

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
December 1, 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 Plicher Wendy Sue Harper
<i>Panton</i>	Jamie Dayton
<i>Ripton</i>	Jeremy Grip
<i>Vergennes</i>	Shannon Haggett

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:32 p.m.

MINUTES

Minutes: Shannon Haggett moved to adopt the October 27, 2021 minutes. Jamie Dayton seconded the motion. The motion passed with Ross and Jeremy Grip abstaining.

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of October. He noted that cash on hand as of October 30th remained strong, up significantly from last year because of two new DHCD programs that paid cash upfront. Receivables also remain high. He also reported that year to date, revenues exceed expenses by a significant amount. **Wendy Sue Harper moved to accept the Treasurer's Report as presented. Jeremy Grip seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

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

Energy: Jeremy Grip reported the energy committee had not met this month, but has meetings scheduled for December 13th in New Haven and December 14th in Ripton to review their proposed enhanced municipal energy plans.

Transportation Advisory Committee (TAC): Adam noted the TAC met in November jointly with the Rutland TAC and VTrans. The sole focus of the meeting was on the Conditions of Route 22A in southern Addison and northern Rutland counties and when VTrans would begin to implement its corridor plan to improve some of the conditions which impact the safety of the roadway.

Housing: Adam noted that the Housing Committee is currently reviewing proposed changes to the housing plan based upon the public hearing in October and will have the new draft posted on the website and available to the public shortly and well prior to the next public hearing in January.

OLD BUSINESS

Review of the Audit with Auditor, Vance Debouter: Vance provided a detailed review of the audit with the Executive Board. He noted that the audit is an unmodified or (Clean audit) it has no conditions and Vance believes that it represents ACRPC operations. Vance noted that ACRPC had a net loss of \$42,112 for the year. It is the largest he has seen for ACRPC, which usually shows a small surplus. Vance noted that the management discussion lays out the reasons for the loss, which include more time for administrative changes due to Covid -19, Staff turnover and setting up entirely new accounting systems and the website. Vance believes it is a one time loss and that ACRPC should emerge stronger because of the administrative changes.

The Board thanked Vance for his review and noted it would forward the audit to the full commission for its approval at its December meeting.

ARPA and other State Recovery Funding (Flood Resiliency, Housing, Broadband): The Executive Board discussed the American Recovery Plan money municipalities in the Region have received. Adam noted that ACRPC has received funding to support municipalities and to help them navigate the rules regarding how to spend their own funding. Andrew is working on outreach to towns. Adam and Andrew are 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. Andrew is pursuing flood resiliency options to purchase property subject to flooding at 100% of its value. He hopes to have one or two for the January funding round. The problem is with the short supply of housing, no one is really willing to sell because they do not have a place to go.

Adam and Katie are creating a workshop inviting the large state housing organizations to Addison County to discuss the State ARPA housing funds and share information with housing groups in the Region. They are also working on a workshop on using ARPA to create municipal water or wastewater systems.

New ACRPC Funding (Bylaws, Energy, CWSP, CEDS, Brownfields): Adam noted that he had received more information about some of the grant money ACRPC worked with 3 member towns to apply for new funding to revise bylaws to promote housing development.

Maddi continues to work on Energy issues and is currently deep into the Comprehensive Energy Plan and the Climate Council's plan.

John is working on drafting both the Comprehensive Economic Development Strategy for our region and our regional economic development section of our plan.

Adam noted that he and Andrew completed a \$500,000 grant application to the EPA brownfields program yesterday.

Other: None.

NEW BUSINESS

Revised Budget: Adam reminded the Executive Board that when he was building this year's budget in April and May and when the commission passed it in June, we did not have complete information concerning a lot of funding sources. We now have more information. Adam has worked with April to offer the Commission an amended budget. He presented that budget to the Executive Board. He noted it is significantly larger than last year and shows a significant surplus. Adam noted he asked to table it at the full commission meeting because he had concerns about the formula that he wanted to check. He has done that and made a couple small additions relating to the Brownfields grant, which he increased by \$25,000. Adam noted he felt the budget was sound, but did note he may need to hire an additional staff member to complete all the work at hand. **After further discussion Shannon Haggett moved that Adam present the revised budget to the full commission at its December meeting for its approval. Wendy Sue Harper seconded the motion which passed unanimously.**

Setting municipal dues for FY 2023: Adam reminded the board of our current dues rate of \$1.32 per capita (minus group quarters) based upon the most recent survey data available. Adam noted that we had chosen not to raise it for the last two years. Adam also suggested that every 3 cents we raise the dues, we increase the dues by a bit over \$1,000. Adam recommends against raising the dues in any increments smaller than that. After discussion, **Shannon Haggett moved that the Executive Board recommend a 3 cent per capita increase in the dues, raising the rate from \$1.32 per person to \$1.35. Jeremy Grip seconded the motion. All approved.**

Other: None.

MEMBER CONCERNS AND INFORMATION: None.

ADJOURNMENT

Jeremy Grip moved to adjourn, Jamie Dayton seconded the motion. All approved and the meeting adjourned at 8:25 p.m.

Respectfully submitted,
Adam Lougee