Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 www.acrpc.org Phone: 802.388.3141

ACRPC Full Commission Notice of Meeting
7:00 p.m. Wednesday, December 11, 2024
Happy Holidays!

HYBRID MEETING: This meeting will be conducted in person at ACRPC's office and remotely through the **ZOOM** remote meeting on-line platform. PLEASE USE THE CONNECTION BELOW: Join ZoomMeeting
https://us02web.zoom.us/j/85938862314?pwd=5oHabBItJkk0DDbl8LkYBKVqxSDxgF.1
Meeting ID: 859 3886 2314; Passcode: 560685
CALL-IN: +1 646 931 3860 Call in using this number and enter the meeting PIN from the phone keypad.
PHYSICAL LOCATION: ACRPC's office at 14 Seminary Street in Middlebury **WILL** be open to the public.

7:00 p.m. BUSINESS AGENDA:

I. Approval of Minutes: November 13, 2024
II. Executive Board Minutes: December 4, 2024
III. Treasurer's Report: Financials September 30, 2024
IV. Committee Reports: (Act 250, Energy, Local Govt, Nat Res, TAC, Housing, Econ Dev)
V. Joint Partners Report/Delegate/Staff Recognition:

VII. Old Business:

- Maple Broadband Update
- Staff hiring
- MERP Update
- Bylaws Update
- Other

VIII. New Business

- FY 2026 Dues Proposal and Vote
- FY 2023 Audit Presentation and Vote to accept
- Change to Personnel Policy to reflect Healthcare change
- Other

IX. Member's Concerns/Information:

X. Adjournment:

ADDISON COUNTY REGIONAL PLANNING COMMISSION ROLL CALL

ADDISON	D	Bob Schatz	___
	D		___
	A	Chris Stackhouse	___
	A		___
BRIDPORT	D	Edward Payne	___
	D	Andrew Manning	___
	A	Steve DeCarlo	___
	A	Renee Brodeur	___
BRISTOL	D	Peter Grant	___
	D	Ron Dendas	___
	D		___
	A	William Sayre	___
	A		___
	A		
CORNWALL	D	Stan Grzyb	___
	D	Anna Burns	___
	A		___
	A		
FERRISBURGH	D	Tim Davis	___
	D	Arabella Holzapfel	___
	D	Steve Huffaker	___
	A		
	A		
	A		
GOSHEN	D	Jim Pulver	___
	A	Chad Chamberlain	___
LEICESTER	D	Diane Benware	___
	D	Tom Barker	___
	A		
	A		
LINCOLN	D	Steve Revell	___
	D		___
	A		___
	A		
MIDDLEBURY	D	Ross Conrad	___
	D	Karina Toy	___
	D		___
	A	Hugh McLaughlin	___
	A		___
	A		
MONKTON	D	Stephen Pilcher	___
	D	Debra Sprague	___
	A		___
	A		___
NEW HAVEN	D	Jim Walsh	___
	D	Harvey Smith	___
	A	Kathy Cahill	___
	A		___
ORWELL	D	Joseph Andriano	___
	D	Sharon Macedo	___
	A	Daniel Redondo	___
	A	Cian Quinn	___
PANTON	D	James Dayton	___
	A		___
RIPTON	D	Jeremy Grip	___
	A	Jonathan Heppell	___
SALISBURY	D	Barrie Bailey	___
	D		___
	A		___
	A		
SHOREHAM	D	Nick Causton	___
	D		___
	A		___
	A		___
STARKSBORO	D	Herb Olson	___
	D	Tom Perry	___
	A	Rich Warren	___
	A		___
VERGENNES	D	Shannon Haggett	___
	D	Cheryl Brinkman	___
	A	Don Ferris	___
	A		___
WALTHAM	D	Lisa Sausville	___
	A		___
WEYBRIDGE	D	Gioia Kuss	___
	A		___
WHITING	D	Jennifer Erwin	___
	A		___
CITIZEN INTEREST		***REPRESENTATIVES***	
ADDISON COUNTY CHAMBER OF COMMERCE	D		___
	A	Phil Summers	___
HOPE	D	Jeanne Montross	___
	A	Skip Wyer	___
OTTER CREEK AUDUBON SOCIETY	D	Ronald Payne	___
	A	Marcia Parker	___
ADDISON COUNTY FARM BUREAU	D	Charles Roy	___
	A	Kent Wright	
OC NATR. RESOURCE CONSERVATION DIST	D	Jonathan Chamberlain	___
	A	Paul Wagner	___
ADDISON COUNTY ECONOMIC DEVELOPMENT CORP	D	Fred Kenney	___
	A	Richard McKerr	

ACRPC EXECUTIVE BOARD

CHAIR : Ross Conrad
VICE-CHAIR : Jamie Dayton
SECRETARY : Arabella Holzapfel
TREASURER : Cheryl Brinkman
AT LARGE : Jeremy Grip
Tim Davis
Joseph Andriano

STAFF:

EXECUTIVE DIRECTOR: Adam Lougee
OFFICE MANAGER/BOOKKEEPER: April Clodgo
EMERGENCY MANAGEMENT PLANNER: Andrew L'Roe
SENIOR/TRANSPORTATION PLANNER: Michael Winslow
COMMUNITY PLANNER: Katie Raycroft-Meyer ENERGY PLANNER:
GIS DATA MANAGER: Hannah Andrew
WATER QUALITY PLANNER/ ECO AmeriCorps: Leander Ruhl

OFFICE PHONE: 802-388-3141

Updated 11/8/2024

Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 www.acrpc.org Phone: 802.388.3141

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, November 13, 2024

ACRPC held its November meeting at its office at 14 Seminary St. Middlebury and via ZOOM with the Chair, Joseph Andriano of Orwell, presiding.

