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ADDISON COUNTRY REGIONAL PLANNING COMMISSION EXECUTIVE BOARD MEETING *January 29th, 2003*

The Addison County Regional Planning Commission Executive Board's January 29th, 2003 meeting was held at the regional planning commission's office in Middlebury with Harvey Smith presiding.

ROLL CALL:

<i>Orwell</i>	Dave King
<i>Cornwall</i>	Don Shall
<i>Middlebury</i>	
<i>Monkton</i>	Thea Gaudette
<i>New Haven</i>	Harvey Smith, Chair
<i>Waltham</i>	
<i>Whiting</i>	Ellen Kurrelmeyer

STAFF: _____
Adam Lougee

BUSINESS MEETING:

The Executive Board convened its regular meeting at 7:10 p.m.

APPROVAL OF MINUTES:

Ellen moved to accept the minutes of the November/December meeting, noting that we had previously approved the minutes of the October Meeting, not the August meeting as noted in the minutes. Don seconded the motion to adopt the minutes as amended, which passed with none opposed. David King abstained.

TREASURER'S REPORT:

The group reviewed the treasurer's report. Adam noted that the Commission remained in good financial shape. He stated he would go into the budget in much more detail when they reached the proposed budget changes. **Don moved to accept the treasurer's report. Ellen seconded the motion, which passed unanimously.**

COMMITTEE REPORTS:

ACT 250: Adam noted that an ad joiner had requested a hearing on the Peet Airport. He asked the Executive Board whether they felt he should attend the hearings on the Commission's behalf. The Board directed him to poll the Act 250 Committee to determine whether they felt enough possibility of a significant regional impact existed (given that all the improvements have already been made) to warrant our involvement. Adam agreed.

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Utilities and Facilities: Ellen passed out a copy of a draft utilities and facilities plan that had been drafted for the committee's last meeting. Ellen noted that attendance was not as strong as she wanted and that she wanted more eyes on this section of the plan, since some of the goals were strongly worded. Harvey thanked Ellen for handing out the draft and after a brief review agreed that he would like the Executive Board to also comment on the draft. All agreed. Ellen asked Adam to ask Brandy to please send the draft of the Water Supply and Wastewater Goals to the Executive Board. Ellen requested that the Executive Board return the draft with comments by March. Ellen noted that her committee planned to look at the Resolution that the Citizens for Responsible Energy and respond base on the plan at its next meeting. Ellen also asked about the Act 248 process and the Regional Planning Commission's involvement. Harvey noted that we were a party and that we could be involved to the extent that we could act credibly in support of our regional plan. Fred Dunnington, who was at the meeting to speak about the public program for next meeting, spoke about the Act 248 process in general.

Local Government: The Committee will hold a public hearing in March on Waltham's Town Plan.

Transportation Advisory Committee: No meeting in January.

Economic Development: No Report. Harvey requested that Adam make sure he received a summary from staff or the chair prior to the executive board.

Natural Resources Committee: The Committee met in January. They are restarting the process and will be working to develop a mission statement for the committee to contribute to the watershed planning process for the county.

Old Business:

VAPDA Minutes: Adam distributed the VAPDA minutes from the last meeting and distributed the Legislative Priorities proposed by VAPDA for the 2003 legislative session. The Executive Board engaged in a lengthy discussion about the role, purpose and authority of VAPDA, since it consisted mainly of Executive Directors and although Commissioners also constituted members of VAPDA, most meetings reflected staff's opinion and not necessarily that of each commission. The E-Board instructed Adam to raise this concern within VAPDA and requested that he make sure all positions espoused by VAPDA on behalf of the group be checked with them or the commission beforehand, or be supported by the Addison County Regional Plan. They also requested a copy of the "What is VAPDA" brochure that VAPDA sends to legislators and others describing the role of regional planning commissioners.

2002 Audit Findings: The E-Board discussed the audit and the findings of the Auditors distributed to them at their last meeting. They noted that the findings were favorable and non had questions regarding the numbers presented.

Other: None.

