

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
September 27, 2023

The Addison County Regional Planning Commission's Executive Board held its monthly meeting via Google meet with Chair, Ross Conrad presiding.

ROLL CALL

Ferrisburgh

<i>Middlebury</i>	Ross Conrad
<i>Orwell</i>	Joseph Andriano
<i>Panton</i>	Jamie Dayton
<i>Ripton</i>	Jeremy Grip
<i>Vergennes</i>	Cheryl Brinkman

STAFF: Adam Lougee, Director

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

MINUTES

Jamie Dayton moved to adopt the August 23, 2023 minutes. Cheryl Brinkman 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 August. Cash on hand and receivables remain strong. Adam noted that the statement of financial position showed a positive fund balance of about \$86,000 this year. Adam noted a lot of that is prepaid items, like dues, but it puts us in a good cashflow position. **Jamie Dayton moved to accept the Treasurer's Report as presented. Cheryl Brinkman seconded the motion, which passed unanimously.**

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

Energy Committee: Cheryl noted the committee met on Monday the 18th. They discussed progress on the MERP assessments and then started planning for the regional enhanced energy plan followed by the municipal enhanced plans.

Transportation Advisory Committee: The Committee met and reviewed two projects it had funded this year, a project in Ferrisburgh studying the feasibility and location of potential sidewalks and a study of River Road in Lincoln. It also reviewed four applications for TAC grants for funding next year. It awarded next year's grants to Lincoln for a complete streets analysis of its village and to the City of Vergennes for Capital Planning and Asset Management. It also received several project updates.

OLD BUSINESS

Administrative Changes, Conflict of Interest/Bylaws: The Board reviewed the Conflict of Interest statement briefly. It shall bring it back to the Full Commission for a vote at the next meeting. The Board then reviewed the Bylaws. Adam had included a marked version of proposed changes that should happen to the Bylaws, assuming the new stand alone Conflict of Interest Policy passes. Namely, the Conflict policy in the Bylaws should be removed and replaced with a statement noting that ACRPC shall adopt a stand alone Conflict policy. The Board reviewed the proposed changes to the Bylaws and authorized Adam to bring them before the full board at the next meeting. We will vote on the Bylaws at the November meeting. Ross also asked whether now would be a good time to propose any other administrative changes to the Bylaws that may be necessary to correct typos or clarify policy. The Board agreed that since we are looking at amending them, we should also take the opportunity to review them and make administrative improvements. Ross invited the Board to review the Bylaws and propose administrative amendments for the commission to review at the next meeting in conjunction with the Conflict of Interest changes proposed.

Committee Assignments: Adam noted that he had not received any new requests for committee assignments. None of the other Executive Board members had either. The E Board discussed ways to get more committee involvement. Ideas included inviting non-members to participate on committees, which would require a change to the Bylaws. Adam volunteered to look through the Roll Call and the Committee lists and make some calls to delegates and alternates. **The Board decided to have a discussion with the Full Commission at the October meeting and determine how it felt about inviting non-commission members onto committees.**

Other: None.

NEW BUSINESS

Status of Major Projects: Adam reviewed the budget and gave a summary of where we stand on each of the major projects in the budget for the current year.

Other: None.

MEMBERS CONCERNS/INFORMATION

None.

ADJOURNMENT

Jamie Dayton moved to adjourn. Joe Andriano seconded the motion. All approved and the meeting adjourned at 7:25 p.m.

Respectfully submitted, Adam Lougee