

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
March 25, 2020

The Addison County Regional Planning Commission's Executive Board held its monthly meeting via Zoom and at the Regional Planning Commission's office in Middlebury with Chair, Diane Benware, presiding.

**ROLL CALL**

<i>Ferrisburgh</i>	Tim Davis
<i>Leicester</i>	Diane Benware
<i>Middlebury</i>	Ross Conrad
<i>Shoreham</i>	Nick Causton
<i>Monkton</i>	Stephen Pilcher
<i>Vergennes</i>	Shannon Haggett
<i>Whiting</i>	Ellen Kurrelmeyer

STAFF: Adam Lougee, Director

Diane opened the meeting at 6:35

**MINUTES**

**Minutes: Shannon Haggett moved to adopt the February 26, 2020 minutes. Nick Causton seconded the motion. The motion passed unanimously by a Roll Call vote.**

**TREASURER'S REPORT**

Adam handed out a financial report through February 2020, about 66% of the way through the fiscal year. Adam noted that account balances are in good shape. Adam and the Executive Board reviewed the financials in some depth. Adam noted that revenues exceeded expenses by about \$53,000. Adam noted that our expenses are at 70% of budget and our revenues are at just over 77%. This is healthy, but Adam reminded the Executive Board that we have also billed DHCD \$55,382 for the 4th 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 at least until the end of the year when the current contracts begin to expire.

**Stephen Pilcher moved to accept the Treasurer's Report as presented. Nick Causton seconded the motion, which all approved via Roll Call vote.**

## **COMMITTEE REPORTS**

Act 250: Adam noted the Committee had not met since the report it gave at that last full commission meeting.

Energy: The Energy Committee and Local Government Committees have postponed their public hearings with the Town of Salisbury and the City of Vergennes.

On April 1<sup>st</sup> at 3:00 p.m., the Energy Committee will host a meeting for Town Energy Committees in which the Energy Action Network will update its database on energy usage in Vermont with a focus on Addison County and its towns.

Local Government: See Energy.

Natural Resources: The Committee has not met since the last Full Commission meeting.

Economic Development Committee: Adam noted the Economic Development Committee had not met.

Transportation Advisory Committee: The TAC met via Zoom and completed its work regarding setting priority projects in the Region.

Housing Committee: The Committee has not met since the last Full Commission meeting.

## **OLD BUSINESS**

Water Quality Service Provider: Adam noted not a lot has changed since the full Commission meeting. Adam still expects to ask the full Commission for a vote in April, but would like to discuss that later in the agenda when discussing how to conduct meetings in the age of the corona virus.

Nominating Committee: Tim reported the Committee had not met. Tim stated he would reach out to the other members of the Executive Board to see who desired to remain in the mix for serving on the Executive Board and would reach out to the other members of the Nominating Committee.

Vermont Municipal Employees Retirement System: Adam noted he had taken no action in investigating this since the last meeting.

ACRPC's Charging Stations: Adam noted that they were mostly installed, but we are waiting on one other piece of equipment. When that comes in, as soon as we can get an electrician, they should be ready to go in a couple of hours.

Other: None.

## NEW BUSINESS

Meetings including the Full Commission, Committees and Annual Meeting: The Board discussed how it would continue to do its business. Adam recommended that the Full Commission go forward as a Zoom meeting, but with an agenda limited to essential business including the Report of the Nominating Committee, and update for all on the Corona virus and the Commission's work and a discussion regarding and vote on whether ACRPC responds to the RFP for the Clean Water Service Provider.

Regarding the Annual Meeting, the Board decided it would recommend we also proceed with the May meeting via Zoom, doing official business only. It will recommend that the Commission postpone its dinner, speaker and awards until another time when it can meet in person.

Lastly, Adam noted he would leave whether committees met up to the Committee chair and the staff member responsible. The Executive Board will move forward on its regular agenda via Zoom meeting. Adam did not he expected public hearings would be postponed until it would be easier to promote public participation. Adam will ask each staff member to reach out to their committee chair and then craft a note to all committees.

Operations Policy for Covid -19: Adam distributed a new draft policy on operations during Covid -19. He noted he had updated the version he had distributed at the full Commission meeting to reflect current conditions, largely enforcing the Governor's stay at home order. Adam noted all staff is working from home and that ACRPC members are conducting meetings via Zoom. One staff member goes into the office daily to get mail, review messages and take care of other tasks that cannot be done remotely.

Stephen Pilcher suggested that Adam make sure the policy contained clear direction to provide the public to participate in all meetings and noted that everything should be posted to the website well in advance of the meeting.

Preliminary Budget for FY2021: Adam shared a VERY preliminary budget for 2021 with the board. The budget assumed all programs would move forward at current funding levels. If that assumption is true, the preliminary budget projects about a \$25,000 deficit. Adam stated he did not try to refine it further at this time because too much is in flux. The Executive Board agreed and noted that we should keep working on it until June. Hopefully things will become clearer.

Other: None.

**Member's Concerns/Information:** Nick noted that ACRPC would really need to jealously guard its cashflow in the months moving forward.

## ADJOURNMENT

**Tim Davis moved to adjourn. Ross Conrad seconded the motion. All approved by roll call and the meeting adjourned at 7:33 p.m.**

Respectfully submitted,

Adam Lougee