

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
February 28, 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  
Tim Davis  
*Middlebury* Ross Conrad  
*Orwell* Joseph Andriano  
*Panton* Jamie Dayton  
*Ripton* Jeremy Grip  
*Vergennes* Cheryl Brinkman

STAFF: Adam Lougee, Director

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

MINUTES

**Cheryl Brinkman moved to approve the January 24, 2024 revised minutes. Arabella Holzapfel seconded the motion. The motion to approve the minutes passed by voice vote/show of hands.**

TREASURER’S REPORT

Adam delivered a draft Statement of Financial Position and a draft Statement of Financial Activities through the month of January. Cash on hand and receivables remain strong. Adam noted that the statement of financial position showed a positive fund balance of about \$126,000 this year. It is a very positive number.

During the discussion, some members of the Executive Board complained about the functionality of Google Meet. **After some discussion, they asked Adam to bring up the question of the best platform to use (Zoom or Google Meet) for ACRPC meetings to the full commission net meeting.**

**Cheryl Brinkman moved to accept the Treasurer’s Report as presented. Arabella Holzapfel 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 in February. They enjoyed an interesting presentation from Drive

Electric Vermont. However, it showed EV adoption rates well below the targets provided in the energy plan for 2025. Next meeting it will be meeting with Vermont thermal networks.

Transportation Advisory Committee: Adam gave the TAC report. He noted the TAC had spent the bulk of its meeting reviewing the goals and actions contained within the Transportation plan and updating them to reflect current conditions. Next month Taylor Sisson, a VTrans Project Manager, will present on the Exchange Street Roundabout and the Route 125 Safety Study.

Economic Development: The Committee will meet next week as the Brownfields Committee on March 4th.

Housing: Tim Davis noted the committee had completed its analysis of the Housing survey. The new results are available on ACRPC’s website.

**OLD BUSINESS**

Review of Budget vs. Actual Revenue and expenditures: Adam requested that the Board table this item to allow him to conduct a more thorough review of the numbers before presenting them to the Board.

Proposal for Small Grants to ACRPC Municipalities: Given ACRPC’s projected surplus this year, the Board had asked Adam to create a grant program to help ACRPC’s municipalities. Adam presented an outline of a proposed program to the Executive Board. Highlights included:

ACRPC proposes to provide small grants to its municipal members for them to engage with consultants, engineers, architects, grant writer’s or other professionals to help them plan for municipal infrastructure, recreation, transportation, governance or other planning improvements.

Total amount of Fund: \$75,000  
Maximum amount per municipality: \$10,000  
Timeframe: Grant announced March 15, 2024  
Applications accepted: First come first serve, open until spent. Applications must be signed by the selectboard.

Funding Obligation: Funding should be obligated by June 30, 2024 and spent within 6 months.

Procurement: Municipalities shall be responsible to procure consultants on their own behalf pursuant to their policies.

Payment: Municipalities shall invoice ACRPC on a reimbursement basis for time and materials up to a maximum limiting amount of the grant. ACRPC shall pay the municipality based upon the invoices submitted.

**Cheryl Brinkman moved to present the proposal to the Full Commission at its next meeting. Joseph Andriano seconded the motion, which all approved.**

**Other: Ross asked Adam to send out a specific email to all Commissioners that have not filed the Conflict of Interest statement and include a copy of the COI Statement.**

## **NEW BUSINESS**

**CWSP Interest bearing account rule:** ACRPC has been putting a portion of its liquid assets into laddered US Treasury accounts to maximize its returns on the money it invests. Last week the Department of Environmental Conservation called and noted that while this mechanism earns a good return, and is relatively liquid and very safe, it does not meet the requirements contained in the Rules governing Clean Water Funds (It did satisfy the specific language contained in our Clean Water Service Provider Contract). They requested we move the funding to a FDIC insured interest-bearing account. ACRPC has agreed to do so, but recognizes that since the amount in the account exceeds the \$250,000 FDIC insurance limit, we also need to set up a new interest bearing sweep account to protect all of the funding as required by the DEC. Adam shared a memorandum from April Clodgo, ACRPC's Office Manager, regarding the steps necessary to move the funding into the sweep account. **The Executive Board instructed Adam and April to set up a new interest bearing sweep account for ACRPC to use for its Clean Water Service Provider funding and authorized the Chair and Treasurer to sign the documents necessary to open, control and maintain the account.**

**Proposal of slate for the Nominating Committee:** Adam noted that the Bylaws authorize the Executive Board to propose a slate of people to serve on the Nominating Committee for the officer elections in May at ACRPC's Annual Meeting. Adam also noted that one of the Nominating Committee members is typically a member exiting the Executive Board. Adam noted he had received limited correspondence from Commission members willing to serve. **After some discussion, Jeremy Grip moved to create a slate of Nominating Committee members consisting of Ross Conrad and two other members of the Commission to be recruited as volunteers at the March meeting of the Full Commission. Jamie Dayton second the motion, which all approved.**

**Annual Meeting/Bertha Hanson Award/Speaker:** Adam asked the board for suggestions concerning the location for the annual meeting, a speaker and applicants for the Bertha Hanson Award. The Board asked Adam to look back into the Basin Harbor Club in Ferrisburgh for our location, made several good suggestions for speakers and will consider the Bertha award once they hear from members at their April meeting.

**Proposed switch from SEP IRA to 401K:** Adam noted that he had been working on the staff's retirement benefits for some time. He also noted that after careful consideration, the staff had come to the consensus that it would like to switch the SEP IRA it currently enjoys as a benefit to a 401K. Adam noted that this will cost the Commission about \$4,000 in additional fees each year. However, that relatively small investment will give all staff members access to some professional help regarding investing their retirement funds. Adam also discussed the RFP

ACRPC had issued to recruit a Fund advisor for the 401K and the results of that solicitation. Adm noted that April and he would like to open the 401K with One Day in July. Other respondents asked to submit a package included the Richards Group and Landmark Financial. **After some discussion, Joe Andriano moved to authorize the switch from a SEP IRA to a 401K and asked Adam to secure one more response from Marble Trail Financial Advisors of Middlebury, he also moved that after securing the additional response that Adam, as Executive Director, be authorized to choose the 401K services provider. Jeremy Grip seconded the motion, which passed unanimously.**

Other: None.

#### **MEMBERS CONCERNS/INFORMATION**

None.

#### **ADJOURNMENT**

**Tim Davis moved to adjourn. Jeremy Grip seconded the motion. All approved and the meeting adjourned at 8:05 p.m.**

Respectfully submitted,

Adam Lougee