

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
April 26, 2023

The Addison County Regional Planning Commission's Executive Board held its monthly meeting via Google meet with Vice-Chair, Shannon Haggett presiding.

ROLL CALL

Ferrisburgh Arabella Holzapfel

Middlebury Ross Conrad

Monkton

Panton

Ripton

Vergennes Shannon Haggett
Cheryl Brinkman

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:33 p.m.

MINUTES

Cheryl Brinkman moved to adopt the March 2023 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 March. He noted that cash on hand as of February 31st was exceptionally strong. Receivables were also strong. Adam also presented a monthly budget report. Adam noted that with appropriate adjustments, ACRPC's revenues are about \$50,000 ahead of its expenses. **Arabella Holzapfel moved to accept the Treasurer's Report as presented. Ross Conrad seconded the motion, which passed unanimously.**

COMMITTEE REPORTS (only committees that have met since the full commission)

Economic Development Committee: Ross Conrad noted that the Economic Development Committee met in support of ACRPC's brownfields work. They received updates on ACRPC's ongoing projects, including the Maverick Gas Station, the Otter Creek Child Care Center and the Vergennes Opera House. They also discussed several potential new projects and will continue to look for new projects.

Local Government Committee: Shannon noted that the Local Government Committee will conduct a joint public hearing with the Salisbury Planning Commission on June 5th to review the Salisbury Town Plan and conduct a municipal consultation with Salisbury.

Nominating Committee: Shannon noted that the committee announced a slate of officers for the

commission to elect at the annual meeting in May and listed the slate as follows:

Ross Conrad, Chair
Jamie Dayton, Vice Chair
Cheryl Brinkman, Treasurer
Arabella Holzapfel, Secretary
Jeremy Grip, At large
Joseph Andriano, At large
Tim Davis, At large

OLD BUSINESS

Proposed Changes to Procurement Policy, DPS Audit: Adam noted DPS had recently completed an audit of a small grant. They had no financial concerns, but noted that ACRPC's Procurement Policy did not contain all required federal language. ACRPC has satisfied all of their 3 concerns. Adam and April will update the Procurement Policy and Financial Management Policy to update the changes required to satisfy the audit. They will also update the Financial Management Policy to reflect the new funds management policy noted below.

Funds Management Proposal: Adam presented the Executive Board with a progress report on the Funds Management proposal that the Board approved at the last meeting. The proposal outlined a plan where ACRPC would use funds over the FDIC insurance limit to purchase T-Bonds on a rolling ladder. Adam noted that April had made the purchases in the ordinary course of business by running the proposed T-Bond purchase through the same approval process as we currently used to pay invoices for other bills. April and Adam are also in the process of updating the Financial Policy to reflect this new practice.

Other: None.

NEW BUSINESS

Budget Update: Adam noted that he had updated the budget slightly since the Full Commission meeting, but not significantly. He is soliciting staff for their projections on the projects they are managing and waiting for the budget picture in Montpelier to come into focus. We will adopt the budget at the June Full Commission meeting, so we still have some time to make changes. Adam will bring a more refined proposed budget to the next meeting.

Annual Meeting/ Bertha Hanson Award selection: Adam proposed to hold the annual meeting at the Middlebury Inn this year as Basin Harbor is delaying their opening and the Tillerman does not appear to be able to accommodate the group. Adam received a good proposal from Middlebury and we have not met there in some time. The Board concurred and asked Adam to get a save the date out soon.

The Board also discussed the nominees for this year's Bertha Hanson award, selected a winner from those nominated and will announce the winner at the Annual Meeting.

Other: None.

MEMBERS CONCERNS/INFORMATION

Ross suggested that the Commission revisit and consider amending its conflict of interest policy. He noted he felt that other boards that he served on had more robust policies. The Executive Board indicated a willingness to review the policy. Ross and Shannon sent sample policies to Adam to include as part of next month's Executive Board package.

ADJOURNMENT

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

Respectfully submitted,

Adam Lougee