

---

## ACRPC Full Commission Notice of Meeting

Wednesday, July 14, 2021

7:00 p.m.

**HYBRID MEETING:** This meeting will be conducted in person at ACRPC's office and remotely through the Google Meet remote meeting on-line platform. See the connection information below. If you intend to join the meeting and have never used Google Meet before, we recommend you begin the log-in process well in advance of the meeting. Join Meeting: [meet.google.com/pgt-okuu-kch](https://meet.google.com/pgt-okuu-kch)

Phone Numbers (US)+1 385-645-1254

PIN: 172 102 471#

**CALL-IN:** People without a computer or other device can call in from the number above and enter the meeting ID from the phone keypad.

**PHYSICAL LOCATION:** The open meeting law is back in effect and requires a physical meeting location. ACRPC's office at 14 Seminary Street in Middlebury **WILL** be open to the public.

Please speak with your Chair or Executive Director if you have questions or concerns.

### 7:00 p.m. BUSINESS AGENDA:

- I. **Approval of Minutes:** June 9, 2021
- II. **Executive Board Minutes:** June 23, 2021
- III. **Treasurer's Report:**
- IV. **Committee Reports:** (Act 250, Energy, Local Govt, Nat Res, TAC, Housing, Econ Dev)
- V. **Joint Partners Report:**
- VI. **Delegate/Staff Recognition:**
- VII. **Old Business:**
  - Maple Broadband ("ACCUD")
  - CWSP Update and budget
  - ARPA Funding, County funds/legislative expenditures ACRPC's activities
  - DHCD additional energy funding and municipal support funding
  - Eco Americorps position for next year.
  - September "Annual Meeting"
  - Other
- VIII. **New Business**
  - Committee Assignments (In package)
  - Meeting calendar
  - Other
- IX. **Member's Concerns/Information:**
- X. **Adjournment:**

ROLL CALL

ADDISON	D	Frank Galgano	PANTON	D	James Dayton	
	D			A	David Raphael	
	A	Alden Harwood		RIPTON	D	Jeremy Grip
	A				A	Jonathan Heppell
BRIDPORT	D	Edward Payne	SALISBURY	D	Tom Scanlon	
	D	Andrew Manning		D	Barrie Bailey	
	A	Steve DeCarlo		A		
	A	Mark Pumiglia		A		
BRISTOL	D	Peter Grant	SHOREHAM	D	Nick Causton	
	D			D		
	D			A		
	A	William Sayre		A		
	A		STARKSBORO	D	Richard Warren	
	A			D		
CORNWALL	D	Stan Grzyb	A			
	D	Don Burns	VERGENNES	D	Shannon Haggett	
	A			D	Cheryl Brinkman	
	A			A	Tim Cook	
A		A				
FERRISBURGH	D	Tim Davis	WALTHAM	D	Thomas Yager	
	D	Arabella Holzapfel		A		
	D	Steve Huffaker	WEYBRIDGE	D	Gioia Kuss	
	A			A		
	A			A		
GOSHEN	D	Jim Pulver	WHITING	D		
	A	Chad Chamberlain		A		
LEICESTER	D	Diane Benware	<b>CITIZEN INTEREST REPRESENTATIVES</b>			
	D	Tom Barker	AC CHAMBER OF COMMERCE	D	Bob Feuerstein	
	A		A	Rob Carter		
	A		HOPE	D		
LINCOLN	D	Steve Revell	OTTER CREEK AUDUBON SOCIETY	D	Ronald Payne	
	D			A	Marcia Parker	
	A	Oakley Smith	AC FARM BUREAU	D	Charles Roy	
	A			A	Kent Wright	
MIDDLEBURY	D	Andy Hooper	OC NATR. RESOURCE CONSERVATION DIST	D	Jonathan Chamberlain	
	D	Ross Conrad		A	Paul Wagner	
	D	Hugh McLaughlin	AC ECONOMIC DEVELOPMENT CORP	D	Bob Feuerstein	
	A			A		
MONKTON	D	Wendy Sue Harper				
	D	Stephen Pilcher				
	A					
	A					
NEW HAVEN	D	Harvey Smith				
	D	Timothy Bouton				
	A	Jim Walsh				
	A					
ORWELL	D	Joseph Andriano				
	D	Sharon Macedo				
	A	Ken Carpenter				
	A	David King				

