

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
June 28, 2023

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

ROLL CALL

*Ferrisburgh* Arabella Holzapfel  
*Middlebury* Ross Conrad  
*Monkton*  
*Panton*  
*Ripton* Jeremy Grip  
*Vergennes* Shannon Haggett  
Cheryl Brinkman

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:30 p.m.

MINUTES

**Arabella Holzapfel moved to adopt the May 24, 2023 minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed by voice vote/show of hands with Jeremy Grip abstaining.**

TREASURER'S REPORT

Adam delivered the Treasurer's Report through the month of May. He noted that cash on hand remained exceptionally strong. Receivables were also strong. Adam also presented a monthly budget report. Adam noted that with appropriate adjustments, ACRPC's revenues are about \$90,000 ahead of its expenses. Adam expected more would accumulate through yearend in June. This is significantly more money accruing than ever before. **Jeremy Grip moved to accept the Treasurer's Report as presented. Ross Conrad seconded the motion, which passed unanimously.**

Adam presented a new Statement of Financial Position (It conveys similar information to the Treasurer's Report, but in addition to cash on hand shows liabilities and equity. The Board appreciated the Statement of Financial Position and authorized Adam to also present it to the full Commission in July. Adam noted that he and April are also creating a Statement of Financial activities (Similar to the monthly budget). However, that report is not quite finished as it is a little harder to reconcile with the budget.

Adam also requested that he be allowed to provide a year end bonus to the staff given the projected level of the surplus for the current year. After some discussion, recognizing the amount of new projects, additional work this year and the quality of ACRPC's staff, **Arabella moved to provide all staff members with a year-end bonus. Ross Conrad seconded the**

**motion, which all approved.**

**COMMITTEE REPORTS (only committees that have met since the Full Commission meeting)**

Transportation Advisory Committee: Shannon noted that the TAC met and received a presentation from Katharine Otto, the Planning lead for VTrans on the PELS study in Vergennes and surrounding communities. Mike provided project updates, discussed the TAC grants available for municipal projects and the potential for using some of that funding to do a regional hazardous materials study.

Local Government Committee: Shannon noted that the Local Government Committee will conduct a joint public hearing with the Cornwall Planning Commission on July 19th to review the Cornwall Town Plan and conduct a municipal consultation with Cornwall.

Basin Water Quality Council: Arabella reported that the Basin Water Quality Council (BWQC) will meet later in July to review the latest round of Clean Water Service Provider grant applications.

**OLD BUSINESS**

Administrative Changes: Adam presented a number of administrative changes that he and April had been making to the Procurement and Financial Policies as a result of the new Treasury bill purchases and a DPS audit of a small grant. DPS 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. The Executive Board reviewed the policies and requested that they be tabled until the following meeting to allow them more time to digest the changes proposed.

Adam noted that Ross had requested to revise the Conflict of Interest standards. Adam presented the Executive Board with several different styles of conflict language. The Board decided to convene a sub-committee to choose a conflict of interest policy. Adam, Ross, Cheryl and Shannon will serve on the Subcommittee and report back to the Executive Board with their proposal. The proposal will then be brought to the full Commission since the bylaws require an affirmative vote of a super-majority of the Commission to change.

Other: None.

**NEW BUSINESS**

Review of the Executive Director: Adam sent along last year's review and the form he uses to review staff in the package. Shannon asked each Board member to complete an assessment of Adam and to send them to him. He will work with Steve as the former Chair and Ross as the new Chair to create and deliver the review.

Other: None.

## **MEMBERS CONCERNS/INFORMATION**

Arabella thanked Shannon and Steve, who will be leaving the Executive Board, for their service.

Shannon noted that the Department of Housing and Community Development had selected the City of Vergennes as one of the towns they will work with in their infill design case study.

Shannon also thanked the Executive Board for his opportunity to work with them.

## **ADJOURNMENT**

**Arabella moved to adjourn. Cheryl Brinkman second the motion. All approved and the meeting adjourned at 7:48 p.m.**

Respectfully submitted,

Adam Lougee