

DRAFT

**ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
December 1, 2004**

The Addison County Regional Planning Commission's Executive Board meeting was held at the regional planning commission's office in Middlebury with Don Shall presiding.

ROLL CALL

Bristol Bill Sayre
Cornwall Don Shall, chair
Middlebury Karl Neuse
Monkton
Orwell
Vergennes Renny Perry
Waltham

STAFF

Adam Lougee, Director

BUSINESS MEETING

The Executive Board convened its regular meeting at 5:00 p.m.

APPROVAL OF MINUTES

The Executive Board reviewed the minutes of their last meeting. Don moved to approve the minutes. Renny seconded the motion. All approved.

TREASURER'S REPORT

The Board reviewed the treasurer's report. Adam noted that cash in our accounts was back where it should be and that we are in a good cash position. He also pointed to two new watershed projects on the bottom of the accounts receivable. The first one relates to a phase I geomorphic assessment we are conducting on the Otter Creek. The second one relates to a project along the Lewis Creek in Starksboro and includes assessment, planting and improvements. Don moved to accept the report, Renny seconded and all approved.

COMMITTEE REPORTS

Local Government Committee: The Committee had a meeting in Vergennes on Monday November 1, 2004, at 7:00 p.m. at which time it reviewed the Vergennes Plan. We have received a request for regional approval from the town of Starksboro.

ACT250/248: Adam noted that Autumn Harp is seeking an Act 250 permit to expand its operations in Bristol.

Economic Development: No meeting.

Natural Resources: The Committee postponed its December meeting until January.

Transportation Advisory Committee: No meeting.

Utilities and Facilities: Adam noted that the Committee met last night to discuss the recommendations for changes that various commissioners and staff had made regarding the proposed Utilities and Facilities Section of the Plan. The Committee is thoughtfully considering all recommendations and made it through about 1/3rd of the recommendations last night.

OLD BUSINESS

VAPDA minutes: Adam handed out the minutes from the last VAPDA meeting.

VELCO Summary: Adam gave a summary of where we are in the VELCO process. He noted that the testimony is basically completed and that closing briefs had been filed on November 24th. He distributed the brief he prepared on behalf of the regional planning commission, noting that he had tried to stay within the guidelines for participation outlined in the December 10, 2003 resolution of the Commission. Adam also noted that there will be a limited hearing later this week, concluding the hearings and that reply briefs will be due on December 17th. He noted that the Board still expected to make a decision by January.

Auditors: Adam distributed the draft audit report. He noted he is generally pleased with it. At the end of the year, after depreciation, revenues exceeded expenditures by a little over \$6,000. Adam noted that the only findings included cautioning statements regarding investing ACRPC's fund balances in FDIC insured institutions (Banks vs. Brokerages) and specifically referencing the HSU program, that we not precede with work until contracts are finalized. The Executive Board instructed Adam to present the Audit to the full commission as soon as it is available in final form.

Municipal Planning Grants: Adam distributed the list of projects that received funding from the state. He noted that many of the grants received only partial funding due to the competitive nature of the program. He also noted that we would be doing the work on several of the grants and would need to work on the budgets with the towns.

Other: None

NEW BUSINESS

Municipal Assessments for FY 06: Adam handed out a proposed assessment schedule for FY06, beginning on July 1, 2005. He noted that he had requested a 2-cent per capita increase in assessments from member municipalities. This would result in a very modest increase to the budget of approximately \$700 over the previous year. Adam noted that he believed the increase was warranted based upon the increased expenditures of the commission on things like insurance, workers comp ins. and payroll. Renny pointed out that the assessment was based upon population estimates from the Department of Health, which he believed were low. He felt if we used more accurate census numbers, ACRPC could increase revenue. Adam responded that although he agreed, we had been using the Department of Health numbers for years and did not want to change sources at this point. After a brief discussion, the Executive Board voted to recommend that the Full Commission increase municipal dues by 2 cents per capita as per Adam's request.

Basin Planning Water Users Forum: Adam noted that Nell was working with the Rutland region to set up a forum on basin planning geared to interact with the major water users in the Otter Creek Basin, consisting of hydro operators, ski areas, fish hatcheries and others. Adam noted that the agricultural forum earlier this fall had done a good job educating and engaging farmers to contribute to the Basin plan and that he hoped this would do the same for water users. Adam expects the meeting will take place sometime in the latter portion of January.

Other: None.

ADJOURNMENT

Renny moved to adjourn the meeting, seconded by Bill and the meeting adjourned by 6:00 pm.

Submitted by: Adam Lougee