

DRAFT

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

Wednesday October 25, 2000

The Addison County Regional Planning Commission Executive Board's October 25th, 2000 meeting was held at the Regional Planning Commission offices in Middlebury with Harvey Smith presiding.

ROLL CALL:

<i>Bridport</i>	Ed Payne
<i>Bristol</i>	Bill Sayre
<i>Monkton</i>	Thea Gaudette
<i>New Haven</i>	Harvey Smith
<i>Weybridge</i>	Tom Yager
<i>Whiting</i>	Ellen Kurrelmeyer

STAFF:
Adam Lougee

TAC:
Dan Baker
John Emerson

BUSINESS MEETING:

Thea Gaudette, vice chair of the Executive Board called the meeting to order at 7: 20 PM. She asked the other members of the Executive Board to move to the discussion of the TAC Bylaws out of courtesy to John and Dan. Upon conclusion of that agenda item, we would move back to the remainder of the meeting.

Discussion of TAC Bylaws:

Thea welcomed John and Dan. She opened the discussion by asking the initial purpose of the TAC Bylaws. John stated that the original purpose was to establish rules of procedure, like a quorum requirement. That original purpose then also began to encompass the TAC's relationship with the RPC.

Dan explained the reason for the question about the relationship with the RPC arose because the TAC is a special committee of the RPC. Its members need not be members of the RPC. About half its members are not members of the RPC. Additionally, often the TAC is required to voice support of certain projects in a relatively quick fashion.

A discussion ensued regarding the action the TAC takes in prioritizing highway projects for the region and whether that prioritization is confirmed by the RPC. Several people felt that the RPC always reviewed the list. This seemed to be the consensus around the table.

The discussion moved to whether the TAC and the Transportation Committee of the RPC were the same body. Dan expressed that he felt they were. Adam also noted that in his memorandum he had also made that assumption, based largely on the language in the Bylaws (the TAC is an ad hoc committee of the RPC). Both Bill and Thea expressed their opinion that the TAC and Transportation Committee were historically separate organizations and should remain that way. Dan noted that the TAC was the only functioning transportation committee in the region and had been working on the regional plan.

Dan expressed that the best interest of the TAC dictated that they have some real power. Otherwise no reason exists to be on the TAC. A discussion ensued regarding the autonomy of other TACs in the state and whether the TAC could exist outside of the RPC. However, all agreed that it was in Addison County's best interest to keep the two bodies integrated and speaking with one voice.

Thea moved the discussion to the TAC representative getting two votes. Tom noted that the TAC had discussed that issue at the last meeting and that the TAC had agreed that its chair should only get one vote.

Thea next moved the discussion to whether the chair of the TAC should be a member of the RPC. Dan noted that some members of the TAC have been long serving, are knowledgeable and deserved to be members. Thea and Tom voiced the opinion that if they wanted to take the responsibility of the chair, they also must commit to carrying out a dialog with the RPC and should therefore be a member of the RPC.

Ed noted that he was concerned that we focus on the concept that the TAC is a part of the RPC. Dan questioned why we would exclude a dedicated person from doing a good job. Bill responded that the regional planning commission sets the policy of the regional plan. The control of the policy in the regional plan, and the loss of that control to non-regional planning commission members is the issue.

Since the dialog seemed to go around in circles on this issue, Thea moved the discussion to specific issues in the proposed bylaws.

(Please review the changes to the bylaws as highlighted on the attached bylaws as representing the discussion between the group.)

When discussing changing quorum requirements, the group asked Adam to see if the TAC could have satisfied its quorum requirements as changed.

Next the discussion moved back to whether the Transportation Committee of the RPC and the TAC were the same and if not, where do the functions divide. Bill and Thea noted that the Transportation Committee has traditionally crafted the policy and the TAC has worked more on the details of the transportation infrastructure. Dan noted that from a functional perspective there is only one committee. He questioned why should we retain the fiction of two distinct bodies.

Bill noted that he felt that two entities had always existed.

Dan asked whether it would be better if the TAC chair had a seat on the Executive Board. Ellen noted that to be on the executive board, one had to be a member of the commission. Thea noted she would never allow a non-member of the body to serve on the executive board.

Open questions remaining include:

1. What is the forum for the development of regional transportation issues?
2. If the TAC and Transportation Committee are two separate bodies, what are the roles of each?
3. Should the chair of the TAC be required to be a member of the RPC? If not, should they be given a vote on transportation issues?

