

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

July 28, 2021

The Addison County Regional Planning Commission's Executive Board held its monthly meeting via Zoom with Chair, Steve 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>	Jeremy Grip
<i>Vergennes</i>	Shannon Haggett Cheryl Brinkman

STAFF: Adam Lougee, Director

Steve opened the meeting at 6:32

MINUTES

Minutes: Wendy Sue Harper moved to adopt the June 23, 2021 minutes. Jeremy Grip seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Adam delivered the report through the month of June, ACRPC's fiscal year end. He noted that cash on hand as of June 30th was strong, but down a little with a significant number of receivables. Adam reviewed the budget in detail. Revenues exceed expenses by approximately \$11,000. Adam expects revenue will only get stronger with the audit and therefore we should end the year in the black. **Shannon Haggett moved to accept the Treasurer's Report as presented. Ross Conrad seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Act 250/248, Natural Resources, TAC, Housing and Economic Development Committees :

Adam noted that the committees noted above have not met since prior to the Full Commission meeting.

Energy and Local Government: The Energy and Local Government Committees met on a stormy night in Bristol to review its plan and the enhanced energy plan. They will recommend that the full commission approved the plan in September.

Cheryl requested that Maddi work with her to help start an Energy Committee in Vergennes.

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. 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. All towns in the Addison Region successfully signed up to receive funding. 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. Adam is also working with VLCT to track the state programs and look to make sure ACRPC's towns know about and have access to that funding. Adam also stated he intended to write a letter to the editor on the subject for the Addy Indy.**

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 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. 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.

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 just prior to the last E Board meeting and reviewed our new quickbook records against Pauline's manual bookkeeping system. Vance issued a report. Overall, he stated he felt the transition is working well. He noted a few errors and omissions and will recommend a few changes. He also gave a list of advice to be incorporated into a new financial procedures manual for security protocols. Vance will work on the Audit in September. The mini audit should help with that work.

Committees/Committee Assignments: Adam noted he had received about ten requests to date and will send out a reminder to the Full Commission in the middle of August.

Annual Review of the Executive Director: **Shannon moved that the board move into Executive Session at about 7:25 to discuss a personnel matter, namely Adam's review. Jeremy seconded the motion, which passed unanimously.** Adam left the room and the Board entered executive session. The Board left executive session at 7:35. **Shannon Haggett moved that the Board accept the review it had created and present it to Adam. Jeremy Grip seconded the motion, which passed unanimously.**

September Meeting: Adam noted he had a room reserved at Basin Harbor and was negotiating the price. **He will send out an invite and save the date in the middle of August.**

Other: Adam noted that the CWSP rule had passed LCAR. We should get a contract very shortly which will reflect the budget of about \$50,000 to establish the CWSP process for 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.

NEW BUSINESS

Other: Adam asked the Board whether any of them had received requests to change the Full Commission meeting time. He noted he had received one request for 6:30 from one delegate. The Board had not received any other requests. They discussed the matter and the Board was divided on the change. **They will bring it back to the Full Commission for discussion in September or October**

Adam requested that he be allowed to adjust the budget for October, to add the additional revenue discussed above and also to add some additional expenses, including salary adjustments for staff. Adam noted that as he did staff reviews this year, given the rise in inflation and the overall difficulty of the year with all the changes, he felt the salary increases he requested were too small and requested the ability to increase them both for COLA and for merit. Adam noted he recognized he needed to make sure he balanced the budget and that he would work hard to make sure that the new budget he presented in October would balance and that he could realistically hit those goals at the end of the year. **The E Board unanimously agreed to provide Adam with the ability to amend the budget within the parameters discussed above.**

The Board also decided it needed a second executive session. Shannon moved that the board move into Executive Session at about 7:40 to discuss a personnel matter, namely Adam's review. Jeremy seconded the motion, which passed unanimously. Adam left the room and the Board entered executive session. The Board left executive session at 7:45. **Shannon Haggett moved that the Board accept the revised review it had created and present it to Adam. Jeremy Grip seconded the motion, which passed unanimously.**

Member's Concerns/Information: None.

ADJOURNMENT

Cheryl Brinkman moved to adjourn. All approved and the meeting adjourned at 7:48 p.m.
Respectfully submitted, Adam Lougee