

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
September 25, 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 Vice Chair, Arabella Holzapfel presiding.

ROLL CALL

Ferrisburgh Tim Davis
Arabella Holzapfel

Orwell

Panton Jamie Dayton

Ripton Jeremy Grip

Vergennes Cheryl Brinkman
Shannon Haggett

STAFF: Adam Lougee, Director

Arabella opened the meeting at 6:30 p.m. and welcomed the Executive Board. The Meeting was recorded and is available on ACRPC's youtube channel accessed through its website and [here](#).

MINUTES

Cheryl Brinkman moved to approve the August 28, 2024 minutes. Shannon Haggett seconded the motion. The motion to approve the minutes passed unanimously by voice vote/show of hands.

TREASURER'S REPORT

Adam presented the Treasurer's Report through the end of June, 2024, the end of ACRPC's fiscal year. Adam noted that these are draft financials and still subject to a little movement at the end of the year as we do adjustments, but he believes they will end up being very close to where we ultimately land. The Statement of Financial Activities shows positive net income for the year of almost \$94,000, up a little from the previous month. When carried over to the Statement of Financial Position, that income adds to a healthy balance sheet with significant assets and cash on hand. Adam also reviewed the statements for the new fiscal year beginning July 1st through August 2024. That currently shows a \$31,000 deficit. However, Adam believes that is largely a timing issue. When we bill for September at the end of the first quarter, Adam expects that this year will also show a surplus. **Shannon Haggett moved to accept the June 30th, 2024 and August 30, 2024 Treasurer's Reports as presented. Jamie Dayton seconded the motion. The motion to accept the Treasurer's Report as presented passed unanimously by voice vote/show of hands.**

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

Energy Committee: Cheryl reported the Energy Committee met earlier in the week. The Energy Committee discussed the Enhanced Energy Plan. Maddi completed a draft plan for them just prior to the meeting. Cheryl noted the committee also discussed the MERP applications, which Maddi has been working hard to submit. Lastly, Cheryl noted that the Energy Fair the Committee sponsored last weekend was a success. Cheryl noted the vendors liked the opportunity to speak one on one with potential customers.

Transportation Advisory Committee (TAC): The TAC met last week. It received a presentation on last year's TC grants from the City of Vergennes (Asset management plan) and the Town of Lincoln (Traffic calming in center). The TAC also decided to reopen this year's grant round in hopes of getting additional applicants.

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

Old Business

401K Update: Adam noted that he and April had received three bids to help with the retirement plan. One bid was from Tim Davis for Northwestern Mutual. Tim sits on the Executive Board and had previously informed the Board he would submit a bid. He also noted he would need to recuse himself from the review of the bids and left the meeting for this section of the meeting. Adam presented a summary of each of the bids and the recommendation that he and April came to. Staff's recommendation was that that cost of switching to a 403 (b) plan would cost the commission about \$5,000 annually just to administer the new plan and that we would get little value for that. Staff therefore felt we should stick with the SEP IRA, which has very small overhead costs, but we could offer staff a chance each to speak individually with a financial advisor at the commission's expense. He further recommended that the staff be able to choose between either Tim Davis or NFP, another bidder. After some discussion, **Cheryl Brinkman moved to accept staff's proposal, keep the SEP IRA, add a financial counseling piece and look at ACRPC's staff benefit package holistically with the benefits sub-committee. She also noted that staff could look to Tim Davis or NFP for consulting with ACRPC covering the cost of consultation. Jeremy Grip seconded the motion, which passed unanimously.**

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 and we presented that to the full commission in September. Adam is hopeful he will follow that with the Energy sub-section of the Utilities and Facilities Section of the Plan in November. 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.

Staffing: ACRPC is hiring this fall. As Cheryl announced last month, Maddi is leaving at the beginning of October. Deron also recently announced he has taken another job and will also leave at the beginning of October. Adam has been looking for a part time person to help April with the books. Lastly, Adam believes we also need another general planner to handle the number of municipal plans up for renewal. Accordingly, Adam expects to hire 2-3 new staff this fall. Ads for the new positions should be out next week. Adam is working with Fred Kenney of Addison Economic Development to see if we can share the administrative helper for April.

Other: Adam noted that he would be emailing Tim Davis, Joe Andriano and Jamie Dayton to set a date for the Compensation Subcommittee to meet to work with Adam to review compensation and benefits and report back to the Executive Board.

Also, Adam noted that the Vermont Gas line issue is coming up again. He described the procedural history of the case concluding that in approximately 45 days it will be back before the Public Utility Commission looking for a new Certificate of Public Good for the entire existing line, including the section in the New Haven swamp where it failed to meet the burial depth. We have received information from Vermont Gas and also the plaintiff's attorney about the filing. The Plaintiff's attorney has specifically asked ACRPC to distribute a letter to all commissioners. Adam noted he had not responded yet. Adam would like to bring the issue to the Act 250/248 Committee. Cheryl and Jerney also stated they would like the energy committee involved. **Therefore, the Executive Board decided to hold a joint meeting of the Act 250/248 and Energy Committee at the Energy Committee's next meeting, Monday October 21st at 5:00 p.m. The Committees can review the presentation and decide how ACRPC should proceed.**

NEW BUSINESS

2024 Annual Report and At work Map: Adam presented the Executive Board with a copy of the Annual Report he submitted on behalf of ACRPC to the Agency of Commerce. It is a nice summary of our work through fiscal year 2024 (July 1, 2023 - June 30, 2024). He will share it with the Full Commission at the next meeting.

Other: None.

MEMBERS CONCERNS/INFORMATION

None.

EXECUTIVE SESSION

Not needed.

ADJOURNMENT

Arabella Holzapfel ordered the Executive Board adjourned by unanimous consent at 7:45 p.m.

Respectfully submitted, Adam Lougee