

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
January 24, 2024

The Addison County Regional Planning Commission's Executive Board held its monthly meeting in person at ACRPC's office at 14 Seminary Street in Middlebury and via Google Meet with Chair, Ross Conrad presiding.

ROLL CALL

*Ferrisburgh*    Arabella Holzapfel

*Middlebury*    Ross Conrad

*Orwell*        Joseph Andriano

*Panton*        Jamie Dayton

*Ripton*        Jeremy Grip

*Vergennes*    Cheryl Brinkman

STAFF: Adam Lougee, Director

Auditor: Steve Veroff

Ross opened the meeting at 6:32 p.m.

MINUTES

**Cheryl Brinkman moved to adopt the November 29, 2023 minutes. Arabella Holzapfel seconded the motion. The motion to approve the minutes passed by voice vote/show of hands.**

Audit Presentation by Steve Veroff: In order to accommodate our auditor, Steve Veroff, Ross asked for and received the Board's permission to move Steve Veroff up in the schedule. Ross welcomed Steve to the meeting, introduced each member of the Executive Board and asked Steve to introduce himself and begin his presentation. Steve presented his audit. He explained it was an unqualified audit. He believes the audit accurately represents ACRPC's financial position for the year. He found no material misstatements and no deficits in internal controls. He thanked April for her help in supplying all documents necessary for him to conduct the audit. The Executive Board thanked Steve for his work and wished him good night. **The Board shall ask the Full Commission for its approval of the audit at its February meeting.**

TREASURER'S REPORT

Adam delivered a draft Statement of Financial Position and a draft Statement of Financial Activities through the month of December. Cash on hand and receivables remain strong. Adam noted that the statement of financial position showed a positive fund balance of about \$113,000 this year. Adam noted he continues to be suspicious of how large that number is and will continue to investigate it. It does not match our historical experience. However, for now, it is a very positive number.

**Joe suggested that ACRPC should use this surplus to make small grants available to its member communities. Adam agreed that was a worthwhile use of the funds, but requested time to make sure the numbers would prove real.**

**The Executive Board also requested that next month they be presented the financials vs. the budget, similar to the format we used to receive. Adam stated that he and April will do that for the month ending in December for the next Executive Board meeting and could do it quarterly thereafter.**

**Cheryl Brinkman moved to accept the Treasurer's Report as presented. Jeremy Grip seconded the motion, which passed unanimously.**

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

Energy Committee: The Energy Committee reported it had a good joint meeting with all the local energy committees on January 20th at Holly Hall in Bristol. They noted that Maddi had done a really nice job presenting data and suggested she present it to the Full Commission. They noted that they are planning an energy fair for the fall. CEAC also presented their navigator program to help homeowners reduce their energy bills.

Transportation Advisory Committee: Adam gave the TAC report. He noted the TAC had received a presentation from Jim Cota of VTrans District 5 regarding financial planning. Mike gave updates on the PELS project and other regional projects. Next month Taylor Sisson, a VTrans Project Manager will present on the Exchange Street Roundabout and the Route 125 Safety Study.

Basin Water Quality Council "BWQC": Arabella noted that while not an official ACRPC committee, she chaired the BWQC meeting for the Otter Creek Basin earlier today. The BWQC approved 6 applications for \$137,000 to improve water quality in Lake Champlain.

#### **OLD BUSINESS**

Audit Presentation: See above.

Other: **Ross asked Adam to send out a reminder about the Conflict of Interest statement when he sends out the Full Commission documents and include a copy of the COI Statement.**

**Ross also asked Adam to send a letter to our Citizen Interest Groups reminding them of our attendance requirements and requesting that they appoint a representative to participate more frequently.**

## **NEW BUSINESS**

RAISE Grant: Adam noted that he expected to sign an agreement with CCRPC shortly for \$60,000 over the next 3 years for ACRPC to help the Towns of Middlebury and Ferrisburgh and the City of Vergennes with a housing study focusing on walkability and connection to transit opportunities.

Climate Pollution Reduction Grant. Adam stated that he also expects to sign a small grant with the State Climate office very soon for about \$15,000 to survey towns and town plans for actions to take to reduce climate pollution and report back to the legislature. The grant has been delayed for sometime, so the time period for delivery is also compressed.

Other: The Executive Board will not meet in December between Christmas and New Years unless necessary.

## **MEMBERS CONCERNS/INFORMATION**

None.

## **ADJOURNMENT**

**Jeremy Grip moved to adjourn. Jamie Dayton seconded the motion. All approved and the meeting adjourned at 7:42 p.m.**

Respectfully submitted,

Adam Lougee