

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
July 27, 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

*Ferrisburgh* Arabella Holzapfel  
*Middlebury* Ross Conrad  
*Monkton* Stephen Plicher  
*Panton*  
*Ripton*  
*Vergennes* Shannon Haggett  
Cheryl Brinkman

STAFF: Adam Lougee, Director

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

MINUTES

**Shannon Haggett moved to adopt the June 22, 2022 minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed by voice vote/show of hands with Arabella holzapfel abstaining.**

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of June, the close of the fiscal year. He noted that cash on hand as of June 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, unadjusted and unaudited revenues exceed expenses by about \$30,000. Adam reviewed the budget in detail with the Executive Board. **Ross Conrad moved to accept the Treasurer's Report as presented. Arabella Holzapfel seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Adam noted that no committees had met in the last two weeks of July.

OLD BUSINESS

Draft Financial Policy: Adam noted that with the end of the year accounting, April has been very busy and has not been able to finalize the policy. It is very close with only the document retention portion of the policy left to revise. April is serving on a committee related to the CWSPtoexamine document retention. April attended a training on disposing

of certain documents in late June. When he and April finish a complete draft, Adam will ask the Executive Board to approve the financial policy. **Adam will incorporate comments to date and also look into whether the personnel policy references intake documents required for new hires.**

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 had hoped to have an acceptance prior to the meeting, but things are taking a little longer than he planned. 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.

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 were due on July 15th. Adam forwarded the top applicants to the executive Board members prior to the meeting. Stephen asked for discussion on the board between the proposals from Vance DeBouter and \_\_\_ that we had received. The Board reached consensus quickly that while it has been very happy with Vance's work for the past 15 years, it is time to have a fresh set of eyes look at ACRPC's books, policies and procedures. The Board asked Adam to thank Vance for his good work in the past. **Shannon Haggett moved to engage Veroff and Austin, PLLC of Laconia, NH to conduct ACRPC's 2022 audit. Cheryl Brinkman seconded the motion and all approved.**

Review of Executive Director: The Board no had received material from Adam it had requested for the review and had also reviewed its previous evaluations. **Cheryl Brinkman moved that the Executive Board enter Executive Session to discuss a personnel matter. Shannon Haggett seconded the motion, all approved and the Board entered Executive Session at 6:58 p.m.**

The Board left executive session at 7:31.

**Cheryl Brinkman moved to approve the Executive Board's performance review of the Executive Director. Ross Conrad seconded the motion, which passed unanimously.**

Other: The Board asked Adam to share the year end report with the full commission.

## **NEW BUSINESS**

Other: Ross asked whether the RPC is using local and/or recycled products. **Adam noted he thought we did generally, but that he would check with April and ask her to make use of local and recycled products a priority.**

## **ADJOURNMENT**

**Cheryl Brinkman moved to adjourn. Arabella Holzapfel seconded the motion. All approved and the meeting adjourned at 7:39 p.m.**

Respectfully submitted,

Adam Lougee