**ADDISON COUNTY REGIONAL PLANNING COMMISSION**

**ACRPC EXECUTIVE BOARD**

**CHAIR** : Stephen Pilcher  
**VICE-CHAIR** : Shannon Haggett  
**SECRETARY** : Jamie Dayton  
**TREASURER** : Ross Conrad  
**AT LARGE** : Wendy Sue Harper  
 Jeremy Grip  
 Cheryl Brinkman

**STAFF:**

**EXECUTIVE DIRECTOR**: Adam Lougee  
**GIS DATA MANAGER**: John Van Hoesen  
**EMERGENCY MANAGEMENT PLANNER**: Andrew L'Roe  
**SENIOR/TRANSPORTATION PLANNER**: Michael Winslow  
**COMMUNITY PLANNER**: Katie Raycroft-Meyer  
**OFFICE MANAGER/BOOKKEEPER**: April Clodgo  
**WATER QUALITY PLANNER/ ECO AmeriCorps**: Maddison Shropshire

**OFFICE PHONE: 388-3141**

**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, June 9, 2021**

*ACRPC held its monthly meeting remotely via Zoom with the Chair, Stephen Pilcher of Monkton, presiding.*

---

**ROLL CALL:**

<i>Addison:</i>		<i>New Haven:</i>	Tim Bouton
		<i>Orwell:</i>	
<i>Bridport:</i>	Andrew Manning		
<i>Bristol:</i>		<i>Panton:</i>	
		<i>Ripton:</i>	Jeremy Grip
<i>Cornwall:</i>	Don Burns	<i>Salisbury:</i>	Barrie Bailey
<i>Ferrisburgh:</i>	Arabella Holzapfel		
		<i>Shoreham:</i>	
<i>Goshen:</i>	Jim Pulver	<i>Starksboro:</i>	Richard Warren
		<i>Vergennes:</i>	Shannon Haggett Cheryl Brinkman
<i>Leicester:</i>			
<i>Lincoln:</i>		<i>Waltham:</i>	
<i>Middlebury:</i>	Ross Conrad Hugh McLaughlin	<i>Weybridge:</i>	Gioia Kuss
		<i>Whiting:</i>	
<i>Monkton:</i>	Wendy Sue Harper Stephen Pilcher		

**CITIZEN INTEREST REPRESENTATIVES:**

*Addison County Farm Bureau:*  
*Addison County Economic Development Corp:*  
*Otter Creek Audubon Society:* Ron Payne  
*Otter Creek Natural Resources:*  
*Addison County Chamber of Commerce:*

**ACRPC EXECUTIVE BOARD**

*Chair:* Stephen Pilcher  
*Vice-Chair:* Shannon Haggett  
*Secretary:* Ross Conrad  
*Treasurer:*  
*At Large:* Jamie Dayton  
Wendy Sue Harper  
Jeremy Grip

**STAFF**

*Executive Director:* Adam Lougee  
*GIS Manager:* John Van Housen  
*Land Use Planner:* Katie Raycroft-Meyer  
*Transportation Planner:* Mike Winslow  
*Emergency Planner:* Andrew L'Roe  
*Office Manager/Bookkeeper:* April Clodgo  
*Eco-AmeriCorps member:* Maddison Shropshire

**7:00 p.m. BUSINESS MEETING:** Steve opened the meeting at 7:02 p.m. by welcoming the commission.

- I. Approval of the May 12, 2021 minutes:** Cheryl Brinkman moved approval of the minutes. Shannon Haggett seconded the motion. The minutes passed by voice vote/show of hands with Gioia Kuss, Tim Bouton and Don Burns abstaining.
- II. Executive Board Minutes:** Steve noted that the Executive Board minutes from May are included in the package and posted on the website for your information. If you have questions, please speak with Adam or a member of the Executive Board.
- III. Treasurer's Report:** Adam gave a Treasurer's Report for the end of April. Adam noted that cash flow remains good, that cash on hand is about where it should be, and receivables remain high. Adam also noted that revenues are slightly exceeded by expenses by about \$10,000. Adam noted he expected that to increase next month and then correct itself at the end of the quarter in June. **Jeremy Grip moved to accept the Treasurer's Report as presented. Ross Conrad seconded the motion, which passed by voice vote/show of hands.**
- IV. Committee Reports:**

Act 250/Section 248: No Meeting.

