

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
May 24, 2023

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

ROLL CALL

Ferrisburgh

Middlebury Ross Conrad

Monkton Stephen Pilcher

Panton Jamie Dayton

Ripton

Vergennes Shannon Haggett
Cheryl Brinkman

STAFF: Adam Lougee, Director

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

MINUTES

Cheryl Brinkman moved to adopt the April 2023 minutes. Shannon Haggett 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 April. 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 \$68,000 ahead of its expenses. **Shannon Haggett 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)

Transportation Advisory Committee: Shannon noted that the TAC met and received a presentation from TVT regarding changing its Middlebury Routes to microtransit.

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.

OLD BUSINESS

Administrative Changes: 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 concerning purchasing treasuries. Adam also discussed the Treasury purchases. All are completed and reflected on the Treasurer's report. Adam also noted that Ross had requested to revise the Conflict of Interest standards. Adam intends to do that for next month.

Other: None.

NEW BUSINESS

Review FY 24 Budget and Workplan: Adam noted that he had continued to update the budget. He has solicited staff for their projections on the projects they are managing. He has also entered funds as passed by the legislature. However, the Governor has not signed the budget, so things could change. We will adopt the budget at the June Full Commission meeting, Adam discussed some highlighted programs that were significantly increasing ACRPC's budget.

Housing Facilitator: Adam noted that one of the items in the new budget is for housing facilitation. Adam discussed a Brochure for Creating ADU's that he and staff had created and that he will present at the Congregational Church this Sunday, June 4th at 5:00 p.m. Adam noted that one of the areas that he had the most difficulty writing concerned construction estimating. He stated he felt this was the biggest bottleneck to people creating ADUs. They could not accurately estimate the financial cost. Adam proposed using ACRPC's funds to hire Chris Stackhouse as an estimator to help people desiring to create ADUs. Chris is a design builder with over 40 years of experience who has just retired. He is also a delegate from Addison. Chris won't be building, just estimating on a contract basis. Adam hopes that showing people whether their project will make financial sense quickly and early will encourage more ADU development.

Other: None.

MEMBERS CONCERNS/INFORMATION

Shannon noted that Vegennes had recently received a Neighborhood Designation from the Vermont Downtown Board.

ADJOURNMENT

Ross Conrad moved to adjourn. All approved and the meeting adjourned at 7:55 p.m.

Respectfully submitted,

Adam Lougee