ROLL CALL:

Addison:	
Bridport:	Ed Payne
Bristol:	Ron Dendas
	Peter Grant
Cornwall:	Anna Burns
	Stan Grzyb
Ferrisburgh:	Tim Davis
	Arabella Holzapfel
Goshen:	
Leicester:	
Lincoln:	
Middlebury:	Hugh McLaughlin
	Ross Conrad
	Karina Toy
Monkton:	Debra Sprague
New Haven:	
Orwell:	Joseph Andriano
Panton:	
Ripton:	
Salisbury:	
Shoreham:	Nick Causton
Starksboro:	Tom Perry
	Herb Olson
	Rich Warren
Vergennes:	Shannon Haggett
	Cheryl Brinkman
Waltham:	
Weybridge:	Gioia Kuss
Whiting:	Jennifer Erwin

CITIZEN INTEREST REPRESENTATIVES:

Otter Creek Audubon Society:	Ron Payne
Otter Creek Natural Resources:	
Addison County Farm Bureau:	
Addison County Economic Development Corp:	Fred Kenney
Addison County Chamber of Commerce:	
HOPE:	Jean Montross

ACRPC EXECUTIVE BOARD

Chair:	Joseph Andriano
Vice-Chair:	Arabella Holzapfel
Secretary:	Shannon Haggett
Treasurer:	Cheryl Brinkman
At Large:	Jamie Dayton
	Jeremy Grip
	Tim Davis

STAFF

Executive Director:	Adam Lougee
GIS Manager:	Hannah Andrew
Land Use Planner:	Katie Raycroft-Meyer
Transportation Planner:	Mike Winslow
Emergency Planner:	Andrew L'Roe
Office Manager/Bookkeeper:	April Clodgo
Eco-AmeriCorps member:	Leander Ruhl

7:00 p.m. Presentation: Joe called the meeting to order at 7:00 p.m. He introduced himself as ACRPC's Chair and welcomed Commission members and the Commission's guests. He introduced Amanda Froeschle (UVMHN-PMC, Senior Community Health Liaison) and Emma Tso (Middlebury Office of Local Health, Chronic Disease Prevention Specialist) as the Commission's guest presenters for the evening. Amanda began the presentation. She noted that new data is available through the 2024 Addison County Community Health Needs Assessment (CHNA). The CHNA is an assessment that hospitals complete in collaboration with community partners every three years to identify the top health needs of their community. The CHNA ultimately helps us to better understand the underlying challenges and opportunities for creating a healthier community. The 2024 Addison County CHNA identified access to healthcare, housing, and mental health & substance use services as the top health needs. Amanda and Emma shared key findings from the 2024 CHNA with the Commission. A recording of the full Commission meeting, including Amanda and Emma's presentation is available here.

After a short question and answer session, Joe thanked Amanda and Emma and commenced the business meeting.

7:55 p.m. Business Meeting: Joe opened the regular business meeting:

I. **Approval of the October 2024 meeting minutes: Ross Conrad moved approval of the October minutes. Anna Burns seconded the motion. The minutes passed unanimously.**

II. **Executive Board Minutes**: The Executive Board's October meeting minutes were included in the package for the members' information. No members asked any questions regarding the Executive Board meeting. Joe continued the meeting.

III. **Treasurer's Report:** Adam presented the Treasurer's Report for the evening. Adam noted that cash flow remains strong and that cash on hand and receivables are also strong. Adam highlighted the draft Statement of Financial Activities for Fiscal Year 25 through September, 2024. The Statement shows a positive fund balance for the year of about $67,000. Adam also announced the audit is underway. He intends to present a draft to the Executive Board at its December 4th meeting and present the final to the Full Commission for adoption at its December 11th meeting. **Peter Grant moved to accept the Treasurer's Report as presented. Nick Causton seconded the motion. The Commission voted unanimously to accept the Treasurer's Report as presented by voice vote/show of hands.**

IV. **Joint Partners Report:** Adam noted that the Bond Bank has water Systems grants available that he would like to see Starksboro, Bridport and Ferrisburgh apply for.

V. Committee Reports:

Act 250/Section 248: Adam reported that the Committee had met jointly with the Energy Committee on Monday, October 21st to discuss the latest CPG for the Vermont gas mainline serving Addison County. Adam gave a background of the Vermont Gas pipeline proceeding, starting in 2012. He concluded that Vermont Gas was required to file a new application for a Certificate of Public Good from the Public Utilities Commission for its existing pipeline. **The Energy Committee and Act 250/248 Committees recommend that the Full Commission intervene in the process and seek party status in order to monitor the proceeding and to preserve our right to file testimony should ACRPC feel the need to do so. The Commission unanimously approved the motion of the Committees. Peter Grant abstained.**

Energy Committee: Cheryl Brinkman reported that the Energy Committee had met briefly after the discussion above. It discussed its process to review the Enhanced Energy Section of the Regional Plan and briefly discussed progress on the MERP program and other updates.

Local Government: No meeting. It will meet shortly to review Waltham's plan.

Natural Resources: The Committee has not met, but does have a staff review of the Otter Creek Tactical Basin Plan, presented to the Full Commission at our October meeting by Angie Allen. It would like to review the Otter Creek Basin Plan and staff memo and file a response with Angie Allen, the Basin Planner, prior to the next Full Commission meeting. The staff memo notes that the Otter Creek Basin Plan and the Addison County Regional Plan are compatible. The Committee requested that the Full Commission delegate it the ability to respond to the Otter Creek Basin Plan, so ACRPC could respond in a timely manner. **Cheryl Brinkman moved to allow the Natural Resources Committee to file a response to the Otter Creek Basin Plan with the Agency of Natural Resources on behalf of the Full Commission. Anna Burns seconded the motion, which passed unanimously.**

TAC: Hugh McLaughlin noted that the TAC had awarded two TAC grants at its November meeting.

Housing: Tim Davis noted that the Housing Committee had met just before the meeting. It started the discussion regarding the Future Land Use maps and approved a process ACRPC will be implementing to work with its member municipalities to conduct outreach. It also reviewed the technical memorandum for mapping areas within the Future land Use map and made comments supporting housing and removing Resource Based Recreational areas from conserved land.

Economic Development Committee: The Economic Development Committee met in its capacity as the Brownfields Committee. It enabled ACRPC's consultant, Stantec, to

move forward under our existing grant agreement with an area wide planning study in each of the areas where ACRPC is working on a Housing Master Plan under the RAISE grant that ACRPC has with Ferrisburgh, Vergennes and Middlebury to provide for transit oriented development.

