

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

June 23, 2021

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

ROLL CALL

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

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:35

MINUTES

Minutes: Wendy Sue Harper moved to adopt the May 26, 2021 minutes, incorporating some non-substantive edits. Jeremy Grip seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Adam delivered the report through the month of May. He noted that cash on hand as of May 30th was strong, but down a little. Adam reviewed the budget in detail. Revenues lag expenses by approximately \$35,000. Adam noted that is not uncommon at this time of year and that he expects to recover to about break even with the end of the quarter billing at the end of the fiscal year. **Jamie Dayton moved to accept the Treasurer's Report as presented. Wendy Sue Harper seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Act 250/248 and Natural Resources: Adam noted that the Act 250 and Natural Resources committees have not met since prior to the Full Commission meeting.

Energy: A couple of the Energy Committee members attended a meeting on June 8th that the Department of Public Service used to Kick off its Comprehensive Energy Plan. Staff presented from the Addison Plan at that meeting. Also, the Energy Committee will review the Ripton and Bristol enhanced Energy Plans in July.

Local Government: The Local Government will join the Energy Committee and meet in July to review the Bristol Town Plan.

Transportation Advisory Committee: Shannon noted the TAC had a busy meeting in June. It received a legislative report from Diane Lanpher, reviewed VTrans VSPS2 process, and received reports on the New Haven train Station relocation, Middlebury's E-Bike lending program and the Vergennes PELS study.

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 held 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. The meeting received good information from those that participated, but was much more lightly attended than we had hoped for. **Adam noted he would ask John to present the SOAR draft to the Full Commission in July.**

OLD BUSINESS

ARPA and other State Recovery Funding: The Executive Board discussed the American Recovery Plan money municipalities in the Region will be receiving. Adam noted that the RPC's are receiving money with VLCT to support getting the funding to municipalities and to help them navigate the rules regarding how to spend it. Andrew is working on outreach to towns. Adam is using the funding to support Maple Broadband. Adam also noted that he expects ACRPC will put together options of activities towns may pursue to use the funding, including best practices for using the funding. As an example, Adam noted that most towns will need hybrid conference rooms going forward. Adam has requested that John put together a suggested list of equipment, pricing and availability. Adam will also follow-up on **Steve Pilcher's suggestion that ACRPC could help by putting together decision making policy guidance for Towns regarding how they decide to spend the funding and documenting that process.**

CWSP update: Adam noted that the rule had not passed LCAR yet. We will not get a contract until that happens. It is expected to pass in July. Adam estimates that ACRPC will receive a contract after that time for approximately \$40,000 to establish the CWSP process for the Otter Creek. Adam estimates setting up the mechanisms for the CWSP will take until December. He hopes we will issue RFP's for actual work in the spring and that the work will be approved later in the spring and funded under contract by July 2022.

Other: None

NEW BUSINESS

New ACRPC Funding (Bylaws, Energy, ARPA, Brownfields): Adam noted that he had received more information about some of the new grant money ACRPC will receive in the next fiscal year. He noted that ACRPC would receive an extra \$104,000 on its DHCD grant agreement. \$25,000 will be for helping municipalities recover from covid and the remainder will be to hire staff to help spur municipal and regional implementation of their energy plans. Additionally, ACRPC will receive another \$22,000 to help towns access, spend and administer their ARPA funding. Lastly, DHCD will be putting out another grant program , like Municipal Planning grants, for re-writing municipal bylaws to promote housing. ACRPC will be eligible to apply with its member communities. In order to do this work, Adam noted he believes he will need to hire an extra staff member and requested permission to pursue some options. The Executive Board supported Adam hiring new staff to fulfill the new functions and access the funding.

Interim Audit and full Audit for FY2020: Adam noted that he had implemented the Executive Board's request to conduct a “mini” audit of ACRPC’s changes to its bookkeeping systems focusing on accuracy and security. Vance DeBouter, ACRPC’s auditor, visited the commission this week and reviewed our new quickbook records against Pauline’s manual bookkeeping system. Vance has not issued a formal report yet. Overall, he stated he felt the transition is working well. He noted a few errors and omissions and will recommend a few changes. We should receive his recommendations in a couple of weeks.

Adam also requested that the Executive Board renew Vance’s contract for one additional year. The Executive Board agreed to extend Vance’s contract to audit ACRPC for an additional year. It noted that during the transition from manual bookkeeping to electronic bookkeeping it will benefit ACRPC to have someone reviewing the change that is familiar with ACRPC and its operations.

Committees/Committee Assignments: Adam noted he did not believe we would change committees, but as usual, he would be asking for Commissioners to choose a committee at the July full commission meeting for appointments in September.

Annual Review of the Executive Director (completed in July): Adam noted that it was time for his annual review. Adam will coordinate with Steve to get everyone a review sheet that they can complete and return to Steve prior to the next E Board meeting. Steve will coordinate the responses for the review.

Other: None.

Member’s Concerns/Information: Wendy Sue Harper brought up the Gypsy Moth (“LLD”) infestation and asked if there is anything ACRPC should be doing. Adam noted he was unsure if ACRPC could do anything about it, but that he would speak with Andrew, who has a PHD in Forestry and ask him for advice.

ADJOURNMENT

Jamie Dayton moved to adjourn. All approved and the meeting adjourned at 7:26 p.m.
Respectfully submitted, Adam Lougee