Natural Resources: No meeting.

Energy Committee: Jeremy Grip reported that the Committee had not met, but that staff had presented at a meeting yesterday sponsored by DPS to kick off its work on the Comprehensive Energy Plan and highlight its connection to regional and municipal planning.

Local Government Committee: No meeting, but we should meet with Bristol in July.

Transportation Advisory Committee: Shannon Haggett reported for the TAC. He noted that it had reviewed the Vermont Freight Plan, CCRPC's Study of the I - 89 corridor, projects within the region and bike and ped grants. Shannon noted the TAC requested that the Full Commission adopt two positions. First, concerning the Vermont Freight Plan, the TAC requested that ACRPC ask VTrans to revise the freight plan to specifically recognize Route 22A as an important Freight Corridor in Vermont. Andrew Manning moved the TAC's request on behalf of the Full Commission. Wendy Sue Harper seconded the motion, which passed unanimously by a voice vote, show of hands.

Second, regarding the I - 89 study, the TAC recommended that the Full Commission support the improvements at Exit -13. The TAC also noted that it could not reach consensus on whether or not to support constructing Exit 12B. some members felt Exit 12 B would spread traffic out between ROute 116 and Route 7. Others expressed concern of the impacts on the towns in northern Addison County.

**Ross Conrad moved that the Full commission adopt the TAC's recommendation to support the construction of Exit 13 and to pass on the concerns expressed by the TAC**

**concerning Exit 12B, requesting that the study the impact of Exit 12 b on northern Addison County Communities and Silver Street in Monkton, which is not a state highway. Barrie Bailey seconded the motion. The motion passed by a show of hands/voice vote with Tim Bouton abstaining. Adam noted Mike would convey the message to the Chittenden County planners conducting the study.**

Population and Housing: Adam reported that Katie plans to issue a final draft of this portion of the plan back to the committee at the end of June.

Economic Development Committee: No meeting, but tomorrow evening, June 10th ACRPC and ACEDC will be holding their first economic planning meeting for their CEDS process. Adam encouraged all available to attend.

**V. Joint Partner’s Report:** ACRPC and ACEDC are working together on the CEDS Planning as noted above under Committee reports.

**VI. Delegate Staff Recognition:** Adam highlighted the two training initiatives that John is conducting later this month. The first is to teach citizens how to use the mapping tools available to them and the second is a course entitled, “Essentials of Land Use Planning” targeted for new municipal board members.

**VII. Old Business:**

Maple Broadband Addison County CUD Update: Adam provided the report for Steve Huffaker, the Chair of Maple Broadband, as Steve was unavailable tonight. Adam noted that Maple Broadband continues to work to build out broadband services in the region. It is working to award all of its pre-construction work to the bidder it selected from the applicants to the RFP for all aspects of the design of the system that it issued last month. It also has grant applications to the State to cover all of the costs of that engineering work and is confident it will be funded from H360, which just passed the Vermont legislature. It is also close to securing an operating partner and hopes to have that completed within a couple of months. Overall, it hopes these developments will continue and allow it to start building and operating its system much faster than it initially projected.

ARPA Funding, County Funds legislative expenditures: Adam noted that **towns will need to sign up with the Agency of Commerce soon to register to receive the town ARPA funding.** It will come in two equal installments, the first arriving with 30 days of the State request (Probably arriving in August) and the second half in the following year. The RPCs and VLCT will be available to help towns apply. **ACRPC has duns numbers for most of the towns in the region if towns cannot locate them.**

Regarding the County money, which we initially thought would be distributed directly to towns, that money is currently up in the air. It may need to go through the county. The State and federal treasury are sorting through that.

ACRPC will also receive some ARPA funding. Currently, we expect it will be \$22,000 to help towns spend and access their ARPA funding. Additionally, ACRPC expects it will also receive some new energy funding, general planning money and some money for bylaw re-writes. However, a lot of the details around that money is still up in the air. Adam has not included it in the budget until he understands the programs.

Other: None.

