

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
August 24, 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

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| <i>Ferrisburgh</i> | Arabella Holzapfel |
| <i>Middlebury</i> | Ross Conrad |
| <i>Monkton</i> | Stephen Plicher |
| <i>Panton</i> | Jamie Dayton |
| <i>Ripton</i> | |
| <i>Vergennes</i> | Shannon Haggett Cheryl Brinkman |

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:30 p.m.

MINUTES

Shannon Haggett moved to adopt the July 27, 2022 minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed by voice vote/show of hands.

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of July. He noted that cash on hand as of July 31st remained strong, up significantly from last year because of two new DHCD programs that paid cash upfront. Receivables are strong. **Cheryl Brinkman moved to accept the Treasurer's Report as presented. Ross Conrad seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Adam noted that the Energy, TAC and Economic Development Committees had acted.

Energy: The Committee did not meet, but it did host a booth at field days supported by staff commissioners, local energy committees and local energy non-profits. Overall the committee was pleased with the turnout and response and congratulated Maddi on her initiative to organize the event.

TAC: Shannon reported on the TAC meeting. He noted the TAC spent most of the meeting reviewing grant applications for local projects from Ferrisburgh, Starksboro and Lincoln. It also reviewed ongoing regional projects.

Economic Development: The Economic Development Committee met and reviewed the draft Comprehensive Economic Development Plan (CEDS) that ACRPC and ACEDC staff have been creating for the Region. Adam noted that the Committee will bring the CEDS to the full commission for approval at its October meeting. If ACRPC and its partners choose to adopt the CEDS, in the January timeframe, ACRPC will need to decide whether it chooses to join an Economic Development District (EDD) with its partners, neighboring counties, that also participated in the CEDS. **Ross requested that Adam draft a memorandum summarizing the pros/cons of joining an EDD.**

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 CWSP to examine 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. Adam hopes to bring the policy back to the September Executive Board meeting.**

Status of Hiring, staffing (GIS and other new planner position): Adam noted he has hired a new GIS Manager. Her name is Hannah Andrew. Hannah has a masters in forestry from Yale and is a graduate of Vermont Law School. She has an extensive GIS background. Adam noted that she will start September 6th and he is happy to have her joining the staff. Adam will now move on to hiring a generalist planner position.

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

NEW BUSINESS

Committee Assignments: The Board reviewed the committee requests it received and made committee assignments for FY 2023. **It will hand out assignments at the September meeting and look to do further recruiting for the Local Government, Housing and Energy Committees.**

Other: Cheryl announced that at the Vergennes City Council last night the Council voted to create a new Energy Committee in Vergennes which she will chair. Steve noted that Maddi is working with the Town of Monkton on a REDI grant to secure help for Monkton to plan for redevelopment of the Monkton Ridge Village area.

ADJOURNMENT

Ross Conrad moved to adjourn. Cheryl Brinkman seconded the motion. All approved and the meeting adjourned at 7:15 p.m.

Respectfully submitted, Adam Lougee