

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
September 26, 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*  
*Monkton* Steve Pilcher  
*Vergennes* Shannon Haggett

STAFF: Adam Lougee, Director

Diane opened the meeting at 5:30.

**MINUTES**

**August 22, 2018 Minutes: Ted Davis moved to adopt the August 22, 2018 minutes. Steve Revell seconded the motion. The motion passed by a voice vote with Stephen Pilcher abstaining.**

**TREASURER'S REPORT**

Adam handed out an adjusted statement for FY 2018 ending June 30<sup>th</sup>. 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. After some discussion, **Steve Revell moved to accept the Treasurer's Report as presented. Shannon Haggett seconded the motion which all approved.**

As Vance Debouter, ACRPC's auditor, was available to speak, Diane moved Old Business up on the agenda and welcomed Vance.

**OLD BUSINESS**

Audit for FY2018: Vance Debouter, ACRPC's auditor, joined the Executive Board to discuss his audit of FY2018. Vance noted he is ¾ complete with the audit. He confirmed that he expects ACRPC will finish the year with a stable, positive fund balance. He reported that to date he has found no significant issues. The books are very detailed and easy for him to understand at

this point. He expects to have the final audit available for the Executive Board at its October or November meeting, giving time for the Full Commission to approve it in November or December, prior to the time when it is due to ACRPC's funding agencies. The Executive Board thanked Vance for his report and returned to Committee Reports.

## **COMMITTEE REPORTS**

### Act 250/248, Energy, Local Government, Natural Resources.

Adam reported no activity since the Full Commission meeting but noted that Act 250/248 and Energy would meet on October 2<sup>nd</sup> and that he believed the Natural Resources Committee would meet just prior to the Full Commission meeting on October 10<sup>th</sup>.

Transportation: Shannon reported the TAC enjoyed a presentation from Stantec regarding how they would proceed concerning the Truck Mitigation Study for Route 22A, getting a preview of the public slide show to be presented at the Vergennes Opera House on September 26<sup>th</sup>. Additionally, the TAC reviewed grant applications from several municipalities for planning work and awarded funds to Ripton to study a bridge in its center connecting the Old Turnpike to the village and to Monkton to study the intersection of Hollow Road and Silver Street in its Monkton Ridge village area.

## **OLD BUSINESS (Continued)**

Committees/Committee Assignments: Adam noted that at the Full Commission he had offered Commissioners the opportunity to speak with him or a member of the Executive Board if they wanted a different Committee assignment. He noted that he had not heard from anyone. No one had contacted any other members of the Executive Board, so the board took no action to change its committee appointments.

Energy Plan, Public Hearing with Public Service Department: Adam announced that he had recently received a hearing notice when the Public Service Board will hold its hearing on the ACRPC's Energy Plan that it passed at its July 18<sup>th</sup> meeting. The hearing will be at ACRPC's office at 6:00 p.m. on October 15<sup>th</sup>. Adam invited the Board to attend, noted it would be in the newsletter and that he would also ask the Energy Committee to attend.

Other: Adam noted that he was still looking for a Transportation Planner. He has some good candidates, has had phone interviews with 4 candidates, would conduct 2 more by the end of the week and then would invite 3-4 back for full interviews with the goal of reaching an agreement by the end of October.

## **NEW BUSINESS**

Building Lease. Adam reported that he had received some good news from REMORA, the Commission's landlord concerning its lease of 14 Seminary Street. REMORA believes it has reached an agreement with other tenants within this property and may no longer pursue redeveloping the property. If that is the case, REMORA will extend ACRPC's lease for an

additional 5 – 10 years on the current terms. The Executive Board likes this space for the Commission and encouraged Adam to pursue extending the lease.

Other: The Executive Board requested that Adam include Committee Minutes that would require action by the full Commission in the commission package prior to the meeting.

## **ADJOURNMENT**

**Tim Davis moved to adjourn. Steve Revell seconded the motion. All approved and the meeting adjourned at 6:25 p.m.**

Respectfully submitted by  
Adam Lougee