#### **VIII. New Business:**

Vote to confirm new Treasurer and Secretary: Adam noted that as the Full Commission had instructed at its May meeting, the Executive Board had met to discuss who it would appoint to serve as its Treasurer. At its meeting, the Executive Board voted to propose that Ross Conrad move his role from Secretary to Treasurer and that Jamie Dayton move into the role of Secretary. **Cheryl Brinkman moved to accept the Executive Board's proposal of Ross Conrad as Treasurer and Jamie Dayton as Secretary. Arabella Holzapfel seconded the motion, which passed unanimously by a voice vote/show of hands.**

Vote on FY2022 Draft Budget and Workplan: Adam noted he had distributed a preliminary budget in the package prior to the meeting. He shared its contents on his screen. He noted that he expected additional revenue from a number of sources, including the funds for helping municipalities with ARPA, extra funding to conduct zoning outreach and funding to support an energy planner as he had noted previously. He also explained that since he did not know the details of any of these other funding sources and the costs that would be associated with staffing positions to support the work, he had not included them in the budget. Adam noted the budget he presented the commission was built conservatively based upon contracts that he knew the commission had or would secure and a maximum assumption of expenses. He noted that even constructed in this manner, the projected budgets revenues exceeded the expenses. Adam noted that the work plan remained largely the same, except for the addition of a couple small programs ACRPC had secured. **Jeremy Grip moved to adopt the proposed work plan and budget for FY2022. Shannon Haggett seconded the motion, which passed unanimously by a voice vote show of hands.**

Other: None.

- IX. Member's Concerns/Information:** Ross reiterated that the County level ARPA funds, originally thought to be going to towns may be delayed because of the Treasury Department's finding that the money should go to the existing units of county government (Sheriff's Department and Courthouses). However, he noted that he expected that ultimately most of the money would flow to the municipalities.
- X. Adjournment:** There being no further business, **Arabella Holzapfel moved adjournment and all voted in favor. The Commission adjourned its meeting at 8:22 p.m.**

Respectfully submitted,

Adam Lougee  
Director

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

## ACRPC Monthly Budget Report

FY 2021 APPROVED BUDGET							
