

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
September 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* Jamie Dayton  
*Ripton*  
*Vergennes* Shannon Haggett  
Cheryl Brinkman

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:31 p.m.

MINUTES

**Shannon Haggett moved to adopt the August 24, 2022 minutes. Arabella Holzapfel 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 August. He noted that cash on hand as of August 30th remained strong, up significantly from last year because of two new DHCD programs that paid cash upfront. Receivables are also strong. Adam did not present a monthly budget report. April has had covid for the past three weeks and we are a little behind. Adam stated he would send it to the Executive Board as soon as it was ready. This lead to a discussion **Jamie Dayton moved to accept the Treasurer's Report as presented. Arabella Holzapfel seconded the motion, which passed unanimously.**

**Ross Conrad asked Adam why the Vanguard account had not shown any interest since June 30th. Adam responded he would need to speak with April and get back to Ross.**

COMMITTEE REPORTS

Adam noted that the TAC had met. Shannon reported it reviewed and selected its TAC grant projects for the year. It also received a presentation on last year's TAC grant projects. Lastly, Mike gave an update on projects in the region. .

Economic Development: **Ross requested that Adam draft a memorandum summarizing the**

**pros/cons of joining an EDD.**

## **OLD BUSINESS**

Draft Financial Policy: Postponed.

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 is doing well and he is happy to have her on the staff. Adam issued an ad to hire a generalist planner position. Adam also noted that Zach Robert's is now serving as our EcoAmericorp member. Zach will work mostly on water quality issues, but is also working on a housing project right now helping to develop ADUs.

Committee Assignments: Adam noted he had received only the request of Barbara Greenewalt to join the Housing Committee. He did not have any other requests. **The Board unanimously approved Barabara's request to join the Housing Committee**

Other: None.

## **NEW BUSINESS**

Status of Projects: Adam noted that he would soon sign 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.

Training Requests: Adam noted that he had received a request from Jeff Glassberg of Waltham for more training. He noted we had not done a lot of training/presentations since Covid and asked the Board if they would like to see more. The Board responded that it would and suggested inviting Green Mountain power to present on their long range plans to improve the distribution system in the area and also to get a statistical presentation from the Vermont Housing Finance Agency on the state of housing. Adam will look to schedule some short presentations.

Other: Stephen noted that Monkton had hired its first town administrator. Adam noted that he will be asking the full commission to look at amending the bylaws to ensure they support ACRPC's ability to provide shared services for member municipalities (Zoning Administrators, assessors, town managers).

## **ADJOURNMENT**

**Cheryl Brinkman moved to adjourn. Ross Conrad seconded the motion. All approved and the meeting adjourned at 7:21 p.m.**

Respectfully submitted, Adam Lougee