VI. Old Business:

Maple Broadband Update: Shannon Haggett reported that Maple Broadband is in the process of completing its fiber construction for the year with the ARPA funding it had secured. Its last build in Leicester should be active this month. It will continue to build its business operations and connect new customers. Its subscribers continue to grow and number about 481. It will also focus its efforts on applying for more federal money through the BEAD grant to complete its buildout to unserved and underserved addresses in the Addison Region. Maple Broadband fully expects that if it and its business partner, Waitsfield Champlain Valley Telecom, are successful in securing the BEAD grant, that it will achieve its mandate and offer fiber broadband service to every unserved/underserved address in the Addison Region. It will also offer competitive services in many other portions of the region.

Staff Hiring: Adam noted that he has several good candidates, is conducting interviews and hopes to hire for all positions by the end of the calendar year.

MERP and Bond Bank Update: Adam noted that 10 towns in the Addison Region had received MERP awards. **They MUST execute their grant agreements by December 16th or they will lose the funding.** Additionally, for those that did not receive grants, Adam noted that the Bond Bank just announced $40M in low interest loans for municipal energy improvements. Adam intends to have the new energy planner work with all Addison County municipalities to pursue both programs.

Act 181 Land Use Outreach to towns: As Tim noted in his report, the Housing Committee approved an outreach plan for ACRPC to work with its member communities to work together to complete the Future Land Use Planning mandates of Act 181. The plan involves a joint presentation to all selectboards and then individual outreach to all planning commissions. Adam expects multiple meetings after that to work through the details so ACRPC and its member municipalities align on Future land Use plans.

Other: None.

VII. New Business:

Other: Adam reminded the Commission about the survey he had sent out and requested that they complete it if they had not already done so.

VIII. Member's Concerns/Chair Comments: None.

IX. Adjournment: There being no further business, **Joe adjourned the Commission by unanimous consent at 8:36 p.m.**

Respectfully submitted,

Adam Lougee, Director

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 Chair, Joseph Andriano presiding.

ROLL CALL

Ferrisburgh	Tim Davis
Orwell	Joseph Andriano
Panton	Jamie Dayton
Ripton	Jeremy Grip
Vergennes	Cheryl Brinkman
	Shannon Haggett

STAFF: Adam Lougee, Director
GUEST: Steve Veroff, CPA

Joe opened the meeting at 6:33 p.m. and welcomed the Executive Board. The meeting was recorded and is available on ACRPC's youtube channel accessed through its website. Joe welcomed Steve Veroff, ACRPC's Auditor, to the meeting. Steve introduced himself and walked the Executive Board through ACRPC's draft audit. Highlights include that the Commission ended the year in the black by almost $78,000 and that Steve found no adverse findings. After a more detailed discussion, Joe thanked Steve for his presentation. Steve will look to complete all of his testing prior to Wednesday December 11th and the Executive Board will present a final audit to the Full Commission for its acceptance at its December 11th meeting.

MINUTES

Shannon Haggett moved to approve the September 25, 2024 minutes. Jamie Dayton 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 September 2024. The Statement of Financial Activities shows positive net income for the quarter of almost $67,000, up significantly from the previous month. When carried over to the Statement of Financial Position, that income adds up to a healthy balance sheet with significant assets and cash on hand. **Cheryl Brinkman moved to accept the September 30th, 2024 Treasurer's Reports as presented, contingent on Adam double checking accounts receivable. 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 to edit the Enhanced Energy Plan.

Transportation Advisory Committee (TAC): The TAC met last week jointly with the Rutland RPC TAC. They received a presentation from VTrans regarding the substantial work currently going on in the Route 22A corridor.

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

Old Business

Proposed Bylaw Change and Review: Joe noted that during the committee appointment process in September he noted an inconsistency in the Bylaws whereby both the Chair of the Board and the Executive Committee were empowered to appoint committee members. He would like to rectify that issue and conduct a general review of the bylaws to identify any other problems. Ross, Joe and Adam volunteered for the subcommittee to conduct the review. **Shannon Haggett moved to form a sub-committee to review the bylaws consisting of Ross Conrad, Joseph Andriano and Adam Lougee. Cheryl seconded the motion, which passed unanimously.**

Staffing: Adam reported that he has conducted a number of interviews, has hired an Energy planner to start January 6th and would like to hire two other staff planners. He has two candidates in mind and believes they are both excellent. Adam noted this reflects his plans as presented to the Board this fall and that with the contingency in the budget, he believes he has the funding in the existing budget to do it. He also noted that he believes we have the work to keep them busy and that it will continue into the foreseeable future. **The Board recognized that this has been Adam's intention and encouraged him to move forward with the hiring.**

Other: None.

NEW BUSINESS

Healthcare Change Proposal: Adam noted that ACRPC has been a member of Blue Cross/Blue Shield (BC/BS) for a number of years and has tied its healthcare benefit to that platform. However, BC/BS has announced double digit cost increases this year. Adam and April felt it prudent to look around. They also wanted to see if they could make the healthcare policy, which is excellent for an individual, a little more family friendly. Adam presented their proposal to the Executive Board. It involves switching to an MVP Gold plan, a higher deductible plan, and sharing the cost savings from that move with the employees to create an HSA (Replacing our current HRA) to cover some of the cost potential of the higher deductible. Adam also asked the Executive Board whether they felt "family" within the Personnel Policy included a domestic partnership. After a lengthy discussion, **Cheryl Brinkman moved to approve the proposed changes to the health care policy as presented and that Adam update the Personnel Policy to reflect those changes and present it to the Full Commission at its next meeting for its approval. Jeremy Grip seconded the motion, which passed unanimously.**

Other: None.

MEMBERS CONCERNS/INFORMATION

Joe asked Adam to ask Arabella to be prepared to run the next full commission meeting as he will be unable to attend.

Jeremy asked Joe about Orwell's progress purchasing Buxton's store to create a community center. Joe noted they had made a number of positive steps and that he is feeling very hopeful.

Cheryl Brinkman noted that she had attended the Energy Action Network conference and found it very useful. It inspired her to keep working on energy conservation measures, in spite of changes that may come out of the federal government.

EXECUTIVE SESSION
Not needed.

