

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
August 22, 2018

The Addison County Regional Planning Commission's Executive Board held a make-up meeting for its June meeting and its first meeting of the new board at the Regional Planning Commission's office in Middlebury with Chair, Diane Benware, presiding.

ROLL CALL

Ferrisburgh Tim Davis
Leicester Diane Benware
Lincoln Steve Revell
Middlebury Ted Davis
Shoreham Nick Causton
Monkton
Vergennes Shannon Haggett

STAFF: Adam Lougee, Director

Diane opened the meeting at 6:30.

MINUTES

July 18, 2018 Minutes: Steve Revell moved to adopt the July 18, 2018 minutes. Nick Causton seconded the motion. The motion passed by a voice vote with Shannon Haggett abstaining.

TREASURER'S REPORT

Adam handed out an unadjusted statement for FY 2018 ending June 30th. He noted that revenues exceeded expenses for the end of the year. He does not expect the adjustments to change that conclusion as we have very little depreciable equipment at this point. However, he cautioned he was having some trouble with one of the receivables concerning the Cat A grants. After some discussion of that issue, **Steve Revell moved to accept the Treasurer's Report as presented. Shannon Haggett seconded the motion which all approved.**

COMMITTEE REPORTS

Act 250/248, Energy, Local Government, Natural Resources.
Adam reported no activity since the last meeting.

Transportation: Shannon reported the TAC enjoyed a presentation from Stantec regarding how they would proceed concerning the Truck Mitigation Study for Route 22A. Additionally, the TAC reviewed grant applications from several municipalities for planning work.

OLD BUSINESS

Audit for FY2018: Adam reported Vance is scheduled to begin the audit on site on September 17th. He also understands ACRPC will go to competitive bid for auditors next year.

Committees/Committee Assignments: Adam noted that he asked the Full Commission to choose their committee assignments at the July meeting. He supplied the Board with a form depicting each committee and the respective requests of each commission member. The E Board reviewed the requests and composed the committees. A copy of memorandum noting their committee assignments is attached as Exhibit A and will be distributed at the Full Commission meeting in September. Anyone not appointed to a committee and desiring to serve, or desiring to serve on an additional committee should speak with Adam or a member of the Executive Board.

Financial Policy/ Personnel Policy: Adam noted that he believes ACRPC needs to spend some time re-writing its Financial and Personnel Policy this year. He requested a small committee made up of at least one Executive Board member and one staff member to work on the Personnel Policy. The Executive Board took care of this item when making committee appointments.

Review of Executive Director: The Board completed its review of the Director. It noted that it is generally pleased with the work that he and ACRPC's staff do. In Local Government meetings with numerous stakeholders last year, all praised the help ACRPC and its staff offered. Recommendations for the Executive Director to focus on next year included improving the website and digital systems notifying the commissioners and public of various events, trainings and meetings, and improving the general visibility of ACRPC to the general public by marketing and highlighting the work it accomplishes.

Other: At the full Commission meeting in July the Commission held a general discussion regarding what financial information the group should receive and when they should receive it. Many would like it included in the packet rather than handed out at the meeting. Adam noted he could include the Executive Board's Monthly Budget in the package and then supplement that with an up to date balance sheet at the meeting. **The Executive Board agreed this would be appropriate and asked Adam to implement that change for the September meeting.**

NEW BUSINESS

Other: Adam informed the Board that Josh Donabedian, ACRPC's Transportation Planner had left to seek other opportunities at the State Natural Resources Board. ACRPC has placed ads for the position in numerous local and national publications and groups. Adam hopes to act on this as soon as he can. Adam also informed the Board that Nicole Boudah's Service Term for Americorps ended in August. Nikki chose to move out to California. ACRPC has another Americorps service member, Allie Dinwiddie starting in September.

ADJOURNMENT

Tim Davis moved to adjourn. Steve Revell seconded the motion. All approved and the meeting adjourned at 8:35 p.m.

Respectfully submitted by
Adam Lougee