

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
June 22, 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

<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 Cheryl Brinkman

STAFF: Adam Lougee, Director

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

MINUTES

Wendy Sue Harper moved to adopt the May 25, 2022 minutes. Jeremy Grip seconded the motion. The motion to approve the minutes passed unanimously.

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of May. He noted that cash on hand as of May 30th remained strong, up significantly from last year because of two new DHCD programs that paid cash upfront. Receivables are strong. He reported that year to date, revenues exceed expenses by about \$105,000. 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 remains about \$16,000 ahead of expenses. Adam reviewed the budget in detail with the Executive Board. **Shannon Haggett moved to accept the Treasurer's Report as presented. Jamie Dayton seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Act 250/248, Housing, 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 June. It received a report on the actions of the legislature this session from Representative Diane Lanpher. Mike Winslow, ACRPC's Transportation Planner, also gave some updates on the State Transportation

Improvement Plan (“STIP”) moving forward and local projects. He also noted that the Route 125 Safety Study Kickoff meeting was well attended, spoke about the schedule for Amtrak service and noted that the PELS project had 3 public hearings in May and early June that went well.

Energy Committee: Cheryl noted that the Energy Committee had met and decided to change its meeting time to 6:30 and to shift the focus of at least part of the meeting to an informational presentation that it will invite local energy committees to join.

OLD BUSINESS

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 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 at its July meeting. Ross, Steve and Cheryl provided some comments on the policy. **Adam will incorporate them into the policy and also look into whether the personnel policy references intake documents required for new hires.**

Other: Adam brought up three issues under “other”.

First, he informed the Executive Board that he had restarted his investigation into changing retirement benefits from the simple IRA SEP that we currently use to either a 401K or to VMERS. He is not ready to bring the Board a proposal, but wants them to know he is investigating things and speaking with staff about them.

Second, Adam discussed the Walk/Bike Summit. He noted that the event was a great success and that we had recruited enough sponsors so that we ended it with about \$3,200 of surplus funding. Adam asked for permission to pass \$2,200 of funding along to NVDA, the next Summit host (We received about \$2,500 from MARC after their summit). He also asked to give bonuses to Mike and Katie for their work on the Summit. He noted Mike would receive more because he led the Summit and did the most work. After some discussion, **Cheryl Brinkman moved to use \$1,000 of the Walk/Bike Summit excess funding to provide bonuses to Mike Winslow and Katie Raycroft Meyer. Jeremy Grip seconded the motion. All approved.**

Third, Adam noted that since the pandemic, we have not been using the Prius very much. It is a 2002 model, converted to a battery hybrid. It will not pass its next inspection without new brakes and body work on the rusting left rear rocker panel. Adam asked County Tire what they felt it was worth and they estimated that given its current condition it was worth between \$500 and \$1,000. April is returning from Florida, needs a short term solution for a car and has a cousin in Whiting that does bodywork. She has offered to buy the car for \$500. After some discussion, **Shannon Hagggett moved to sell the Prius to April Clodgo for \$500. Wendy Sue Harper seconded the motion. All approved and asked Adam to let April know we appreciate her performance and are glad she is returning to Vermont.**

NEW BUSINESS

Status of Hiring, staffing (GIS and other new planner position): Adam noted he is currently interviewing for the GIS position. Kevin and John have set the bar high, but he is hopeful. Adam also noted that as soon as he completes the GIS hiring process, he will put out an application for an additional generalist planner as contemplated in the budget. Lastly, Adam noted that he will be conducting reviews of all staff at year end, prior to the first payroll of our fiscal year, which starts July 1st. He noted that as of May, annual inflation is at 8.6 %. He noted that he believes he has room in the budget for both the new hiring and to make sure he provides incentives to ACRPC's other employees to remain happy in their positions.

RFP for Audit for FY2022: Adam noted that he had issued an RFP on the Vermont listserv in general and to approximately 15-20 qualified Vermont firms. Responses are due on July 15th. Adam will receive the responses, cull them down to 3-5 and ascend the top applicants to the executive Board members with a scoring matrix. The Board will select the auditor for next year at its July 27th meeting.

Committees/Committee Assignments: Adam recommended to the Executive Board that we keep all current committees, but questioned whether we had the staffing to keep the Housing Committee working. After discussion, the E-Board noted housing was currently very important and we should make the effort to keep the committee working. **Adam will send out committee requests to commissioners for the July meeting.**

Review of Executive Director (Complete in July): The Board discussed what they would like to see before making their decision. **Shannon volunteered to send around the last 3 year's reviews.** Adam stated he would put together a bulleted list of ACRPC's and his accomplishments over the past 12 months and complete a self-assessment for his evaluation form. **Adam will provide that to Stephen by July 19th. All others should get comments on the evaluation form to Stephen for July 22nd so Stephen can aggregate them in time for the meeting on July 27th.**

Other: None.

MEMBER CONCERNS AND INFORMATION

Steve noted that this was Wendy Sue's last Executive Board meeting. He noted we would miss her and thanked her for her service.

ADJOURNMENT

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

Respectfully submitted,

Adam Lougee