

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
May 26, 2021

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

ROLL CALL

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

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:35

MINUTES

**Minutes: Jamie Dayton moved to adopt the April 28, 2021 minutes. Jeremy Grip seconded the motion. The motion passed unanimously.**

TREASURER'S REPORT

Adam delivered the report through the month of April. He noted that cash on hand as of April 30th was strong and had recovered as he expected. He also noted the figures in the monthly budget report for April reflected all expenses, but not all receivables. For this reason, revenues lagged expenses. by approximately \$10,000. Adam noted that by the Full Commission in June he and April will add the receivables and Adam expects revenues will exceed expenses. Wendy Sue Harper **moved to accept the Treasurer's Report as presented. Jeremy seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Steve Pilcher the Chair joined the meeting and took over its facilitation.

Adam noted that the Act 250, Local Government and Natural Resources committees have not met since prior to the Full Commission meeting. The Energy Committee is invited to a meeting on June 8th that the Department of Public Service is using to Kick off its Comprehensive Energy Plan. Staff will be presenting from the Addison Plan at that meeting. The Local Government Committee will also meet in June to review the Bristol Town Plan.

Transportation Advisory Committee: Shannon noted the TAC had a busy meeting in May . It had a presentation on the Vermont Freight Plan, discussed the I-89 Plan Corridor improvements that CCRPC is discussing and noted the PELS study is moving forward for the portion of the region around Vergennes and its neighboring communities. Shannon noted the TAC will be sending two recommendations to the full Commission for action next month. The first requests that VTrans amend the freight study to acknowledge the importance of the Route 22A corridor. The second recommends supporting improving Exit 13 as a part of the I-89 corridor study and is conflicted over support for improving Exit 12B, which would exit to ROute 116. Shannon noted Mike is seeking more information on that issue.

Housing Committee: The committee continues to work on the housing plan. Katie has a draft nearly completed for distribution back to the Committee. She hopes to have a draft for the full commission to review this summer.

Economic Development: Adam noted that we will be holding a joint meeting with ACEDC on **Thursday June 10th at 6:00 p.m.** to share information about the region and seek input from regional groups for the CEDS plan we are creating and our respective Economic Development Plans.

## **OLD BUSINESS**

Personnel and Systems Updates: Adam stated that the staff transitions continue to progress well, even in spite of April's unexpected move. We have made a ton of progress regarding our systems updates, which Adam shared in a brief memo John created. Highlights include improvements to the website, file storage systems, telephone system, quickbooks for accounting, Pay Data Systems for payroll and timekeeping. Adam discussed the process for approval of checks and payroll with April physically distant. **Steve requested that Adam and April review the checks and balances in the new system to ensure ACRPC's funds remain protected.**

ARPA and other State Recovery Funding: The Executive Board discussed the American Recovery Plan money municipalities in the Region will be receiving. Adam noted guidance was out and Shannon shared a link to the presentation that VLCT and the RPC's had put together. Adam noted he had not received any requests for towns, but that he had continued to speak with Maple Broadband, ACEDC, and some municipal leaders about the use of the funds. **Steve Pilcher suggested that ACRPC could help by putting together decision making policy guidance for Towns regarding how they make decisions regarding how to spend the funding and documenting that process and how the money was spent.**

Other: None.

## **NEW BUSINESS**

Draft Budget and Workplan: Adam distributed a draft budget and workplan prior to the meeting. He noted it is similar to that he shared last month and earlier this month with the full commission. He also noted it will probably need to be updated in September or October since Adam has not received any guidance regarding certain elements it will contain. The good news is

that the draft cash flow continues to trend in a positive direction. 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. The Executive Board walked through the budget and then the Work Plan, which explains the tasks ACRPC's staff will undertake on its behalf under the various grants and contracts it expects to administer.

**Shannon Haggett moved to pass the budget to the full commission for its adoption at the June meeting. Jeremy seconded the motion, which passed unanimously.**

**Shannon Haggett then moved to pass the Workplan to the full commission for its adoption at the June meeting. Jamie seconded the motion, which passed unanimously.**

Other: None.

Member's Concerns/Information: Steve noted that he just received the keys to the new Monkton Town Hall. Now they will begin to move in.

#### **ADJOURNMENT**

**Jamie Dayton moved to adjourn. All approved and the meeting adjourned at 7:52 p.m.**

Respectfully submitted,  
Adam Lougee