ADJOURNMENT

Joe Andriano ordered the Executive Board adjourned by unanimous consent at 8:10 p.m.

Respectfully submitted, Adam Lougee

DRAFT as of 12/4/24

INDEPENDENT AUDITOR'S REPORT AND
FINANCIAL STATEMENTS

Addison County Regional Planning Commission

June 30, 2024

DRAFT as of 12/4/24

ADDISON COUNTY REGIONAL PLANNING COMMISSION

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June 30, 2024

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, Vermont 05753

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of Addison County Regional Planning Commission ("ACRPC") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise ACRPC's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of ACRPC as of June 30, 2024 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of ACRPC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about ACRPC's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of ACRPC's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise doubt about ACRPC's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on page 15 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 - 7 be presented to supplement the basic financial statements.

Such information, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. In addition, Schedules I, II, Ill, IV are presented for purposes of additional analysis and are not a required part of the financial statements.

We have applied certain limited procedures to the required supplementary information listed above in accordance with auditing standards generally accepted in the United States of America which consisted of inquiries of management about the methods of preparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge We obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2024, on our consideration of Addison County Regional Planning Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Addison County Regional Planning Commission's internal control over financial reporting and compliance.

VeroffCPA

VeroffCPA, PC
Laconia, New Hampshire
NH Registration No. 07785D
December 4, 2024

ADDISON COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
JUNE 30, 2024

The following management's discussion and analysis of the Addison County Regional Planning Commission ("ACRPC")'s financial performance provides an overview of ACRPC's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with ACRPC's financial statements.

Financial Statement Overview

ACRPC's basic financial statements include the following components: 1) Management's Discussion and Analysis, 2) basic financial statements and 3) other required supplementary information. The financial statements include notes which explain in detail some of the information included in the basic financial statements.

Addison County Regional Planning Commission

The mission of ACRPC is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues. The legal basis and powers for the Commission serving as the region's regional planning commission stem from and are as stipulated in 24 V.S.A. Chapter 117 § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq. and such other laws as may be enacted by the General assembly of the State of Vermont. The Commission was charted by the municipalities of Addison County and is funded in part through the State of Vermont property transfer tax as outlined in 24 V.S.A. § 4306 (a). Along with other regional planning commissions in Vermont, ACRPC is a nontaxing political subdivision of the State of Vermont established under state statute (24 V.S.A. §4341). To the extent a conflict exists with a provision in Vermont statutes governing regional planning commissions, the Vermont statutes will control.

Financial Highlights

Key financial highlights for fiscal year 2024 are as follows:

- ACRPC's total net position increased by $77,807 in fiscal year 2024 compared to an increase of $32,716 in fiscal year 2023.

Using These Financial Statements

The Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position (on pages 8 and 9) provide information about ACRPC's activities as a whole. These statements include all assets, deferred outflows of resources, and liabilities of ACRPC using the accrual basis of accounting, which is similar to the accounting used by most private sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

Net position is the difference between assets, deferred outflows of resources and liabilities, and is one way to measure the financial health, or financial position, of ACRPC. Over time, increases or decreases in the Commission's net position is one indicator of whether its financial health is improving or deteriorating. Other factors to consider are changes in the mix of grant and operating revenue.

Budget

ACRPC builds its annual budget on diverse sources of funding. Transportation funding is primarily federal (80%), from Federal Highways Administration funds, so it is dependent on the Federal Transportation Bill for appropriations of planning funds.

The Commission receives 10% of the matching funds required for the majority of the federal transportation funds from the state, making it dependent on the actions of the Vermont legislature.

ACRPC receives dues from its member municipalities that in year ended June 30, 2024 totaled $47,081 as unrestricted revenue used to locally match projects and support basic operations.

The State of Vermont provides regional planning funding through an annual performance-based contract through the Department of Housing and Community Development (DHCD). These funds were $522,132 for year ended June 30, 2024. With these funds, ACRPC carries out statutory duties as specified in an annual work program approved by ACRPC and DHCD. These funds are used as a match for local and regional projects.

ACRPC also funds its operations through special purpose grants and service contracts for technical assistance. These funds tend to vary from year to year, but include funding through the Agency of Transportation, Emergency Management Performance Grants funded by the federal U.S. Department of Homeland Security through Vermont Emergency Management, and other granting agencies.

Operating Results

ACRPC finished the year ended June 30, 2024 with a surplus change in net position of $77,807. These results are shown on the statement of Revenues, Expenses and Changes in Net Position on page 9.

Each year the upcoming indirect rate is estimated and negotiated based on the most recent audited expenses, which are always two fiscal years previous, and the subtraction of any previous year adjustments. There will always be some variance between the estimates and actual experience. A rate that is higher than it should will tend to produce revenues in excess of expenses, while a lower rate will reduce revenues. The variance between estimates and actual indirect rates are accounted for by a “carry-forward” adjustment each year. The carry-forward adjustment adds or subtracts to the calculation in a manner that will reduce the rate in subsequent years to make up for an inflated rate or increase a rate if indirect costs were under collected in a previous year.

Condensed Financial Information

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of ACRPC, assets exceed liabilities by $416,706 at the close of the most recent fiscal year.

Investment in capital assets represents 2.5% of ACRPC's net position. ACRPC uses these capital assets to provide services; consequently, these assets are not available for future spending.

The remaining balance of unrestricted net assets of $406,104 may be used to meet ACRPC's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the Commission is able to report a positive net position balance for the entity as a whole.

The following condensed and reformatted financial information is a condensed version of the financial statements presented in this report.

ADDISON COUNTY REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
JUNE 30, 2024

Government-wide Financial Analysis

Summary of Net Position

	June 30, 2024	June 30, 2023	Change
Current and other assets	$ 1,108,721	$ 939,455	$ 169,266
Non-current assets	10,602	11,021	(419)
Total assets	1,119,323	950,476	160,847
Current liabilities	702,618	611,578	91,040
Long-term liabilities	-	-	-
Total liabilities	702,618	611,578	91,040
Net position			
Net investment in capital assets	10,602	11,021	(419)
Unrestricted	406,104	327,878	78,226
Total net position	$ 416,706	$ 338,899	$ 77,807

Explanation of Changes in Net Position for the year ended June 30, 2024

- Change in cash and cash equivalents in current and other assets: This increase is the result of normal operational needs.
- Change in receivables in current and other assets: The increase in accounts receivable at the end of the fiscal year was due to regular changes in how quickly our grantors pay invoices.
- Change capital assets: The increase in capital assets was the result of routine depreciation and the acquisition of computer equipment.
- Change in accounts payable in current liabilities: The decrease can be attributed to fluctuations in consultant billings from one time period to another and timing of vendor payments.

