

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
February 26, 2020

The Addison County Regional Planning Commission's Executive Board held its monthly meeting at the Regional Planning Commission's office in Middlebury with Vice-Chair, Stephen Pilcher, presiding.

**ROLL CALL**

*Ferrisburgh* Tim Davis  
*Leicester*  
*Middlebury* Ross Conrad  
*Shoreham* Nick Causton  
*Monkton* Stephen Pilcher  
*Vergennes* Shannon Haggett  
*Whiting* Ellen Kurrelmeyer

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:32

**MINUTES**

**Minutes: Nick Causton moved to adopt the January 21, 2020 minutes. Shannon Haggett seconded the motion. With minor modifications to the minutes, the motion passed unanimously by a voice vote.**

**TREASURER'S REPORT**

Adam handed out a financial report through January 2020, about 58% of the way through the fiscal year. Adam and the Executive Board reviewed the financials in some depth. Adam noted that revenues exceeded expenses by about \$35,000. Adam noted that our expenses are at 61% of budget and our revenues are at just over 66%. This is healthy, but Adam reminded the Executive Board that we have also billed DHCD \$55,382 for the 3rd 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.

**Shannon Haggett moved to accept the Treasurer's Report as presented. Ellen Kurrelmeyer seconded the motion, which all approved.**

## **COMMITTEE REPORTS**

Act 250: Adam noted the Committee had not met since the report it gave at that last full commission meeting. Adam did attend the site visit to VELCO's proposed New Haven Control Facility to coordinate ACRPC's participation on that project with the Town of New Haven. No meeting is planned for March because of lack of permitting activity to review.

Energy: The Energy Committee and Local Government Committees will meet Tuesday, March 9<sup>th</sup> to host a hearing with the Town of Weybridge Planning Commission to review and approve Weybridge's Town Plan, which includes an enhanced energy section. Additionally, on March 31<sup>st</sup> the Energy Committee will host a round table for Town Energy Committees to begin providing the support they need to implement their enhanced energy plans.

Local Government: See Energy.

Natural Resources: The Committee has not met since the last Full Commission meeting. They are reviewing the Clean Water service Provider RFP.

Economic Development Committee: Adam noted the Economic Development Committee had not met. Adam stated he needs to go out and work one on one with some of our sector representatives.

Transportation Advisory Committee: The TAC heard a presentation from VTrans on autonomous driving vehicles and municipalities options to opt into the program. It also finalized its comments on the TCI proposal (Shown on ACRPC's website) started to look at the regional priorities it will vote on in March and heard a review of projects in the Region.

Housing Committee: Tim and Ellen reported that a representative of the landlord's association visited the committee last meeting and made suggestions for policies that would help promote the development of small-owner financed rental units.

## **OLD BUSINESS**

Water Quality Service Provider: Adam and the Board discussed ACRPC's role in the Clean Water Service Provider Position. Adam noted that the RFP has been released. Responses are due by May 8<sup>th</sup>. In the meantime, he has the Natural Resources Committee reviewing it. Also, other RPC's are holding meetings with stakeholder groups, similar to the meeting ACRPC held in the Otter Creek Watershed. Adam now expects to ask the full Commission for a vote in April.

Other: None.

## **NEW BUSINESS**

ACRPC's Charging Stations: Adam informed the Board that the software on ACRPC's second charging station failed in February, leaving ACRPC with no working charging stations. Adam and Mike have tried to secure additional funding through VTrans to repair the data delivery

components, but failed. Mike was able to find a rebate from GMP that will cover half the cost, bid out the electrical work and secured last year's pricing if we act by the end of February (Last year's pricing saves \$2,000). Mike believes with the GMP grant and the low electrical bid we can install two new digital stations, with four, 220volt chargers for under \$4,000. This item is not in our budget so Adam is requesting that the Executive Board approve the expenditure. **Ellen Kurrelmeyer moved to approve expending up to \$4,000 to replace the charging stations, provided staff re-visits its pricing policy to ensure the system operates optimally. Shannon Haggett seconded the motion, which passed unanimously.**

Annual Meeting Program: The Board discussed several good opportunities for speakers and Adam will investigate and report back.

Nominating Committee: Adam reported that Tim Bouton and Althea Holzapfel volunteered to serve on the Nominating Committee. The Executive Board also noted that three of its current members were leaving the executive Board this year after 5 years of service and that generally an outgoing member serves on the Nominating Committee. Tim Davis volunteered to serve. **Shannon Haggett moved that the Executive Board recommend the following slate to serve as the Nominating Committee: Tim Bouton, Arabella Holzapfel and Tim Davis. Nick Causton seconded the motion, which all approved.** The Full Commission will elect a Nominating Committee in March to present a Slate of officers at the April meeting for a vote at the annual meeting in May.

Vermont Municipal Employees Retirement System (VMERS): Adam provided the Executive Board with some information on the VMERS system and noted ACRPC was eligible to become a member if it chooses to do so. Adam noted he was not asking for benefits to increase, but for potentially offering a different benefit structure. He requested permission to investigate joining VMERS and to allow each employ to investigate how it would benefit/impact each of them. **After a significant discussion, the Board authorized Adam to investigate the program, with staff, and report a recommendation back to the Board.**

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 8:05 p.m.**

Respectfully submitted,  
Adam Lougee