

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
July 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, Joe Andriano presiding.

ROLL CALL

*Ferrisburgh* Tim Davis  
*Orwell* Joe Andriano  
*Panton*  
*Ripton* Jeremy Grip  
*Vergennes* Cheryl Brinkman

STAFF: Adam Lougee, Director

Joe opened the meeting at 6:35 p.m. and welcomed the Executive Board. The Meeting was recorded and is available on ACRPC's website.

MINUTES

**Cheryl Brinkman moved to approve the June 25, 2024 minutes. Jeremy Grip seconded the motion. The motion to approve the minutes passed unanimously by voice vote/show of hands.**

TREASURER'S REPORT

Adam requested to postpone the Treasurer's Report. April is very busily processing all of the end of year reports and information. She has not completed the statements yet and Adam does not want to distribute incomplete information.

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

Energy Committee: Cheryl reported the Energy Committee met earlier in the week. It reviewed the Open Meeting Law and provided a recommendation to the Full Commission that it be treated as an advisory committee. The Executive Board briefly discussed its own status and determined that it was non-advisory since it had the ability to make financial and policy decisions in between full board meetings. Adam was already recording the meeting. The Energy Committee also discussed the Energy Fair it is planning for September, the Enhanced Energy Plan, which it also intends to have a draft of completed in September and the MERP program.

No other committees have met since the July Full Commission meeting.

Review Adoption Schedule for the Addison County Regional Plan. The Addison County Regional Plan was last adopted on July 18, 2018 and therefore expires on July 26, 2026. It has

been amended since that time. The Commission adopted a new Housing Section in 2022, but did not re-adopt the entire plan. ACRPC is in the process of rewriting nearly all of the Regional Plan, including the Enhanced Energy Section updated with the new data recently released by the PSB. ACRPC's goal is to have all sections ready for adoption by the end of 2025, including the Enhanced Energy Section and the Housing and Future Land Use Sections of the plan. Adam hopes to stagger the release of each section of the Plan over the course of the year. The TAC has completed a draft of the Transportation Section of the Plan, so that will be first, probably in September, hopefully followed by the Enhanced Energy Section in October. Since the Housing and Future Land Use Sections will require some review by the yet to be created Land Use Resources Board, ACRPC will be monitoring the progress of that body to ensure it can hit its targets.

Update on Committee Assignments: Adam noted he had received about 15 requests for committee assignments since the July Full Commission meeting. **He will send out a reminder to those that have not submitted them asking them to submit their request before the Executive Board meeting on August 28th.** At that meeting, the Executive Board will make committee Assignments for distribution at the September meeting.

401K Update: Adam noted that he and April had followed up with Marble Trail. Unfortunately, their software does not integrate with our payroll software. We continue to look for a viable solution and have gotten the names of some local advisors from Vanguard, which is where we keep our SEP IRA accounts. We continue to look for a local provider.

Other: Adam requested that the Executive Board set up a subcommittee on compensation and benefits. He noted that he was concerned about staff and wanted the Commission to take a deeper dive into current compensation levels and benefits, especially for less senior staff. After some discussion, **Jeremy Grip moved that the Executive Board create a sub-committee of Tim Davis, Joe Andriano and Jamie Dayton to work with Adam to review compensation and benefits and report back to the Executive Board. Cheryl Brinkman seconded the motion, which passed unanimously.**

## **NEW BUSINESS**

Project Updates: Adam provided the Executive Board with brief summaries of some of ACRPC's ongoing projects. Generally most are progressing on time. Projects discussed included the Clean Water Service Provider, the Municipal Energy Retrofit Program, the Middlebury College Lands Project and the Moosalamoo Master Plan.

Executive Board Calendar for 2024-2025: Adam noted he had included a proposed meeting calendar in the package for this meeting. Adam proposed that E Board meetings remain on the 4th Wednesday of the month at 6:30, except for in the month of November, when it is proposed for December 4th, a week later to avoid a conflict with the Thanksgiving holiday. No additional meeting is proposed for December over the Christmas holiday. After a brief review, **Cheryl Brinkman moved to adopt the Executive Board Meeting Calendar. Jeremy Grip seconded the motion, which passed unanimously.**

Other: None.

**MEMBERS CONCERNS/INFORMATION**

None.

**EXECUTIVE SESSION**

Not needed.

**ADJOURNMENT**

**Joseph Andriano moved to adjourn. All approved and the meeting adjourned at 7:30 p.m.**

Respectfully submitted,

Adam Lougee