A summary of Revenues, Expenses, and Changes in Net Position for the year ended June 30, 2024 are as follows:

	June 30, 2024	June 30, 2023	Change
Operating revenues	$ 1,031,462	$ 798,996	$ 232,466
Operating expenses	979,445	770,871	208,574
Operating income (loss)	52,017	28,125	23,892
Nonoperating income			
Interest income	25,790	4,591	21,199
Change in net position	$ 77,807	$ 32,716	$ 45,091

The change in total net position from FY 2023 to FY 2024 was $77,807. We produced operating revenues of $1,031,462 this fiscal year.

Our operating expenses of $979,445 were higher than last year, but lower than operating income, and resulted in operating income of $52,017. Operating income, plus interest income, produced the net change in position of $77,807.

Budgeting Highlights

ACRPC's budget is prepared according to the requirements of the Commission's bylaws and policies. The operating budget included proposed expenditures and estimated revenues. Final revenues and other nonoperating sources, in the amount of $1,057,251 were less than originally budgeted revenues by the amount of $1,556,473. Operating expenditures were budgeted at $2,376,766 while actual operating expenditures were only $979,445, a favorable variance of $1,397,322. ACRPC's final approved budget for FY2024 included federal, state and local grants awarded to the Commission for planning, transportation, natural resource and emergency management projects that had not been received as of June 30, 2024. The budget also included consulting costs for the planning, transportation, natural resource and emergency management projects planned for FY2024 that had not been incurred as of June 30, 2024. Overall the operating budget showed a favorable increase of $236,958 while the actual results were favorable by $77,807.

Contacting the Commission's Financial Management

This financial report is designed to provide our citizens, customers, investors and creditors with a general overview of ACRPC's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact ACRPC's Office at 14 Seminary Street, Middlebury, Vermont 05753.

DRAFT as of 12/4/24

EXHIBIT A
ADDISON COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF NET POSITION
June 30, 2024

ASSETS		
Cash and cash equivalents	$	805,723
Receivables		285,872
Prepaid expenses		17,126
Total current assets		1,108,721
Noncurrent Assets		
Capital assets, net of depreciation		10,602
Total assets		1,119,323
LIABILITIES		
Accounts payable		104,295
Accrued payroll and related taxes		11,640
Accrued compensated absences		75,985
Unearned revenue		510,698
Total current liabilities		702,618
NET POSITION		
Net investment in capital assets		10,602
Unrestricted		406,103
TOTAL NET POSITION	$	416,705

See Independent Auditors' Report and Accompanying Notes to Financial Statements

EXHIBIT B
ADDISON COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
For the Year Ended June 30, 2024

OPERATING REVENUES		
Federal, state and other grants	$	984,180
Local communities - annual assessments		47,081
Interest income		25,790
Other income		200
Total revenues		1,057,251
OPERATING EXPENSES		
Salaries and wages		554,807
Payroll taxes and benefits		183,036
Consultants and contract services		98,198
Building and occupancy		47,665
General office and program costs		65,630
Grant expenses		26,600
Depreciation expense		3,509
Total expenditures		979,445
CHANGE IN NET POSITION		77,806
NET POSITION, BEGINNING OF YEAR		338,899
NET POSITION, END OF YEAR	$	416,705

See Independent Auditors' Report and Accompanying Notes to Financial Statements.

EXHIBIT C
ADDISON COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2024

		Total
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from grants, contracts and services	$	1,254,954
Cash received from local communities		89,686
Cash paid for personnel		(737,843)
Cash paid for goods and services		(561,255)
Net cash provided by operating activities		45,542
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Purchase of capital assets		(3,090)
Net cash flows provided by capital and related financing activities		(3,090)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income		25,790
Net cash flows from investing activities		25,790
INCREASE IN CASH AND CASH EQUIVALENTS		68,242
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR		737,481
CASH AND CASH EQUIVALENTS, END OF YEAR	$	805,723
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Adjustments to reconcile operating income to net cash provided by operating activities:		
Operating income	$	52,016
Depreciation		3,509
(Increase)/decrease in receivables		(90,304)
(Increase)/decrease in prepaid expenses		(10,719)
Increase/(decrease) in accounts payable		75,619
Increase/(decrease) in accrued payroll and related taxes		2,153
Increase/(decrease) in compensated absences		20,641
Increase/(decrease) in unearned revenue		(7,374)
Net cash provided by operating activities	$	45,541

See Independent Auditors' Report and Accompanying Notes to Financial Statements.

ADDISON COUNTY REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Addison County Regional Planning Commission (ACRPC) was formed in April 1967. The Commission receives the support of twenty-one municipalities in Addison County. The activities of the Commission are governed largely by statute, namely Chapter 117 of Title 24 of the Vermont Statutes Annotated. One of the primary objectives of the Commission has been, and continues to be, providing local elected and appointed officials and the general public with information; training and technical assistance necessary to facilitate the ability of locally elected and controlled municipal government to serve the needs of its citizens. The Commission's work program reflects the needs expressed by its member municipalities and priorities of state or federal funding agencies. The Commission assists its members by preparing municipal plans and bylaws. It also addresses area-wide concerns such as land use planning, economic development, energy and transportation, housing, emergency management and natural resources planning.

As part of its assistance, ACRPC speaks for municipal interests in many forums involving state and federal agencies. The Commission is a clearinghouse for the Vermont Intergovernmental Coordination System (VICS). It reviews projects and programs specifically related to Addison County and the state as a whole. The Commission represents the region at Act 250 and Section 248 hearings and in various state and federal programs involving land use planning, transportation planning, natural resources planning, emergency planning, outdoor recreation, housing, energy planning and other programs. Assistance is available to municipalities and institutions for procurement of state and federal grants. The above activities demonstrate only a portion of the Commission's ongoing programs and projects.

