

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
September 23, 2020

The Addison County Regional Planning Commission's Executive Board held its monthly meeting via Zoom with Chair, Stephen Pilcher, presiding.

ROLL CALL

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| <i>Middlebury</i> | Ross Conrad |
| <i>Monkton</i> | Stephen Pilcher Wendy Sue Harper |
| <i>Panton</i> | Jamie Dayton |
| <i>Ripton</i> | Jeremy Grip |
| <i>Vergennes</i> | Shannon Haggett |
| <i>Whiting</i> | Ellen Kurrelmeyer |

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:33

MINUTES

Minutes: Shannon Haggett moved to adopt the August 26, 2020 minutes. Wendy Sue Harper seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Adam did not distribute a Treasurer's Report. Adam apologized and said he would deliver it shortly after the meeting and invited questions. The Board tabled the item.

COMMITTEE REPORTS

Act 250: Adam noted the Committee had not met. There have been no significant Act 250 or Section 248 applications filed.

Energy: The Committee will meet again October 6th for a Button Up event and jointly with the Local Government Committee to review enhanced energy plans.

Local Government: The Local Government Committee and Energy Committee will host a public hearing in Panton in October and report their findings at the full Commission meeting.

Natural Resources: The Committee has not met.

Economic Development Committee: The Economic Development Committee has not met.

Transportation Advisory Committee: The TAC met in September. It awarded TAC grants put the TAC grants.

Housing Committee: The committee continues to work on the housing plan.

OLD BUSINESS

Clean Water Quality Service Provider: Adam noted that ANR is still making rules for the process. Adam and Mike are representing ACRPC in that process and focusing on making the rules as supportive of and simple to navigate for applicants as possible.

Meetings, Including Committees, Full Commission and Annual Meetings. Adam reviewed ACRPC's Covid – 19 policy with the Executive Board. He noted that meetings would remain remote and the status of the office would remain partially open, the same as last meeting.

Broadband Innovation Grant and Communications Union Districts: Adam noted that ACRPC had received the grant for \$60,000 and that the consultants had started work. They hope to have the feasibility study completed by the end of October. He also noted that the Addison County CUD had 12 members and that held its organizational meeting on September 9th. Adam also reported he had secured two grants, one for \$10,000 and one for \$100,000 for ACCUD.

Audit for 2019: Adam noted he had spoken with Vance. Vance will conduct the audit the week of October 26th and help with the transition to electronic book-keeping.

Committees/Committee Assignments: Neither Adam nor the Executive board had received any additional requests for committee assignments.

EDA/CEDS Application: Adam noted he had not heard any news on the results of this grant application.

Personnel Matters: Adam stated that while he was sorry to do it, he was moving forward with the hiring process for a new GIS Manager and Office Manager. He asked for a budget of up to \$4,000 to advertise both positions. After some discussion, **Ellen Kurrelmeyer moved to support a budget amendment of up to \$4,000 for advertising to commit to hire two positions. Wendy Sue Harper seconded the motion. All approved.**

Systems Updates: In September Adam discussed using our existing knowledge to upgrade two systems, the financial system and the website. At that time the board agreed. Kevin helped Adam put out three bids to update the website. After receiving the bid returns, Adam recommended to the Executive Board that we use Scout digital out of Burlington to revise the website and requested that they allocate up to \$10,000 to do that work. **After discussion of the merits of the proposals and the items to be changed on the website, the Board unanimously approved Adam's request to use Scout Digital for up to \$10,000. Adam will revise the budget to reflect both initiatives and present it to the Full Commission in October.**

Other: None.

NEW BUSINESS

Other: None.

Member's Concerns/Information: None.

ADJOURNMENT

Ellen Kurrelmeyer moved to adjourn. Shannon Haggett seconded the motion. All approved and the meeting adjourned at 7:00 p.m.

Respectfully submitted,
Adam Lougee