

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING

December 2, 2020

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

ROLL CALL

*Middlebury* Ross Conrad  
*Monkton* Stephen Pilcher  
Wendy Sue Harper  
*Panton* Jamie Dayton  
*Ripton* Jeremy Grip  
*Vergennes* Shannon Haggett  
*Whiting*

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:32

MINUTES

**Minutes: Shannon Haggett moved to adopt the October 28, 2020 minutes. Jamie Dayton seconded the motion. The motion passed unanimously.**

TREASURER'S REPORT

Adam delivered an updated Treasurer's Report. He noted that through October 31<sup>th</sup> Revenues exceed expenses by about \$1,000, but with none of October's receivables included. He also noted that ACRPC had more than \$300,000 in equity between cash and receivables. Ross Conrad asked about the Worker's Comp policy. Adam could not answer his question, **but will get back to him. Shannon Haggett moved that the Executive Board 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: No meeting, Adam believes the committee will sponsor a meeting later in December on efficient wood heat.

Local Government: No meeting.

Natural Resources: The Committee has not met since immediately prior to the full commission meeting two weeks ago.

Economic Development Committee: The Economic Development Committee has not met and will not meet until the CEDS process starts to move forward.

Transportation Advisory Committee: The TAC met in November. It received a presentation from Mary Claire Crogan of Tri-Valley Transit (formerly ACTR) on Covid's impact on transit, discussed a mutual aid agreement between the Road foremen which ACRPC will facilitate and discussed the Planning and Environmental Linkages Study that ACRPC will help VTrans administer reviewing the Vergennes Economic Corridor.

Housing Committee: The committee continues to work on the housing plan and will meet next week.

## **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. Rules go to public hearings and legislative committees shortly.

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, but limited to no more than 2 people at any given time, 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 expect to complete the feasibility study and business plan. The feasibility study is completed and has been sent to DPS for approval. They will begin working on the business plan shortly. He also noted that the Addison County CUD has 16 members. Adam reported that the Executive Committee, led by Steve Huffaker of Ferrisburgh has been working hard to utilize the CARES grant ACCUD secured to advance its organizational development. Adam has been providing counsel, administrative and financial support and writing grants for ACCUD, now dba Maple Broadband.

Audit for FY 2020: Vance DeBouter joined the executive Board meeting via zoom and walked them through the audit. He noted that he gave ACRPC an unmodified opinion, which is as good as audits get. He also noted that ACRPC's net assets increased by about \$19,000 in FY 2020, a pretty good outcome given all that happened. The Board thanked Vance for his presentation and **instructed Adam to include the draft audit in the Full Commission's agenda for acceptance.**

EDA/CEDS Application: Adam noted that EDA has approved the grant application, and ACRPC has received a sub-contract from CCRPC. ACRPC will receive about \$27,000 over the next 2 years, over half in this fiscal year. It will use the money for economic development planning with ACEDC.

Personnel Matters: Adam stated that he has been working on making the December full commission meeting about thanking Pauline and Kevin for their long tenures with ACRPC. He has presents chosen from the Commission for each of them.

Adam stated that he had also hired for both positions. Dr. John Van Hoesen will work on GIS projects and April Clodgo will serve as office manager. Adam will report more about John and April in January, after they start.

Systems Updates: Adam noted that Kevin continues to lead the website improvements with Scout Digital. The work is underway and progressing smoothly for a timely completion prior to Kevin's departure. April will be implementing an electronic accounting system in the QuickBooks software.

Other: None.

## **NEW BUSINESS**

Revised Budget: Adam presented the Executive Committee with a revised budget that he believes will reflect the current fiscal year's programs, revenues and expenditures better than the interim budget passed in May. He noted that the budget before the Executive Committee was very similar to that which he presented at the full commission meeting. He explained the differences. Jeremy Grip moved that the Executive Board approve and recommend the budget to the Full Commission, Shannon Haggett seconded the motion, which passed unanimously.

Municipal Dues for FY 2022: **After a very short discussion, the board voted unanimously to recommend that the commission keep dues level funded for FY2022.**

Other: None.

**Member's Concerns/Information: None.**

## **ADJOURNMENT**

**Ross Conrad moved to adjourn. All approved and the meeting adjourned at 8:00 p.m.**

Respectfully submitted,  
Adam Lougee