

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
May 25, 2022

The Addison County Regional Planning Commission's Executive Board held its monthly meeting in a hybrid fashion, at its offices and via Google meet with Chair, Stephen Pilcher presiding.

ROLL CALL

Middlebury

Monkton Stephen Plicher
 Wendy Sue Harper

Panton Jamie Dayton

Ripton Jeremy Grip

Vergennes Shannon Haggett
 Cheryl Brinkman

STAFF: Adam Lougee, Director

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

MINUTES

Wendy Sue Harper moved to adopt the April 27, 2022 minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed unanimously.

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of April. He noted that cash on hand as of April 30th remained strong, up significantly from last year because of two new DHCD programs that paid cash upfront. Receivables also remain high. He reported that year to date, revenues exceed expenses by about \$150,000. However, Adam noted that a lot of those funds constitute prepaid revenues. When we remove those amounts and then add in accrued, but unbilled revenues the budget is about \$15,000 ahead of expenses. Adam reviewed the budget in detail with the Executive Board. He also reviewed the FY2023 proposed budget for next year. That budget shows a significant increase in funding, largely driven by the clean water service provider funding. Adam noted that the budget may change slightly between now and the annual meeting in June, but should remain positive. **Cheryl Brinkman moved to accept the Treasurer's Report as presented. Jamie Dayton seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Act 250/248, Housing, Energy, 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.

Transportation Advisory Committee (TAC): Shannon noted the TAC met in May. It continued to focus on project prioritization for VTrans for bridges. Mike Winslow, ACRPC's Transportation Planner also gave some updates on local projects. He also noted that the PELS project had 3 public hearings scheduled for late May and early June.

OLD BUSINESS

Draft Budget and Workplan for FY 2023: Presented above in the Treasurer's Report.

Draft Financial Policy: Adam presented the draft Financial Policy to the Executive Board. He noted that he and April have made a lot of progress drafting the Financial Policies supporting the new electronic bookkeeping system. It is close to completion. Adam noted that he and April would attend a training on disposing of certain documents in late June. They will finalize the policy after that meeting. Adam noted he would ask the Executive Board to approve the financial policy either at its June or July meeting. In the meantime, he invited comments from the Board.

Annual Meeting, Bertha Hanson Award: Adam reported the Annual Meeting would be held on Wednesday, June 8th at Tourterelle Restaurant in Vergennes. Ross has agreed to serve as our speaker and we will have a limited business meeting after dinner and Ross's presentation. Steve will present the Bertha Hanson award at the end of the meeting.

Other: None.

NEW BUSINESS

Brownfields Grant: Adam noted we had received the official announcement that ACRPC had received a \$500,000 brownfields grant directly from EPA. The grant will start in September and run for 3 years. He noted that he had also received a call from Tom Kennedy at the Mount Ascutney Regional Commission ("MARC"). MARC oversees our current \$100,000 brownfields grant from the Agency of Commerce. Tom asked whether in light of our new award ACRPC would be willing to give back any of the current grant that we do not use by September 30th. Adam noted that several RPCs did not receive a new grant and were low on funds. In light of that, he asked the Executive Board to support MARC's request. **Cheryl Brinkman moved that ACRPC return any of the current brownfields grant that we do not use before September 30, 2022. Shannon Haggett Seconded the motion, which all approved.**

Other: None.

MEMBER CONCERNS AND INFORMATION

Cheryl thanked Shannon for his excellent work as the Chair of the Vergennes Planning Commission and congratulated him on passing new zoning in the City Council meeting last night.

ADJOURNMENT

Shannon Haggett moved to adjourn. All approved and the meeting adjourned at 7:20 p.m.

Respectfully submitted, Adam Lougee