July 1, 2020 through May 31, 2021		FY2020 AUDITED	APPROVED BUDGET FY2021	YEAR TO DATE	% OF BUDGET	ACTS.REC/ OR PAYABLE	PREPAID/ OR DEFERRED
<b>REVENUE</b>							
<b>PLANNING PROJECTS (P)</b>							
	(P) DCA (General Program)	\$233,191.00	\$233,191.00	\$221,607.44	95.03%		
	(P) - DUES (General Program)	\$43,236.93	\$43,500.00	\$43,996.92	101.14%		
	(P) - TA MPG CONTRACTS (TP/ZB/SDR)	\$35,456.95	\$40,000.00	\$35,600.85	89.00%	\$8,814.43	
	CHARGEPOINT (CHARGING STATION)	\$370.80	\$500.00	\$425.09	85.02%		
	MUNICIPAL AGREEMENT FC APP	\$1,300.00	\$500.00	\$0.00	0.00%		
	DPS BROADBAND GRANT	\$1,300.00	\$60,000.00	\$30,000.00	50.00%		
<b>TRANSPORTATION PROJECTS (T)</b>							
	(T) - TRANS TPI (General Program)	\$185,739.28	\$191,400.00	\$181,968.60	95.07%	\$33,879.28	
	LEBURY --EXCHANGE STREET SIDEWALK(STPBP(13)11)	\$11,500.10	\$6,000.00	\$3,064.52	51.08%		
	MIDDLEBURY --PMB/SEYMORE ST. PROJ (STPBP 14(8)	\$3,950.63					
	ACCUD MANAGEMENT		\$14,000.00	\$22,091.49	157.80%		
	LINCOLN SIDEWALK PROJECT	\$1,147.22					
	T-VERGENNES SIDEWALK	\$2,175.83	\$6,000.00	\$3,052.08	50.87%	\$244.75	
	VTRANS BACK ROADS CAT "A"	\$13,704.69					
	TOWN CONTRACTS CAT A	\$22,221.87	\$16,000.00	\$15,110.67	94.44%		
	WALKBIKE SUMMIT 2020	\$6,392.56	\$5,000.00	\$2,764.61	55.29%		\$2,764.61
<b>NATURAL RESOURCE PROJECTS (NR)</b>							
	BCRPC-VEIC ENERGY	\$19,500.00	\$10,000.00	\$9,750.00	97.50%		
	(NR) RRPC-WQ20 -604B-01	\$3,636.00	\$3,636.00	\$0.00			
	CHITTENDEN COUNTY RPC-WQFY2019	\$5,734.91		\$0.00			
	CHITTENDEN COUNTY RPC --WQFY2020 amend	\$24,500.00	\$29,000.00	\$25,512.92	87.98%	\$16,601.86	
	CLEAN WATER SERVICE PROVIDER		\$20,000.00	\$0.00	0.00%		
	NWRPC MUNICIPAL ENERGY-3	\$6,200.00					
	ANR TRANS MRGP GRANT -IN-AID PROJECT	\$12,331.56	\$28,000.00	\$7,255.27	25.91%	\$3,880.90	
<b>EMERGENCY MANAGEMENT PROJECTS (EM)</b>							
	(EM) LOCAL LIAISON AGREEMENT	\$5,558.06	\$5,000.00	\$0.00	0.00%		
	(EM) - EMPG #2140-31026C-001	\$13,986.67					
	(EM) - EMPG#2140-31027C-001	\$36,255.01		\$0.00			
	(EM) - EMPG#2140-31028C-001		\$50,000.00	\$31,694.58	63.39%	\$15,847.29	
	(EM) - EMPG#2140-31029C-001			\$7,375.43		\$4,398.19	
	LEPC SUPPORT	\$6,366.02	\$3,500.00	\$1,355.15	38.72%		
	NWRPC LGER		\$5,000.00	\$11,791.66	235.83%		
	EDA Covid Disaster CEDS		\$15,000.00	\$8,115.94	54.11%	\$8,115.94	
	(EM) HMPG #02140-34000C-106K	\$772.24					
	(EM) HMPG #02140-34000-106K	\$3,222.32	\$5,000.00	\$614.89	12.30%	\$614.89	
<b>INTEREST</b>							
	EQUIPMENT FUND TRANSFER/SALE	\$1,572.42	\$1,500.00	\$307.38	20.49%		
	OTHER (NEW REVENUE)	\$1,000.00		\$0.00			
<b>TOTAL REVENUE</b>		<b>\$702,323.07</b>	<b>\$791,727.00</b>	<b>\$663,455.49</b>	<b>83.80%</b>	<b>\$92,397.53</b>	<b>\$2,764.61</b>

