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ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING

Wednesday, May 31, 2000

The Addison County Regional Planning Commission Executive Board's May 31, 2000 meeting was held at the Regional Planning Commission offices in Middlebury with Fred Dunnington presiding.

ROLL CALL:

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*Bridport* Ed Payne  
*Bristol* Bill Sayre  
*Middlebury* Fred Dunnington  
*New Haven* Harvey Smith

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STAFF: \_\_\_\_\_  
Adam Lougee

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BUSINESS MEETING:

Fred called the meeting to order at 7: 40 PM.

APPROVAL OF MINUTES:

**Ed Payne moved to approve the minutes of the April 26, 2000 Executive Board meeting. Harvey Smith seconded the motion. The motion passed unanimously.**

TREASURER'S REPORT:

Adam distributed the Treasurer's Report and noted the Commission was in good financial shape. He noted the report includes expenses through June 2, 2000. He also noted that prior to the next expense period we would have to draw down the money market account and a small portion of the Vanguard Account, an expected contingency at this time of year. Adam then proceeded to discuss the financial statement in detail. He noted that 77% of the receivables budgeted had been collected and that only 64% of the anticipated expenditures had been paid. He proceeded to outline the major items of interest in the budget. He concluded that the Commission would end the year with roughly a \$30,000 surplus,

# DRAFT

verses the negative cash flow of \$5,000 last year. He explained the surplus stems from three places, Conservative budgeting on expenditures, payroll and the contingency planned into the budget.

**Harvey moved to accept the Treasurer's Report. Ed seconded the motion, which passed unanimously.**

ACRPC Executive Board Meeting May 31, 2000 Meeting Minutes 2

## **COMMITTEE REPORTS:**

ACT 250: Today we received an application from the American Hard Cider Co. to build a 19,000 sq. ft. addition on to its existing building in the Middlebury Industrial Park.

Natural Resources Committee: Bill reported the Committee would meet next week to wrap up the project. Fred stated that he wants to make sure we finish that project prior to the end of the year.

Transportation Advisory Committee: No report in Willem's absence.

Local Government Committee: The local Government Committee will hold a hearing at the request of the town of Leicester on June 30<sup>th</sup> at the Leicester Town Hall at 7:00 to hear public input regarding Leicester's new plan. The Town of Bristol has submitted a request that the Commission review its Plan prior to the Planning Commission's first public hearing June 6<sup>th</sup>. Fred noted that the Town of Middlebury would be bringing its revised plan to the commission over the summer. Adam noted that the Commission has been working with the Towns of New Haven, Goshen, Whiting, Salisbury, and Ferrisburgh all of whom are working on new plans. He expects at least some of them to request regional review prior to our September Meeting.

## **OLD BUSINESS:**

Summary of Spring Seminar Series: Adam outlined the Spring Seminar series. He noted that the Commission had held 4 workshops to date in Bristol, Leicester, Waltham and Lincoln. Attendance ranged from 3 – 12 people at each seminar. Thus far, the feedback has been positive. Adam also noted that he had two other seminars planned. One June 21<sup>st</sup> in Orwell and another on June 29<sup>th</sup> in Vergennes. He noted more information on each would be in the newsletter. Adam noted that attendance at the seminars should be higher. The board noted that the number of seminars this spring, especially when combined with the 4 Emergency Management Seminars sponsored by the Commission showed a considerable amount of work.

Summary of Annual Meeting: All agreed the meeting went smoothly and appeared to be a success. Fred noted the room could have been arranged to more easily accommodate all the guests, but felt that constituted a minor problem.

Other: None

## NEW BUSINESS:

Joint Partnership Agreement: Adam explained that he had submitted the Joint Work Plan with ACEDC and ACEDC. The Joint Agreement states how the partners will work together to promote the interests of the people of Addison County. It also includes the Workplan and budget passed by each organization. Bill asked for a list of the Workplan items that the Agency of Development and Community Affairs wanted the Commission to work on. Adam noted that the legislature had not tied the budget to any one item like last year, but that the Agency had requested that the RPC's work on statutory items (Town planning and zoning), housing, education programs, emergency preparedness and educating towns concerning Development Review Boards. Bill noted that he felt it was essential for the Planning Commission to keep one foot in reality and face the people whom they are regulating. He requested that if the Commission spoke to a town about DRB's that the Commission also be prepared to speak concerning other alternatives involving corrections to a conventional system that might help the town achieve its objectives of fair and consistent review without creating a DRB.

Budget Analysis, Transfer to ACEDC to Support Commercial Industrial Database: Please see the Treasurer's report. Adam noted that one of the items in the budget constitutes an expenditure of \$15,000 to be paid to consultants to support GIS/Local TA work. Adam noted that he currently has one contract for \$10,000 with Chris Davis to do work on the Surface Water Data in the county. He stated that he would also like to sign an agreement with ACEDC to pay them \$5,000 for the work that they have been doing to support the commercial industrial database development. Adam noted that ACRPC had received all the money to support that project, but that ACEDC would be the primary beneficiary of the work and have been actively involved in collecting the data to date. Adam noted that ACEDC's work had saved the Commission a significant amount of money and that he felt that ACEDC should receive compensation for the work. All agreed that this relationship with one of our Joint Partners was very beneficial.

**Bill moved that the board authorize an agreement transferring \$5,000 to ACEDC for the work they were performing. Harvey seconded the motion that passed unanimously.**

Evaluation of Executive Director: The Board conducted an evaluation of the Executive Director based on the criteria in a standard form. The board agreed that the Director had done a good job running the Commission and that they wanted to renew his contract.

**Bill made a Motion that Fred would work with Adam on a new contract proposal for consideration at the next Executive Board meeting. Harvey seconded the motion and it passed unanimously.**

Other: Happy birthday Harvey.

**MEMBERS' CONCERNS/INFORMATION:** None.

**ADJOURNMENT:** There being no further business, Harvey moved to adjourn the meeting. Ed seconded the motion and it was approved unanimously. The meeting adjourned at 9:45 p.m.

Submitted by: Adam G. Lougee