The Commission’s combined financial statements include all accounts and all operations of the Commission. In accordance with Governmental Accounting Standards Board Statement No. 14 (as amended by Number 39 and 61), the Commission has evaluated all potential component units. Addison County Regional Planning Commission has no component units.

Basis of Accounting

The Organization prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

Capital Assets

Capital assets purchased or acquired with an original cost of $1,000 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives.

The assets are valued at historical cost when available and estimated historical cost where actual invoices or budgetary data was unavailable. Donated capital assets are reported at their estimated fair market value on the date received. All retirements have been recorded by eliminating the net carrying values.

Estimated useful lives are as follows:

Computer software	3 years
Computer hardware	5 years
Other equipment	5 - 7 years

ADDISON COUNTY REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

During the preparation of ACRPC's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosure of contingent items as of the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from these estimates.

Income Taxes

As determined by the Internal Revenue Service in 1970, Addison County Regional Planning Commission has been classified as an organization performing essential government functions for its members. ACRPC constitutes a political subdivision of the State of Vermont. Income earned by ACRPC is excluded from gross income under Section 115 (a) (1) of the Internal Revenue Code. The Commission is not required to file federal or state income tax returns.

Concentration of Credit Risk

At various times during the fiscal year ACRPC's cash accounts may have exceeded the Federal Deposit Insurance Corporation (FDIC) insured limit of $250,000. The Commission's policy is to maintain funds for operating purposes in accounts where the balances are government secured.

Town Assessments

The town assessments receivable and associated unearned revenue at June 30, 2024 were based on the Vermont Department of Health's estimated population figures excluding group quarte377,566rs at a rate of $1.32 per capita in 2024. Revenue for 2024 was based on the 2019 US Census population figures, excluding institutional or group quarters' population as approved by the Commission.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2024 is comprised of the following:

Checking accounts	$	302,976
Money market account		8
Sweep account		377,566
Subtotal bank accounts		680,550
Vanguard federal money market		125,173
Total cash and cash equivalents	$	805,723

The Vanguard Money Market account is backed by U.S. Government Securities.

State statutes authorize investments in such securities as savings banks or securities that fiduciaries or trustees are allowed to hold.

ADDISON COUNTY REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 3 – RECEIVABLES

Receivables as of June 30, 2024 are comprised of the following:

Vermont Agency of Transportation GR1851	$ 48,780
Vermont Department of Housing and Community Development FY2024	24,607
Vermont Department of Environmental Conservation GR 2021-CWSP-WID-07/WID-04	38,380
Vermont Department of Public Safety finance office EMPG-23 (02140-31044C-001)	8,897
Vermont Department of Public Safety finance office local liaison agreement	6,065
Vermont Department of Building & General Services Act 172 Building Weatherization	8,310
Chittenden County Regional Planning Commission CCRPC-WQ FY22-23/CEDS 2020	4,441
Lamoille County Planning Commission Health Equity FY2022/Flood Bylaws Outreach	5,923
US Environmental Protection Agency EPA CWA GR 00A01067	63,777
Two Rivers Ottaquechee RC municipal assistance	8,244
Middlebury College lands	31,417
US Forest Service Moosalamoo master plan	5,056
Rutland Regional Planning Commission Arnold Bay boat launch and public access	253
Vermont Public Service Department renewable energy outreach 2023	250
Town contracts	31,472
Total receivables	$ 285,872

ACRPC expects the balance in Program receivables at June 30, 2024 to be fully collectible; accordingly, no allowance for doubtful accounts is required.

NOTE 3 - CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2024:

	Beginning Balance	Additions	Retirements	Ending Balance
Furniture and equipment	$ 114,854	$ 3,090	$ -	$ 117,944
Total furniture and equipment	114,854	3,090	-	117,944
Accumulated depreciation	(103,833)	(3,509)	-	(107,342)
Total accumulated depreciation	$ 11,021	$ (419)	$ -	$ 10,602

NOTE 4 – COMPENSATED ABSENCES

It is the policy of ACRPC to accrue compensated absences based on the liability due on June 30, 2024. Vacation leave is available for full-time and regular part-time staff on a prorated basis. No vacation leave is granted for employees who work less than 19 hours per week. The vacation wage expense is the adjustment of the vacation wages payable as of June 30 of the prior year to the vacation wages payable as of June 30 of the current year as follows:

Accrued vacation current year	$ 75,985
Accrued vacation prior year	55,344
Vacation wages expense	$ 20,641

ADDISON COUNTY REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 5 – UNEARNED REVENUE

Unearned revenue as of June 30, 2024 consists of the following:

Donations for accessory dwelling units	$	20,865
Vermont Department of Environmental Conservation WID-04		366,764
Vermont Department of Buildings & General Services Act 172		120,000
Middlebury College Moosalamoo interns		3,069
Total	$	510,698

NOTE 6 - OPERATING LEASES

The Commission leases its office space at 14 Seminary Street in Middlebury, Vermont on a month-to-month basis. Lease payments of $3,845 are due monthly. Lease expense for the year ended June 30, 2024 amounted to $46,140.

In August of 2020, Addison County Regional Planning Commission signed a sixty-month operating lease with Canon Solutions of America replacing the previous operating lease that expired. Terms of the lease call for monthly payments of $181 per month through August 2025. In addition, the Commission pays a base charge of $15.30 per month for up to 3,000 black and white copies and copies in excess of 3,000 copies per month are billed at .0051 per copy. All color copies are billed monthly at .0395 per copy. The lease includes a full-service maintenance agreement that includes all parts, labor, travel and toner. The lease payments and copy expense was $4,577 for the year ended June 30, 2024.

Future minimum equipment lease payments are as follows:

Year ending June 30,		
2025		2,172
2026		362
Total	$	2,534

NOTE 7 - RETIREMENT PLAN

The Commission maintains a SEP-IRA from the Vanguard Funds Group for its employees. The Commission contributes 7% of each eligible employee's salary to a fund established for the employee. The employer may contribute up to 15% of compensation for each employee for an annual maximum of $30,000. The amount contributed by the Commission is fully vested in each employee's name. For the fiscal year ended June 30, 2024 employer contributions amounted to $36,751.

