

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
October 28, 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 6:38 p.m.

MINUTES

**Shannon Haggett moved to adopt the September 28, 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 September. He noted that cash on hand as of September 30th remained strong. Receivables are also exceptionally strong. Adam also presented a monthly budget report. April is feeling better and we have largely caught up with our financial reporting. Adam noted that at the end of the fiscal year first quarter, with appropriate adjustments, ACRPC's revenues are slightly ahead of its expenses. **Arabella Holzapfel moved to accept the Treasurer's Report as presented. Cheryl Brinkman seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Energy Committee: Cheryl reported that the Energy Committee had met to review the Waltham Enhanced Energy plan and will present it to the full commission for approval. She also noted that Vergennes with help from ACRPC, Waltham and Ferrisburgh had held a Button-Up event.

TAC: Shannon noted that the TAC had met and received a presentation from VTrans on its Equity framework. Shannon reported Mike also gave an update on projects in the region.

## OLD BUSINESS

Status of Hiring, staffing (GIS, EcoAmericorps and new planner position): Adam noted he believes Hannah is doing well in her new position. He also stated that Zach has hit the ground running and is doing good work. Adam has yet to hire another new planner. He intends to do so shortly after he and April catch up on finances and have a chance to walk through all of ACRPC's projects.

Status of Projects: Adam noted that he had signed the \$1.098M CWSP contract with ANR. Adam noted he had also received the \$500,000 brownfields grant and been given permission to proceed with that work. Stephen noted Brown's Auto on Route 7 in New Haven looks like it is closing and would be a good candidate to speak with.

Audit Update: Adam noted that ACRPC had hired Veroff and Austin to conduct our audit of our fiscal year 2022 ending on June 30, 2022. April has uploaded nearly all relevant ACRPC financial data to their web portal and they have begun evaluating our financial information. Adam expects they will have the work completed and a draft audit for the E Board at its next meeting on November 30th. Adam will ask them to be available to present the audit to the Executive Board. Assuming the Board accepts it, Adam will ask for full Commission approval in December.

Other: None.

## NEW BUSINESS

Bylaw Amendment proposing Shared Services: Adam presented a proposed bylaw change necessary for ACRPC to provide shared services to those communities that would like them. The Board reviewed the proposal and agreed it would be appropriate to add additional language to them, noting actions that were specifically prohibited to ACRPC. **Ross Conrad moved to present the proposed bylaw changes to the full Commission in November and schedule a hearing for the December meeting. Cheryl Brinkman seconded the motion, which passed unanimously.**

Next Meeting Wednesday, November 30th: Adam reminded the E Board our next meeting would be on November 30th, the 5th Wednesday of November, to avoid the Thanksgiving holiday.

Other: Shannon noted that VTrans and ACRPC were holding a public hearing on November 3rd at 6:00 p.m. in the Vergennes Opera House and remotely to discuss the alternative analysis and narrow the scope of alternatives moving forward on the Vergennes Planning and Environmental Linkages study.

## ADJOURNMENT

**Arabella Holzapfel moved to adjourn. All approved and the meeting adjourned at 7:25 p.m.**

Respectfully submitted, Adam Lougee