V. New Business:

February's Full Commission Meeting Program, Permit Reform: Harvey thanked Fred Dunnington for coming. Fred noted that permit reform will be a large issue in this legislative session and a timely and important topic for ACRPC to address. Fred noted that he had been working on the Chapter 117 Revisions as part of the process. Fred noted that a number of other entities, including the administration were also working on permit reform. He suggested that we could have a forum where Fred would present a summary of Chapter 117 and some one from the administration could speak to their proposal, and then open the process for discussion. The executive board felt that would be a good program idea. Harvey noted that he would speak with Kevin Dorn to see if he could come and present on the administrations

Addison County Regional Planning Commission Proposed Midyear Budget Adjustments: Adam distributed a proposed mid-year budget adjustment to the E-Board. He explained that the budget was arranged to compare 2002 audited figures, the 2003 budget approved in May, 2002, year to date 2003 figures and proposed mid-year budget changes (adjustments up or down from 2003) and the Proposed Amended 2003 budget. Adam focused on the column noting the budget changes and walked the executive Board through each of the proposed changes and the reasons behind them. The Board discussed each item. The item dealing with the expansion of the Watershed Planner position to allow Nell to work for the RPC in the Green Mountain National Forest Planning Process is noted below. The most significant change in the Commission's Proposed budget stemmed from proposed changes projecting Project Impact funding and work completion. Adam noted in the original 2003 budget, he had proposed completing that project by the end of this fiscal year. However, due to the nature of many of the Project Impact projects chosen, many of which have substantial matching grant components or will be primarily implemented by other parties, Adam now believes that we will need to continue a large portion (50%) of the Project Impact work into the next fiscal year. After a lengthy discussion concerning Project Impact and several other budget items, including the increased staff time for the Green Mountain National Forest Planning Process (See below) Thea moved to recommend the budget amendments to the Full Commission, Don seconded the motion which passed unanimously.

Proposed Expansion of Watershed Planner Position to include GMNF Forest Planning Contract: Adam passed out a proposed contract that he had received from the Green Mountain National Forest Planning staff proposing that Addison County Regional Planning Commission work with them to facilitate the GMNF forest planning process. The work will largely be to help facilitate the meeting process in the Addison region, and to provide GIS and other data on the Addison Region that we have available. The proposal is presented as a cost share challenge matching grant whereby the Forest Service matches roughly 57% of the Commission's costs in providing assistance up to \$10,000. The contract extends through next October. Adam noted that since the Green Mountain National Forest included such large parts of Addison County, we should participate in their planning process. Don objected to the proposal because he felt the template was wrong. Thea agreed she noted that they are asking us to work as sub-contractors and she felt that they should pay our real costs to do the work. Adam noted that he agreed with the Executive Board and had already tried to change the contract, but had been rebuffed. It is a standard contract they are giving to every one within their planning region, Vermont and the Finger Lakes of New York. Adam also noted that fixed administrative items, like rent, would cover a lot of our portion of the match. Thea noted that extra staff would also mean real hard costs associated with taxes and benefits. Adam agreed. After a lengthy debate, Dave King moved that we recommend approval of the contract to the full commission. Thea Gaudette seconded the motion. The Motion passed unanimously. The Executive Board instructed Adam to include the contract in the package for the Full Commission.

Byways Update – Strategic Plan for Celebration Champlain, LCBP Legislation, Fort TI Economic Development Study: Adam reviewed the Strategic Plan for Celebration Champlain and its Interpretive Plan which the Commission had been working on. Adam shared a letter he had recently received from Senator Jefford's office regarding the proposed legislation the Senator is sponsoring for the Champlain Valley Heritage Partnership. The letter updated the status of the legislation the Senator introduced last session (it lapsed) and stated the Senators plans to pursue new legislation early in this term. Adam noted the initial legislation failed to address some of the concerns contained in the Resolution of the Addison County Regional Planning Commission. The Executive Board advised Adam to respond to the letter by referencing the Resolution adopted by the Full Commission. Lastly, Adam noted that Fort Ticonderoga was conducting a study concerning how local communities in the area of the Fort could use the growth in programs at the fort to help improve their own economies. Adam noted that Shoreham, Orwell and Middlebury were being asked to participate.

Other: Letters of Support. Adam distributed letters of support he had written the previous month for the preservation of agricultural lands.

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Emergency Management, Weapons of Mass Destruction Response Planning. Adam also noted that he wanted to approach the administration regarding Emergency Management and to encourage them to think of the RPC role for involving local government in the Emergency Planning process more comprehensively. As things stand now, we are responding piecemeal to all the federal initiatives as they are proposed. However, if we thought about the RPC role in fulfilling the emergency planning needs more comprehensively, we would provide much better, cohesive services to our municipalities. Accordingly, the Executive Board authorized Adam to respond to the latest RFP regarding planning for weapons of Mass Destruction by requesting that VEM think about it helping to coordinate its mission for the RPCs. If VEM wanted the RPCs to help with the planning for Operational Response to disasters, including to events caused by weapons of mass destruction, then VEM should be willing to create a template within which we could help plan local responses.

ADJOURNMENT: There being no further business, the meeting adjourned at 10:10 p.m.

Submitted by: Adam Lougee