

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
March 24, 2021

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
Vergennes Shannon Haggett
Whiting

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:33

MINUTES

Minutes: Shannon Haggett moved to adopt the February 24, 2021 minutes. Ross Conrad seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Adam delivered the report through the month of February. He noted that cash on hand as of February 28th was down below where he liked it, but also noted that we had a very high amount of receivables, so he expected the cash to recover shortly. However, the figures in the monthly budget report for February showed a sharp drop in revenues under expenses, by approximately \$50,000. Adam noted he had anticipated some of the loss given that our cash flow increases quarterly since that is when we bill a lot of our programs. However, its size surprised him. It is caused a little by a one-time payout to Kevin Behm on his retirement, but that should not have driven a number of this size. Adam noted he would review the report with April to make sure it is accurate and check it against the end of March, when we should have increased revenues. Shannon moved to accept the Treasurer's Report as presented. Jamie seconded the motion, which passed unanimously.

COMMITTEE REPORTS

Adam noted that the Act 250, Natural Resources, Local Government, and Economic Development committees have not met since the full commission.

Transportation Advisory Committee: Shannon noted the TAC met in March. It received a presentation entitled, “Making Rural Communities Safer for Walkers and Bikers” from Jon Kaplan, it started its project prioritization process and received updates on the State Rail and Aviation Plan from Mike.

Housing Committee: The committee continues to work on the housing plan, has commented on the draft. Katie is compiling the committee’s comments into the draft.

OLD BUSINESS

Clean Water Quality Service Provider: Adam noted that ANR has nearly completed its rule-making process. More importantly for ACRPC, they have started a budgeting process focusing on setting up the organizational structure of the Clean Water Service Providers/Basin Water Quality Councils for each basin. Adam submitted the budget as authorized at the last full commission meeting. He does not expect a response until late May.

Maple Broadband (“ACCUD”): Adam noted that ACRPC continues to support ACCUD, Maple Broadband. He also noted that Maple Broadband has an excellent Executive Committee, led by Steve Huffaker of Ferrisburgh. They have been doing a lot of work. They are currently working on choosing an operator and looking for funding. They have signed a Memorandum of Understanding with Waitsfield Champlain Valley Telecom (“WCVT”) and are working on negotiating an operating agreement.

EDA/CEDS Project: Adam noted that the EDA CEDS project is underway. EDA has approved the grant application, and ACRPC has received a subcontract from CCRPC. ACRPC will receive about \$27,000 over the next 2 years, over half in this fiscal year. ACRPC has a lot of work in this first quarter. It is in charge of creating the public participation plan. That plan is nearly complete, as is the RFQ the group will release for a consultant to help it conduct outreach to disadvantaged community members. ACRPC intends to work with ACEDC to use this process for economic development planning. Adam expects the Economic Development Committee to start again soon.

Personnel Matters: Adam stated that the staff transitions have been going very well. John has been working since January 4th, understanding Kevin’s files and helping revamp ACRPC’s technology systems. Similarly, April and Pauline are working well together and making a lot of progress. Pauline continues to work helping April become familiar with our files and systems as she loads 6 months of data into QuickBooks. Adam expects Pauline will retire shortly and that April will migrate payroll to Pay Data and institute a lot of other changes to electronic book-keeping.

Systems Updates: Adam noted that the website improvements with Scout Digital continue and should be completed by the middle of March. Adam also noted he would be switching to Google Meet instead of Zoom next month as part of our conversion to a Google Suite of tools. We will start work on the telephone system once the website is completed.

Other: The Executive Board discussed the American Recovery Plan money municipalities in the Region will be receiving. Adam noted if we count both the municipal and county money, which will be transferred to the towns directly, it totals about \$10.5M, or about \$300/per person per municipality. The Executive Board encouraged staff to work with ACEDC to be ready to help municipalities invest their money wisely on infrastructure and to support municipal cooperation for larger infrastructure projects. Adam noted Maple Broadband was creating a regional proposal and that he would invite Steve Huffaker, the chair, to present it at the next full commission meeting.

NEW BUSINESS

Draft Budget: Adam distributed a draft budget before the meeting. He noted it is very preliminary at this time since the state has not passed its budget. The good news is that on the first draft the cash flow projected positive. Expenses are largely projecting flat. Adam expects new project money for the CWSP and also stemming from the Federal American Rescue Plan will improve the budget before the vote for its approval in June.

Other: None.

Member's Concerns/Information:

ADJOURNMENT

Shannon Haggett moved to adjourn. All approved and the meeting adjourned at 7:55 p.m.

Respectfully submitted,
Adam Lougee