John and Dan agreed to take the discussion of issues unresolved and the changes made to the proposed bylaws back to the TAC for further discussion.

APPROVAL OF MINUTES:

Thea moved to accept the minutes of the August and September meetings. Ellen seconded the motion, which passed unanimously. Tom and Ed abstained.

TREASURER'S REPORT:

Adam distributed the Treasurer's Report and noted the Commission was in good financial shape. Adam noted that the auditors are currently working on the FY 2000 numbers. He expects them to be completed sometime in November. The Board questioned ACTR's telephone delinquency once again. Thea suggested that ACTR should get out no more than two months if they go beyond that we should work to shut down the lines. The Board instructed Adam to convey this message to ACTR. **Thea moved to accept the Treasurer's Report. Bill seconded the motion, which passed unanimously.**

COMMITTEE REPORTS:

ACT 250: Adam noted that he had recently sent a memo to the Act 250 Committee outlining the current applications within the region and asked the committee whether it felt the need to discuss any of the applications.

Natural Resources Committee: None.

Transportation Advisory Committee: See above

Local Government Committee: Thea noted that the Local Government committee has a duty to look at the statutory requirements. **She noted the committee has created a brief memo describing the statutory duty of the committee and distribute it to all members of the RPC so they will better understand the function of the Local Government Committee.** Thea reported the Local Government Committee has a hearing November 15, 2000 to review the Ferrisburgh Town Plan.

OLD BUSINESS:

CEDS Proposal: Adam noted that Jamie had sent over some of the information which the Board had requested, but had not supplied all of it. He stated that he had spoken with Jamie and that Jamie would have all the information requested in about a week. Adam stated he would circulate it before the next Executive Board meeting. Bill noted he was still very concerned about this program and that he expected answers to his question concerning the downside of this proposal. Adam stated that he would work with Bill to make sure all of Bill's questions were answered satisfactorily.

Conservation Reserve Enhancement Program: At the last meeting the Executive Board had reviewed a proposal from the department of Agriculture to create a Lake Champlain Basin Conservation Reserve. Harvey had expressed concern about the consequences of the proposal to local farmers. Adam drafted a letter to the Department of Agriculture expressing Harvey's concerns, but had not received any response. Harvey asked Adam to follow up on his letter and stated that he would follow-up as well.

Other: None

NEW BUSINESS:

Capital Purchases. Adam noted that the regional planning commission had a policy that all capital purchases over \$500 need to be approved by the Executive Board. Adam noted that he had made several capital purchases last year over \$500 without getting the specific approval of the Executive Board. He also noted that nearly all were specific line items in the budget and all purchases made had been in accordance with the budget. Therefore, at the time, he felt he already had approval since the budget is reviewed and adopted by the Executive Board and Full Commission. Nevertheless, for the purpose of clarity, he brought the following purchases before the Executive Board:

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| 1. Purchase of new printer | Budget \$1,400 in 99 & 00, | Cost \$2,900; |
| 2. Purchase of Fax machine | Budget \$600 in 00 | Cost \$660; |
| 3. Purchase of two new computers, | Budget \$2,500 in 00 and \$1,500 in 01 | Cost \$5,100. |
| 4. Purchase of new Plotter | Budget \$7,500 in 01 | Cost \$7,500; |
| 5. Purchase of Transportation software | Budget \$4,000 (total trans) | Cost \$2,250; |
| 6. Purchase of chairs and filing cabinets. | Budget \$1,400 in 00 | Cost \$900 |

Bill moved that the Executive Board approved said purchases. Thea seconded the motion, which passed unanimously.

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Audit: The audit is progressing a little slower than expected, primarily because several state agencies have not responded to requests for confirmations from our auditors. We should have the audit in about a month. I do not expect any controversies.

Town Plan Status Update/ Municipal Planning Grants. A list of the Towns which applied for planning grants, a brief description of each project and the amount requested is attached.

Other: None.

MEMBERS' CONCERNS/INFORMATION: Ellen noted that Whiting would put in for an enhancement grant and that they had not yet requested a letter of approval from the regional planning commission. **Thea moved letter of approval for Whiting's enhancement grant. Ed seconded the motion. All approved. Adam will write the letter.**

ADJOURNMENT: There being no further business, **Thea moved to adjourn the meeting. Ellen seconded the motion and it was approved unanimously.** The meeting adjourned at 10:00 p.m.

Submitted by: Adam G. Lougee