## ACRPC Monthly Budget Report

## FY 2021 APPROVED BUDGET

July 1, 2020 through May 31, 2021	FY2020 AUDITED	APPROVED BUDGET FY2021	YEAR TO DATE	% OF BUDGET	ACTS.REC/ OR PAYABLE	PREPAID/ OR DEFERRED
<b>EXPENDITURES</b>						
<b>BUILDING</b>						
Rent	\$44,400.00	\$45,000.00	\$44,400.00	98.67%		\$3,700.00
Insurance(Fire/Liab.)	\$925.87	\$1,000.00	\$1,640.56	164.06%		\$41.56
Rubbish Removal	\$1,353.98	\$1,300.00	\$273.80	21.06%		
Repairs/Misc.Building Exp.		\$500.00	\$0.00	0.00%		
Janitorial	\$1,800.00	\$2,100.00	\$1,500.00	71.43%		
<b>SUBTOTAL</b>	<b>\$48,479.85</b>	<b>\$49,900.00</b>	<b>\$47,814.36</b>	<b>95.82%</b>	<b>\$0.00</b>	<b>\$3,741.56</b>
<b>GENERAL OFFICE/PROGRAM</b>						
Accounting	\$6,534.25	\$7,000.00	\$6,308.22	90.12%		
Advertising	\$267.38	\$1,000.00	\$1,930.38	193.04%		
AUTO EXPENSE	\$7,240.92	\$3,000.00	\$1,873.27	62.44%		\$685.31
DATA EXPENSE		\$1,000.00	\$0.00	0.00%		
Dues Governmental Relations	\$3,454.56	\$4,000.00	\$3,454.56	86.36%		
Dues/Sub/VSA/Library/Data	\$3,977.44	\$5,000.00	\$3,495.08	69.90%		
Public Officials Insurance	\$6,104.46	\$7,000.00	\$4,015.97	57.37%		\$2,853.15
Legal Fee		\$500.00				
Miscellaneous	\$233.51	\$500.00	\$500.41	100.08%		
Meeting Expense	\$731.02	\$4,000.00	\$77.08	1.93%		
Postage	\$770.84	\$2,000.00	\$325.75	16.29%		
Copy Machine	\$5,101.23	\$6,000.00	\$2,646.91	44.12%		
Printing/Publications		\$2,500.00	\$0.00	0.00%		
Supplies/Office	\$1,946.42	\$2,200.00	\$1,526.26	69.38%		
Software Upgrade/Supplies	\$5,401.13	\$5,500.00	\$10,086.67	183.39%		\$543.39
Telephone	\$6,548.58	\$6,500.00	\$5,044.84	77.61%		
Training/Travel/Conference	\$1,226.42	\$4,000.00	\$0.00	0.00%		
Website Maintenance	\$6,603.14	\$14,000.00	\$18,148.41	129.63%		
Equipment Maintenance		\$500.00	\$195.00	39.00%		
<b>SUBTOTAL</b>	<b>\$56,141.30</b>	<b>\$76,200.00</b>	<b>\$59,628.81</b>	<b>78.25%</b>	<b>\$0.00</b>	<b>\$4,081.85</b>
<b>GRANT EXPENSES</b>						
(P) MPG TA CONTRACTS(TP/ZB/SDR)	\$46.40	\$500.00	\$41.18	8.24%		
ZONING FOR GREAT NEIGHBORHOODS	\$204.74					
(T) TRANS TPI (General Program)	\$7,517.25	\$6,000.00	\$5,568.60	92.81%		
MIDDLEBURY EXCHANGE STREET SIDEWALK			\$0.00			
WALK BIKE SUMMIT 2020	\$226.00	\$500.00	\$388.43	77.69%		
VTRANS BACK ROADS CAT A	\$1,716.36					
NEW HAVEN CAT A	\$380.00					
FERRISBURGH CAT A	\$384.06					
WALTHAM CAT A	\$266.00					
WHITING CAT A	\$832.73	\$700.00	\$228.00	32.57%		
GOSHEN CAT A	\$882.03	\$700.00	\$302.74	43.25%		
RIPTON CAT A		\$700.00	\$699.61	99.94%		
MUNICIPAL AGREEMENT FC APP	\$981.88	\$1,000.00	\$491.30	49.13%		
ACCUD (BROADBAND)		\$200.00	\$54.10	27.05%		
CHITTENDEN COUNTY RPC -- WQFY20	\$102.08	\$500.00	\$0.00	0.00%		
(NR) WQ-604B-		\$100.00	\$0.00	0.00%		
BCRPC REGIONAL ENERGY	\$205.94	\$200.00	\$0.00	0.00%		
GRANTS-IN-AID PROJECT	\$183.28	\$400.00	\$126.31	31.58%		
(EM) - EMPG	\$337.87	\$3,000.00	\$0.00	0.00%		
LINCOLN PROJECT	\$11.02		\$0.00			
(EM) LOCAL LIAISON	\$52.20	\$100.00	\$0.00	0.00%		
<b>SUBTOTAL</b>	<b>\$14,329.84</b>	<b>\$14,600.00</b>	<b>\$7,900.27</b>	<b>54.11%</b>	<b>\$0.00</b>	<b>\$0.00</b>