NOTE 8 - SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 4, 2024, the date that the financial statements were available to be issued.

DRAFT as of 12/4/24

SCHEDULE I
ADDISON COUNTY REGIONAL PLANNING COMMISSION
SCHEDULE OF OPERATIONS - BUDGET AND ACTUAL
For the Year Ended June 30, 2024

	Original and Final	Actual	Variance Favorable (Unfavorable)
OPERATING REVENUES			
State of Vermont - Department of Housing and Community Development (DHCD)	$ 522,132	$ 352,501	$ (169,631)
Federal, state and other grants	2,037,511	631,679	(1,405,832)
Local communities - annual assessments	47,081	47,081	-
Interest income	5,500	25,790	20,290
Other income	1,500	200	(1,300)
Total operating revenues	2,613,724	1,057,251	(1,556,473)
OPERATING EXPENDITURES			
Salaries and wages	608,243	554,807	53,436
Payroll taxes and benefits	205,611	183,036	22,575
Consultants and contract services	1,425,272	98,198	1,327,074
Building and occupancy	51,840	47,665	4,175
General office and program costs	59,200	65,630	(6,430)
Grant expenses	26,600	26,600	-
Depreciation expense	-	3,509	(3,509)
Total operating expenses	2,376,766	979,445	1,397,321
Change in net position	$ 236,958	77,806	$ (2,953,794)
NET POSITION, BEGINNING OF YEAR		338,899	
NET POSITION, END OF YEAR		$ 416,705	

See Independent Auditors' Report and Accompanying Notes to Financial Statements.

DRAFT as of 12/4/24

SCHEDULE II
ADDISON COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES AND EXPENSES
08100-GR1754
For the Year Ended June 30, 2024

REVENUES		
08100-GR1754	$	37,202
EXPENSES		
Regular salaries and wages		27,068
Overhead/fringe (62%)		20,115
Consultants		58,399
Training/travel/conference		3,299
Meetings/supplies/equipment		325
Advertising		49
Total expenses		109,255
EXCESS OF EXPENSES OVER REVENUES PROVIDED BY LOCAL MATCH	$	(72,053)

See Independent Auditors' Report and Accompanying Notes to Basic Financial Statements.

DRAFT as of 12/4/24

SCHEDULE II
ADDISON COUNTY REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES AND EXPENSES
08100-GR1851
For the Year Ended June 30, 2024

REVENUES		
08100-GR1851	$	122,907
EXPENSES		
Regular salaries and wages		75,405
Overhead/fringe (62%)		57,075
Consultants		-
Training/travel/conference		-
Meetings/supplies/equipment		-
Fulcrum App		-
Total expenses		132,480
EXCESS OF EXPENSES OVER REVENUES PROVIDED BY LOCAL MATCH	$	(9,573)

See Independent Auditors' Report and Accompanying Notes to Financial Statements.

DRAFT as of 12/4/24

SCHEDULE III
ADDISON COUNTY REGIONAL PLANNING COMMISSION
INDIRECT OVERHEAD AND COST RATE
For the Year Ended June 30, 2024

1 - Total direct salary and direct fringe benefits		$ 498,295
2 - Overhead:		
Indirect salary expense		210,489
Fringe benefits: vacation, payroll taxes, health, life, dental and disability insurance, workers compensation and retirement		
Other indirect costs		
Building	$ 45,487	
Office operations	46,220	
Depreciation	2,968	
		94,675
Total indirect costs		$ 305,164
3 - Indirect Rate		
Total indirect costs	$ 305,164	
Total direct salary	$ 498,295	
Indirect Rate:	61%	

See Independent Auditors' Report and Accompanying Notes to Financial Statements.

DRAFT as of 12/4/24

SCHEDULE IV
ADDISON COUNTY REGIONAL PLANNING COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - INCLUDING VTRANS PASSTHROUGH
For the Year Ended June 30, 2024

Federal Grantor/ Pass-through Grantor Program Title	Federal CFDA Number	Pass-through Grantors Number	Start Date	End Date	Federal Award Amount	Federal Expenditures
U.S. DEPARTMENT OF HOMELAND SECURITY						
Passed through the State of Vermont Department of Public Safety:						
Emergency Management Performance Grant	97.042	02140-31039C-001 (EMPG-S-22)	10/1/2022	9/30/2023	$ 56,191	$ 15,346
Emergency Management Performance Grant	97.042	02140-31044C-001 (EMPG-S-23)	10/1/2023	9/30/2024	??	28,103
Subtotal Emergency Management Performance Grant					56,191	43,449
Passed through the State of Vermont Department of Public Safety:						
BRIC: Building Resilient Infrastructure and Communities	97.047	02140-31236MC-007	12/23/2021	12/22/2024	1,500	83
Subtotal BRIC: Building Resilient Infrastructure and Communities					1,500	83
Total U.S. Department of Homeland Security					*57,691*	*43,532*
U.S DEPARTMENT OF THE TREASURY						
Passed through the State of Vermont Department of Public Safety:						
Coronavirus State and Local Fiscal Recovery Funds	21.027	02140-33500-010	8/4/2022	12/31/2024	76,650	57,896
Coronavirus State and Local Fiscal Recovery Funds	21.027	02140-33500-011	8/4/2022	12/31/2024	31,500	20,467
Subtotal Coronavirus State and Local Fiscal Recovery Funds					108,150	78,363
Total U.S. Department of the Treasury					*108,150*	*78,363*
U.S. DEPARTMENT OF TRANSPORTATION						
Highway Planning and Construction Cluster:						
Passed through the State of Vermont Agency of Transportation:						
Highway Planning and Construction	20.205	08100-GR1754	10/1/2021	9/30/2023	212,033	99,075
Highway Planning and Construction	20.205	08100-GR1851	10/1/2022	9/30/2024	256,248	132,480
Subtotal Highway Planning and Construction Cluster					468,281	231,555
Total U.S. Department of Transportation					*468,281*	*231,555*
U.S. ENVIRONMENTAL PROTECTION AGENCY						
Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements	66.818	00A010067	9/1/2022	9/30/2026	500,000	134,074
Subtotal Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements					500,000	134,074
Total U.S. Environmental Protection Agency					*500,000*	*134,074*
U.S. DEPARTMENT OF AGRICULTURE FOREST SERVICE						
Passed through the State of Vermont Department of Health:						
Emergency Management Grant	??	23-CS-11092000-002	??	??	140,000	5,055
Subtotal Emergency Management Grant					140,000	5,055
Total U.S. Department of Health and Human Services					*140,000*	*5,055*
Total federal award expenditures						$ 492,579

