

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
December 14, 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
Monkton Stephen Plicher
Panton
Ripton Jeremy Grip
Vergennes Shannon Haggett
Cheryl Brinkman

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:04 p.m.

MINUTES

Shannon Haggett moved to adopt the October 2022 minutes. Cheryl Brinkman 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 October. He noted that cash on hand as of October 30th remained strong. Receivables are also exceptionally strong. Adam also presented a monthly budget report. Adam noted that with appropriate adjustments, ACRPC's revenues are slightly ahead of its expenses. **Cheryl Brinkman moved to accept the Treasurer's Report as presented. Arabella Holzapfel seconded the motion, which passed unanimously.**

COMMITTEE REPORTS

Energy Committee: Cheryl reported that the Energy Committee had met to discuss the Municipal Energy Resilience Grant. That grant, with funding coming through Buildings and General Services and technical assistance provided by each RPC will grant \$25M to towns statewide to provide energy efficiency improvements to town buildings of up to \$500,000 per town. It also contains \$4,000 per town for energy planning and outreach. The Energy Committee will also hold a hearing on Whiting's Enhanced Energy plan in January.

TAC: Shannon noted that the TAC had met and worked through a refresher on its roles and responsibilities, discussed the Vergennes area PELS study and discussed the FY 23 TAC grants.

Housing: The Housing Committee conducted its initial meeting and reviewed the state of housing in the Region with Elise Shanbacker from the Addison County Community Trust.

OLD BUSINESS

Bylaw Amendment proposing Shared Services: Adam reminded the executive Board that this would be brought to the full commission at its next meeting. No one had any questions so the Executive Board moved on.

Financial Policies: Adam presented the proposed revised financial policies that were in the package. The policies have not changed significantly since Adam presented them last time. We still may have work for document retention related to the Clean Water Service Provider, but they have not set their requirements yet, so Adam would like to move forward with the rest of the policies and then amend later when we know the rules. **Shannon Haggett moved to adopt the revised financial policies as presented. Cheryl Brinkman seconded the motion, which passed unanimously.**

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. The Audit is not quite completed. Adam will send it out when it is completed and ask Steve Veroff to be available to present the audit to the Executive Board if they feel that is necessary. Assuming the Board accepts it, Adam will ask for full Commission approval in January.

Other: None.

NEW BUSINESS

Purchase of new Plotter: Adam requested the ability to purchase a new plotter this year. He noted it was not in the budget and therefore he felt he needed the Executive Board's permission for the purchase since the price is over \$5,000. Adam recommended a purchase over a lease because the equipment tends to last a long time (Our current plotter is almost 15 years old). Therefore, he feels we get more value from the purchase. **Jeremy Grip moved to purchase the plotter and the maintenance package. Shannon Haggett seconded the motion, which all approved.**

Adam noted that when he amends the budget in February, he will include it for the full commission's approval.

TAC Bylaw Amendment: Adam presented the Bylaw amendment that the TAC is contemplating, allowing citizen interest groups, in addition to municipalities to join the TAC. This is similar to the full commission structure and the Executive Board did not have any concerns with the proposal.

RPC Dues: Adam noted that each December the Executive Board presents a recommended dues

structure to the full commission for its approval. Adam presented the current structure and some alternative scenarios. **Shannon Haggett moved to present a proposed increase in the dues by 3 cents per capita to the full commission. Jeremy Grip seconded the motion, which passed unanimously.**

Other: None.

ADJOURNMENT

Jeremy Grip moved to adjourn. All approved and the meeting adjourned at 6:54 p.m.

Respectfully submitted,

Adam Lougee