

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
August 25, 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
Vergennes Shannon Haggett
Cheryl Brinkman

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:32

MINUTES

Minutes: Cheryl Brinkman moved to adopt the July 28, 2021 minutes as amended by Ross Conrad. Wendy Sue Harper seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of July, the first month in ACRPC's new year. He noted that cash on hand as of July 31st was very strong, up significantly from last year because of two new DHCD programs that paid cash upfront. Adam did not present a monthly budget report. He noted he and April had not quite closed out last year and started July. He will have a Monthly Budget Report for the Full Commission meeting. **Ross Conrad moved to accept the Treasurer's Report as presented. Cheryl Brinkman seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Act 250/248, Natural Resources, Energy Local Government, Housing and Economic Development Committees: Adam stated that the committees noted above have not met since prior to the last Full Commission meeting.

Transportation Advisory Committee (TAC): Shannon noted the TAC met in August. It started its review of TAC grant applications, discussed the Planning and Environmental Linkages Study

(PEL) for Route 22A in Vergennes and the surrounding area, and Mike gave project updates on construction occurring in the region this summer. Detailed minutes are available on the website.

Housing: Adam noted that the Housing Committee had approved the release of the Housing Draft of the Regional Plan for comment. It is posted on the website. Adam will let the full Commission know in September and then schedule hearings for November and January.

OLD BUSINESS

ARPA and other State Recovery Funding (Flood Resiliency, Housing, Broadband):

The Executive Board discussed the American Recovery Plan money municipalities in the Region will be receiving. The County money should also be released to the towns before the end of the month. Adam noted that the RPC's are receiving some money to support municipalities and to help them navigate the rules regarding how to spend their own funding. Andrew is working on outreach to towns. All towns in the Addison Region successfully signed up to receive funding. Adam is also 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. John is working with VLCT and the Agency of Administration to put together a dashboard. 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. Adam is also working with VLCT to track the state programs, like housing and wastewater, and look to make sure ACRPC's towns know about and have access to that funding. Finally, Adam noted that Maple Broadband was doing an excellent job and would have a big announcement tomorrow.

CWSP Update: Adam noted he had expected a contract by this meeting. He still does not have one, but continues to expect it soon. It should be for about \$50,000, which is the figure ACRPC included in its budget.

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 had received 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 Maddi 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. 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. Lastly, Adam noted that he expected to apply for new Brownfields funding this year. ACRPC has not competed well for Brownfields funding for a number of years, but with ARPA money, the pot this year is expanded and Adam has asked Andrew to work to create an RFQ for engineering firms to work with us and help our application.

Committees/Committee Assignments: Adam shared the 20 or so requests he had received from Commission members. The Executive Board worked its way through the committees, fulfilling

requests and making assignments. Adam recorded the assignments in a separate memorandum. **Cheryl Brinkman moved approval of the memorandum and asked that Adam send out the Committee Assignments memorandum with the September Full Commission Package. Jamie Dayton seconded the motion, which passed unanimously.**

September Meeting: Adam noted that he had informed the Full Commission of the Executive Board's decision to postpone the annual dinner once again to a time when everyone could feel safe meeting together. We will offer the September meeting in a hybrid model with a regular agenda. Adam noted that John had helped the Commission upgrade its conference room to promote a more efficient hybrid meeting.

Meetings, Operations and Controls, Covid -19. Adam noted that he continues to offer employees flexible work options for working at home some of the time. The office is open every day with at least 2 people present. We allow a limited number of guests to enter/use our facility. We continue to follow Governor Scott's guidelines for vaccinated/unvaccinated people. Masks are optional for vaccinated people.

Other: The Executive Board requested that Adam send them the results of the "Mini-audit" Vance had conducted earlier in the year. Adam noted it had two parts. Technical financial corrections for April to implement and a list of suggested controls to be incorporated into financial procedures now that we are performing all of our transactions digitally. Adam noted that April had implemented all the financial changes and that April and Adam were still working on revising our accounting policies to reflect digital transactions and controls, but he would send the Executive Board the information.

NEW BUSINESS

Other: None.

Member's Concerns/Information: None.

ADJOURNMENT

Cheryl Brinkman moved to adjourn, Jamie Dayton seconded the motion. All approved and the meeting adjourned at 7:40 p.m.

Respectfully submitted,
Adam Lougee