

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

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

ROLL CALL

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

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:30

MINUTES

**Minutes: Wendy Sue Harper moved to adopt the July 22, 2020 minutes. Shannon Haggett seconded the motion. The motion passed unanimously.**

TREASURER'S REPORT

Adam distributed a Treasurer's Report prior to the meeting. He reviewed the financials in some depth. Adam noted cash flow was in good shape with a considerable amount of new invoicing. Revenues for year end June 30, 2020 are slightly greater than expenses, so we should end 2020 in the black. Next year continues to be uncertain, but is looking better than it did in June. We will revisit the FY 21 budget in October after the special legislative session wraps up. **Shannon Haggett moved to accept the Treasurer's Report as presented. Jamie Dayton seconded the motion, which passed unanimously.**

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 met in August to review the new energy standards. It will host its next event in September and will meet jointly with Local Government.

Local Government: The Local Government Committee and Energy Committee will host a public hearing in Vergennes in August and Panton in October and reported 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 August. It put the TAC grants back out to get more applications in September. It also discussed roadside mowing, the triangle bike loop and the Walk/Bike Summit, which ACRPC will put off until Spring 2021.

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

## **OLD BUSINESS**

Clean Water Quality Service Provider: Adam noted that ACRPC was chosen as the successful applicant from Basin 3, Otter Creek. ANR is 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 he was excited to start work. He also noted that the Addison County CUD now had 12 members and that it would hold its organizational meeting on September 9<sup>th</sup>. 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 in October and help with the transition to electronic book-keeping.

Committees/Committee Assignments: The Executive Board reviewed the Committee requests it received from the membership and made committee assignments. **The Committee assignments will be distributed to the Commission at the September full Commission meeting.**

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

Other: None.

## **NEW BUSINESS**

Personnel Matters: Adam stated he was sorry to announce that both Pauline and Kevin had decided to retire this fall. Pauline will close out FY 2020 and the audit process and will retire shortly after that. Kevin will retire at the end of December. Adam noted he is very sorry to see both of them leave after long careers with ACRPC. Pauline will have been with the Commission 48 years and Kevin over 25 years. We will miss both of them.

Systems Updates: Before Kevin and Pauline leave, Adam would like to use their knowledge to upgrade two systems, the financial system and the website. As noted above, Adam would like extra support from Vance during the financial transition. Adam will revise the budget to reflect both initiatives and present it to the full Commission in October. The Executive Board agreed it was critical to update our systems to help with this transition and to meet our obligations in the future.

Other: None.

### **Member's Concerns/Information:**

## **ADJOURNMENT**

**Jamie Dayton moved to adjourn. Shannon Haggett seconded the motion. All approved and the meeting adjourned at 7:40 p.m.**

Respectfully submitted,  
Adam Lougee