

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
January 25, 2023

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 Vice Chair, Shannon Haggett presiding.

ROLL CALL

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

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:02 p.m.

MINUTES

Cheryl Brinkman moved to adopt the December 2022 minutes. Jeremy Grip seconded the motion. The motion to approve the minutes passed unanimously by voice vote/show of hands.

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of December. He noted that cash on hand as of December 31st remained strong. Receivables are also exceptionally strong, largely because of the advanced payment for the Clean Water Service Provider billing. Adam also presented a monthly budget report. Adam noted that with appropriate adjustments, ACRPC's revenues are slightly ahead of its expenses. **Jamie Dayton moved to accept the Treasurer's Report as presented. Jeremy Grip seconded the motion, which passed unanimously.**

Lastly, because the Board was currently reviewing the financial reports, Adam requested and received permission to provide a broad overview of the proposed mid-year adjustments to the budget that he anticipates or that have already occurred. Adam walked through the additional revenues from new programs and the reduction in revenue from discontinued programs. He noted that new programs significantly exceed discontinued programs. After reviewing the proposed changes to the budget, **the Executive Board asked that Adam add one more column to the monthly budget report showing the change in the net dollar amount anticipated from the original budget.** This column should allow the Commission to determine the financial impact of each proposed change.

COMMITTEE REPORTS

TAC: Shannon gave the TAC report. He noted that the TAC received a report from VTrans on the Amtrak ridership year to date, which significantly exceeds expectations. He also stated the TAC continued to work on its bylaws. Shannon anticipates the proposed changes will go to the TAC next meeting and then the TAC will send the proposed changes to the full commission for approval. Lastly, he noted that the TAC had discussed the FY 23 TAC grants.

Economic Development Committee: Ross reported that the committee had met and that it had approved the final draft of the larger regional Comprehensive Economic Development Strategy ("CEDS"), pending the Strategy Committee's adoption of its comments. The Strategy Committee has accepted the Addison committee's comments. The final Draft CEDS is available on the West Central Vermont CEDS website. The Economic Development Committee will bring its approval recommendation for the CEDS to the Full Commission at its next meeting.

Energy Committee: Jeremy reported that the Energy Committee meets again next Tuesday and that it had met last week with Whiting's Planning Commission to review Whiting's Enhanced Energy plan. Cheryl noted she appreciated the additional work Whiting had done on energy burdens and equity considerations in its planning.

OLD BUSINESS

Audit: Adam reminded the Executive Board that the Full commission had approved the audit at its January meeting. He then asked the Executive Board whether they had any questions or concerns or desired to speak with Steve Veroff, ACRPC's new accountant. Given that Mr. Veroff had already issued a clean audit, the Executive Board declined the meeting. Adam also noted he wanted to recognize April for the work she did. It was our first audit under our new electronic system and it is a credit to her that we had such a good audit.

Other: Adam reminded the Executive Board that staff is working towards reducing and eliminating certain bank accounts. We will start that when the CD expires. We will probably also use the money market just for CWSP funds.

NEW BUSINESS

Amendment to ACRPC's Budget and Workplan: Please see the discussion above under the Treasurer's Report.

Request for Nominating Committee: Adam noted that at the February Executive Board he would put out a call for members to serve on the Nominating Committee for the Executive Board and that at its February meeting, the Executive Board will propose the Nominating committee for election at the March Full Board meeting. **The Executive Committee asked Adam to supply a memo noting the current tenure of each Executive Board member to help the Nominating Committee.**

Other: The Executive Board noted the recent changes to the Open Meeting law extending the Covid era allowances for remote meetings.

ADJOURNMENT

Jeremy Grip moved to adjourn. All approved and the meeting adjourned at 7:13 p.m.

Respectfully submitted,

Adam Lougee