule: The next Executive Board meeting will be January 22, 2020.

Other: Adam released the Municipal Planning Grant Application results.

NEW BUSINESS

Recommended Dues for FY 2021: Adam handed out a worksheet showing our current dues structure and then potential funding scenarios including no increase, a 3 cent

per capita increase and a six cents per capita increase. Because the Region's population is shrinking according to the health department projections, level dues actually resulted in a decreased budget. After some discussion, including Adam's recommendation, Steve Pilcher moved that the Executive Board recommend a 3-cent per capita increase in dues of next year FY 2021. Ross Conrad seconded the motion. All approved.

Other: None.

Member's Concerns/Information: Shannon noted that Vergennes was one of the 6 communities chosen statewide to work with the Congress for New Urbanism and Vermont Department of Housing and Community Development to develop housing friendly bylaws. Katie will attend the meetings on behalf of ACRPC.

Shannon was also looking for zoning fee rates from other communities. Adam noted ACRPC did not keep the data but could ask for it at the next ZA Roundtable.

ADJOURNMENT

Tim Davis moved to adjourn. Shannon Haggett seconded the motion. All approved and the meeting adjourned at 7:42 p.m.

Respectfully submitted,
Adam Lougee