

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

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

ROLL CALL

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

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:33

MINUTES

Minutes: Shannon Haggett moved to adopt the January 27, 2021 minutes. Ross Conrad seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Adam delivered a report that touched on finances. He did not have a monthly budget report. He expects to have one by the full commission meeting. He noted that through December 31st, Revenues and expenses are about even, with several small receivables from December not included. He also noted that ACRPC had more than \$300,000 in equity between cash and receivables. April and Pauline have been working well together. April has been paying bills and getting invoices out. Adam expects things will come together well once April develops the new electronic systems.

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: The TAC met in February. It received a presentation concerning the VPSP2 priority project from VTrans, discussed moving the new Haven Train Station and the Vermont Rail Plan.

Housing Committee: The committee continues to work on the housing plan, has a draft plan, and will meet next week to discuss it.

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 shared a draft budget with the Executive Board. Adam noted it is hard to create a structural budget without a complete understanding of the scope of the work, but that is what we have been asked to do. Adam will bring this discussion to the full commission.

Broadband Innovation Grant and Communications Union Districts: 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.

EDA/CEDS Project: Adam noted that the EDA CEDS project has started. 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 will be in charge of the public participation plan. It will also use the money for economic development planning with ACEDC. Adam expects the Economic Development Committee to start again in a couple of months.

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: None.

NEW BUSINESS

Recommendation for a Nominating Committee: At the time of the Executive Board meeting, no delegates had volunteered to serve on the nomination committee. The Executive Board discussed a couple possible candidates and asked Adam or other Executive Board members to

investigate before the Full Commission meeting. Depending upon the responses, the Board will open the floor for nominations or volunteers at the March meeting.

Programs: Adam noted that because of the remote Zoom format he has limited educational programs at Full Commission meetings. He asked for the Executive Board's opinion. The Board suggested Adam take a straw poll at the next Full Commission meeting. If we were to re-start educational programs we should limit them to half an hour. Programs concerning the digital economy, housing and diversity were suggested should the Commission decide to reinstate them.

Annual Meeting: The Executive Board agreed that our May Annual meeting will probably be a zoom affair again this year. As such, the E Board recommended that Adam keep the regular business format, including the election of new officers. They encouraged Adam to consider an in person meal/event in September, depending upon how the pandemic proceeds.

Other: None.

Member's Concerns/Information: Steve asked Adam about a proposed mounting on the Wenland telecommunication towers in Monkton. Adam said he would review the application.

Shannon noted that VTrans would be choosing a consultant to undertake the PELS Study on the Vergennes Economic Corridor next week.

ADJOURNMENT

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

Respectfully submitted,
Adam Lougee