See Independent Auditors' Report and Accompanying Notes to Financial Statements.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Commissioners
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, Vermont 05753

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of Addison County Regional Planning Commission ("ACRPC") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise ACRPC's basic financial statements and have issued our report thereon dated December 4, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered ACRPC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of ACRPC's internal control. Accordingly, we do not express an opinion on the effectiveness of ACRPC's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether ACRPC's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of ACRPC's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering ACRPC's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

VeroffCPA

VeroffCPA
Laconia, New Hampshire
New Hampshire Registration No. 07785D
December 4, 2024

Accrual Basis

Addison County Regional Planning Commission
Statement of Financial Activities
July through September 2024

	Jul - Sep 24
Ordinary Income/Expense	
Income	
30001 · Revenue	313,904.84
30004 · Interest Income	481.29
47230 · Municipal Dues	24,338.06
Total Income	338,724.19
Gross Profit	338,724.19
Expense	
30100 · Misc. Reimbursable Expenses	49,568.98
40000 · Wage Expense	143,216.61
40001 · Vacation Wage Adjustment	739.29
40090 · Americorp Host	2,000.00
40100 · Accounting	409.14
40109 · Advertising	744.00
40130 · Copy Machine	2,155.98
40140 · DUES	1,500.00
40180 · Staff Insurances	27,238.11
40240 · Business Insurance	1,935.15
40250 · Janitorial	450.00
40290 · Misc. Expense	2,223.61
40380 · Rent Expense	11,709.00
40390 · Rubbish Removal	31.00
40430 · Retirement	9,175.08
40450 · Office Supplies Expense	203.65
40460 · Payroll Taxes - Expense	11,544.05
40500 · Telephone/Internet	2,278.30
40510 · Training/Travel/Conference	316.18
60030 · Software Subscriptions	3,876.79
60040 · Website Maintenance	375.00
Total Expense	271,689.92
Net Ordinary Income	67,034.27
Net Income	**67,034.27**

Accrual Basis

Addison County Regional Planning Commission
Statement of Financial Position
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
10300 · NOW Checking - NBM - 2810	147,228.85
10325 · Payroll Checking - NBM-2771	1,813.17
10350 · MMK - NBM - 4703	7.67
10352 · SWEEP Acct (Intrfi Acct 5586)	378,047.50
10400 · Vanguard - MMA	125,173.42
Total Checking/Savings	652,270.61
Accounts Receivable	573,400.99
Other Current Assets	
12000 · Prepaid Health & Benefits Ins.	539.27
12003 · Prepaid Business Insurance	2,591.72
12120 · Other Prepaid Expenses	1,012.34
Total Other Current Assets	4,143.33
Total Current Assets	1,229,814.93
Fixed Assets	17,079.01
TOTAL ASSETS	**1,246,893.94**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	137,860.79
Total Accounts Payable	137,860.79
Other Current Liabilities	
22000 · Accrued Vacation Wages Payable	77,942.00
22010 · Accrued Wages Payable	9,487.29
23001 · FSA - M. Winslow	-100.38
25050 · Unearned Revenue	
25052 · Accs Dwelling Units	20,865.38
25053 · SFY23 CWSP Proj Grants (WID-04)	366,763.70
25054 · Act 172-Muni Bdlg Wealth.	120,000.00
25055 · Municipal Dues	21,201.19
25057 · Moosalamoo-Interns	3,069.00
Total 25050 · Unearned Revenue	531,899.27
Total Other Current Liabilities	619,228.18
Total Current Liabilities	757,088.97
Total Liabilities	757,088.97
Equity	
28000 · Unrestricted Net Assets	115,850.45
28010 · Unrestricted Fund Balance	301,321.37
28020 · Fund Balance Equipment	5,598.88
Net Income	67,034.27
Total Equity	489,804.97
TOTAL LIABILITIES & EQUITY	**1,246,893.94**

MEMO

To: ACRPC Full Commission
From: Adam Lougee
Date: December 11, 2024
Re: Proposed Update to the Personnel Policy to support healthcare Changes

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ACRPC provides healthcare insurance to its employees as one of its benefits. For years, that healthcare benefit has been tied to the Blue Cross Blue Shield Platinum Plan. However, because of significant cost increases to the Blue Cross plans and in a desire to make the benefit more supportive to employees with families, the Executive Director and Office Manager have proposed, staff has consented and the Executive Board has approved changing the health care benefit to change policies to MVP and to change the Health Reimbursement Account to a Health Savings Account. This memo shows the proposed changes it deems necessary for the Personnel Policy to reflect the changes made.

A. MEDICAL INSURANCE

ACRPC provides medical insurance to its full-time employees and part-time employees on a pro-rated basis. ACRPC sets the rate of premium contribution just prior to the open enrollment period each year based upon the projected cost of the upcoming year's plan. Employees may enroll family members (including Domestic Partners) in ACRPC's insurance plan by paying the difference between the single and family premiums for the plan they choose. For employees covered by a non-Commission health insurance program, ACRPC will grant a payment in lieu of benefit equal to 50% of the amount of ACRPC's base plan. The payment in lieu of benefit shall be paid monthly.

B. HEALTH SAVINGS ACCOUNT (HSA)

For employees using ACRPC's medical insurance, ACRPC also funds an HS A for each full-time employee and part-time employees on a pro-rated basis. The amount ACRPC funds employees' HS A accounts is determined annually. Employees may draw against the HS A to pay health related expenses. Any money remaining in the HSRA at the end of the plan year vests to the employee. The value of the HRA also contributes to the base rate for payments in lieu of insurance.