

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
April 28, 2021

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

ROLL CALL

*Middlebury*    Ross Conrad  
*Monkton*        Stephen Pilcher  
                      Wendy Sue Harper  
  
*Panton*  
*Ripton*  
*Vergennes*     Shannon Haggett  
*Whiting*

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:33

MINUTES

**Minutes: Wendy Sue Harper moved to adopt the March 24, 2021 minutes. Ross Conrad seconded the motion. Shannon Haggett noted a few amendments that needed to be made. The motion passed unanimously, including the amendments.**

TREASURER'S REPORT

Adam delivered the report through the month of March. He noted that cash on hand as of March 31th was slightly below where he liked it, but also noted that we had a very high amount of receivables, so he expected the cash to recover shortly. He also noted the figures in the monthly budget report for March corrected the previous monthly report for February and showed revenues greater than expenses, by approximately \$30,000. **Shannon moved to accept the Treasurer's Report as presented. Ross seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Adam noted that the Act 250 and Natural Resources committees met just before the full commission, but have not met since then. The Energy, Local Government, and Economic Development committees have not met recently.

Transportation Advisory Committee: Shannon noted the TAC met in April. It worked on a prioritization list for projects in Addison County, held elections, re-electing Will Sipsey of Lincoln as Chair, and received updates from Mike.

Housing Committee: The committee continues to work on the housing plan, has commented on the draft. Katie is compiling the committee's comments into the draft which will be released back to the committee on Friday.

## **OLD BUSINESS**

Commission and Personnel Matters: Adam noted this was a sad topic this month as he, and several other commission and staff members had attended Ellen Kurrelmeyer's funeral this afternoon. Adam noted he had said a few words at the funeral and that it was good to see the commission well-represented. Adam asked if the Executive Board wanted to take any other action to recognize Ellen's contributions. The Executive Board had a number of suggestions, including a tribute in the next newsletter, considering Ellen for the Bertha Hanson Award at the Annual Meeting in September, dedicating one of the Electric charging stations in her memory, and looking into some type of scholarship. **Adam noted he would bring these before the Full Commission at the next meeting.**

Adam stated that the staff transitions continue to progress well. We have made a ton of progress regarding our systems updates, which are highlighted below. Adam also shared that April's husband had unexpectedly been transferred by the Air National Guard to Jacksonville Florida. Obviously, that will cause some issues with April. However, Adam stated that he and April had spoken, that both like the current fit of employment, and that we had agreed to keep things moving forward as status quo for as long as it can work for both of us.

Systems Updates: Adam noted that the website improvements with Scout Digital are completed. John will present the improvements briefly at the May Commission meeting. Adam also noted the switch to the Google Platform seems to be working for everyone. The telephone switch is planned for next Monday. Additionally, our accounting system is in Quickbooks. I have asked April to speak with Vance about conducting a short "mini-audit" to make sure the switch is accurate. Also, our first payroll through Pay Data will be next week, May 5th, and timesheets will go into Pay Data's system beginning with May's time.

Other: The Executive Board discussed the American Recovery Plan money municipalities in the Region will be receiving. Adam noted no new guidance was out yet, but that he had continued to speak with Maple Broadband, ACEDC, and some municipal leaders about the use of the funds and is following in the legislature as best he can.

## **NEW BUSINESS**

Meeting Covid Policy Changes/Annual Meeting: Adam noted he had posted new draft guidance on the office re-opening and meeting structure on the website. He outlined the proposed changes and dates to move back to "Normal". The Executive Board appreciated the changes proposed and noted we needed to have a discussion about our meeting structure and what it would look like with the full commission next meeting.

Draft Budget: Adam distributed a draft budget prior to the meeting. He noted it remains preliminary at this time since the state has not passed its budget. The good news is that the draft cash flow continues to trend in a positive direction. Expenses are largely projecting flat. Adam expects new project money for the CWSP and also stemming from the Federal American Rescue Plan will improve the budget prior to the vote for its approval in June.

Other: None.

**Member's Concerns/Information:**

**ADJOURNMENT**

**Shannon Haggett moved to adjourn. All approved and the meeting adjourned at 7:17 p.m.**

Respectfully submitted,  
Adam Lougee