## ACRPC Monthly Budget Report

FY 2021 APPROVED BUDGET							
July 1, 2020 through May 31, 2021		FY2020 AUDITED	APPROVED BUDGET FY2021	YEAR TO DATE	% OF BUDGET	ACTS.REC/ OR PAYABLE	PREPAID/ OR DEFERRED
<b>CAPITAL BUDGET</b>							
	Office Computer	\$1,980.27	\$2,500.00	\$181.88	7.28%		
	Equipment/Depreciation						
	NETWORK			\$0.00			
	Furniture		\$1,000.00	\$0.00	0.00%		
	<b><i>SUBTOTAL</i></b>	<b>\$1,980.27</b>	<b>\$3,500.00</b>	<b>\$181.88</b>	<b>5.20%</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>STAFF COST</b>							
	SALARIES	\$395,440.90	\$400,000.00	\$407,087.80	101.77%		
	TAXES: FICA/MED	\$30,074.14	\$30,400.00	\$31,282.50	102.90%		
	INSURANCE:						
	Unemployment Comp	\$813.06	\$1,400.00	\$0.00	0.00%		
	Employee/Life/Disability	\$3,055.56	\$3,400.00	\$2,918.86	85.85%		\$488.14
	Health Insurance/HRA	\$49,169.76	\$52,000.00	\$56,827.05	109.28%		\$3,434.00
	Vision Insurance	\$404.40	\$600.00	\$427.58	71.26%		
	Delta Dental Ins.	\$2,252.40	\$3,000.00	\$4,386.89	146.23%		
	Workmens Comp Ins	\$864.51	\$1,300.00	\$668.75	51.44%		\$38.75
	Retirement	\$27,328.58	\$28,000.00	\$26,003.27	92.87%		
	<b><i>SUBTOTAL</i></b>	<b>\$509,403.31</b>	<b>\$520,100.00</b>	<b>\$529,602.70</b>	<b>101.83%</b>	<b>\$0.00</b>	<b>\$3,960.89</b>
<b>CONSULTANTS:</b>							
	(P) LOCAL TA MPG CONTRACTS (TP/ZB/SDR)						
	BROADBAND INNOVATION PROJECT		\$55,000.00	\$30,000.00	54.55%		
	AMERICORP WATER	\$7,333.34	\$6,750.00	\$7,233.32	107.16%		\$1,233.32
	(T) TRANS TPI (General Program)	\$42,617.09	\$40,000.00	\$15,865.51	39.66%		
	<b><i>SUBTOTAL</i></b>	<b>\$49,950.43</b>	<b>\$101,750.00</b>	<b>\$53,098.83</b>	<b>52.19%</b>	<b>\$0.00</b>	<b>\$1,233.32</b>
<b>CONTINGENCY</b>							
	<b><i>TOTAL EXPENSES</i></b>	<b>\$680,285.00</b>	<b>\$766,050.00</b>	<b>\$698,226.85</b>	<b>91.15%</b>	<b>\$0.00</b>	<b>\$13,017.62</b>

NOTE: ACCOUNTS PAYABLE REPRESENTS CONSULTANTS AND RPC PASS-THROUGH PAYABLES THAT ARE ALREADY BILLED TO THE PROGRAMS FOR REFUND

# Addison County Regional Planning Commission

14 Seminary Street

Middlebury, VT 05753 www.acrpc.org

Phone: 802.388.3141

Fax:

## ADDISON COUNTY REGIONAL PLANNING COMMISSION May 31, 2021 TREASURER'S REPORT

Checkbook balance 04/30/21	\$85,854.04
Receipts through 05/31/21	<u>12,461.51</u>
Check Book Balance	\$98,315.55

<b>CHECKBOOK BALANCE AS OF: 05/01/21</b>	<b>\$85,854.04</b>	<b>MTG 04/30/21</b>	<b>\$45,330.43</b>
Payable as Invoiced: Through 05/30/21	(7,193.41)	(18,851.97)	
Payroll: Through 05/31/21	<u>(32,481.54)</u>	<u>(35,399.14)</u>	
<b>CHECKBOOK BALANCE AFTER PAYMENT OF ACCOUNTS-----</b>	<b>\$58,640.60</b>	<b>\$85,854.04</b>	
<b>VANGUARD ACCOUNT-----</b>	<b>\$111,846.64</b>	<b>\$111,846.64</b>	
<b>MONEY MARKET ACCOUNT-----</b>	<b>\$46,319.91</b>	<b>\$46,319.55</b>	
<b>12 MONTH CD-----</b>	<b>\$6,734.90</b>	<b>\$6,734.65</b>	
<b>Payroll Account-----</b>	<b>\$100.00</b>	<b>\$100.00</b>	
<b>ACCOUNTS RECEIVABLE AS BILLED-----</b>	<b>-FY 20 \$54,637.35</b>	<b>\$53,056.53</b>	
	<b>FY 21 \$37,760.18</b>	<b>\$37,025.37</b>	

EMGP-S (31029C) INV # 1 & 2	4,398.19
EMPG (31028C) INV # 2	15,847.29
HMPG INV # 20	614.89
Trans TPI	33,879.28
GIA (FY20) INV # 6	1,897.71
GIA (FY21) INV # 1	1,983.19
EDA COVID Disaster CEDS INV # 2	8,115.94
CCRPC – WQ (FY20) Amend INV # 5 & 6	16,601.86
Town Contracts	9,059.18
<b>Total Outstanding Accounts Receivable</b>	<b>\$92,397.53</b>



Addison County  
Regional Planning Commission