

DRAFT

**ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING**

January 25, 2006

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

ROLL CALL

Bridport Andrew Manning
Bristol Bill Sayre
Cornwall Don Shall
Middlebury Karl Neuse
Orwell Andrea Ochs
Starksboro Elissa Close
Vergennes

STAFF

Adam Lougee, Director

BUSINESS MEETING

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

APPROVAL OF MINUTES

The Executive Board reviewed the minutes of their last meeting. **Elissa moved to approve the minutes. Andrea seconded the motion. The minutes were voted on and passed unanimously.**

TREASURER'S REPORT

The Board reviewed the treasurer's report. Adam noted that cash in our accounts are in a good position. **Andrea moved to accept the report, Andrew seconded the motion and all approved.**

COMMITTEE REPORTS

Local Government Committee: Adam reported that the local government committee had requests for reviews by Bridport and Middlebury and that he will work with Thea and Jeff Owen, our new planner, to schedule a meeting of the committee for Bridport and Middlebury.

ACT250/248: Adam noted that since the projects were reviewed at the last full commission meeting, the following applications have come in:

New Applications: None.

Approvals: None.

Other:

1. The District 9 Commission has conducted a pre-hearing conference and a merits hearing on Criteria 10 Conformance with the Town Plan in the Lathrop Limited Partnership application for a gravel pit in Bristol.
2. Geoff Green, the District Coordinator issued a project review sheet allowing Verizon to attach new antenna to an existing tower on Knox hill Road in Orwell;
3. Eastview at Middlebury has filed a request to conduct a jurisdictional review over the scope of jurisdiction in its permit application for its hearing scheduled for February 14th, 2006(Is jurisdiction limited to the 30 acres for which it has an option, or does it encompass the entire 239 acre farm owned by the College from which the land will be leased?) It has also requested that the merits hearing on its application be postponed until the week of March 13th to allow the jurisdictional question to be settled.
4. The Agency of Natural Resources has filed comments requesting information in both the Shaffer (Route 7 mini-golf course) New Haven and Weinland (4-lot residential subdivision, Monkton) applications.

Natural Resources: The Committee met in December to go over Basin Planning with Ethan Swift. It did not meet in January.

Transportation Advisory Committee: The TAC met last week and discussed re-writing the Transportation portion of the Regional Plan.

Don noted that given that Transportation is a regional issue, we should make sure that we stand up for the Town of Middlebury and the region on the Cross Street Bridge issue.

OLD BUSINESS

VAPDA minutes: Adam distributed VAPDA minutes from the January meeting. He noted the discussion regarding the funding for "Safe Routes to Schools" and informed the Executive Board that he would like the Addison Region to participate, but that given the budget and the statewide scope of the project, he did not anticipate interacting with more than 1 or 2 schools in the region. He noted he will share more as the project moves forward.

New Planner: Adam announced that he had hired a new planner, Jeff Owen. Jeff starts February 1, 2006. Adam handed out Jeff's resume and will introduce Jeff to the Commission shortly.

Other: None.

NEW BUSINESS

Emergency Management, Homeland Security Audit: Adam announced that Barbara Cormier, an auditor from the Department of Public Safety had been at the regional planning commission on the Tuesday before the meeting. Adam explained that he had spoken with her after the meeting and expects to receive a letter within the following 2-3 weeks containing the following findings:

1. Adam did not sign time sheets for all ACRPC employees before 2005. Adam explained that he reviewed them each month, but did not know the Agencies to whom he reported wanted them signed.
2. ACRPC has been using VTrans as its cognitive federal agency since before Adam arrived at the Commission. However, according to the auditor, when ACRPC received money directly from FEMA for Project Impact, it should have used FEMA as its reporting agency. ACRPC has continued to submit its audit to VTrans every year. This is the first either Adam or Pauline has heard of this requirement. Adam noted he will file the audits wherever they are required.
3. Each year ACRPC's audit contains an indirect and fringe rate from its auditors that explains expenses in addition to direct salary costs (Overhead includes things like the rent, etc. Fringe includes things like vacation time or health insurance.) ACRPC then sends its audited rate to its federal reporting agency (Vtrans) for approval. VTrans has approved ACRPC's rate each year. However, prior to 2003, rather than asking for approval of all its indirect expenses, ACRPC would ask for approval of a rate of 100%. At the end of the year, it would ask VTrans to reconcile the 100% and the annual audited rate and reimburse it for the difference, since the overhead and fringe usually equaled more than 100% of the direct salary costs. With contracts other than VTrans (generally for less money) ACRPC billed at its audited indirect rate. HSU's auditor is questioning whether since ACRPC billed VTrans at a rate lower than its indirect rate, whether it should also bill others at less than its indirect rate.
4. In the five years that they audited HSU found that on one bill Pauline transposed two numbers and billed one program about \$70 more than reflected on the timesheets and one program about \$70 less than on the timesheets for a net zero impact.

Adam noted that he did not consider any of the findings significant, but would address each on behalf of the commission.

Legislative issues: Adam noted that there were a number of bills again this that the commission or Executive Board might be interested in. He used the governor's housing initiative, the "Ancient Roads" bill, and a "Wetlands bill" as examples. He noted that he generally tracked them, but that Addison did not get as heavily involved with participating in the legislative process as some other commissions did. He noted that it can be very time consuming and asked the Executive Board whether they felt the

Commission should be more involved in the legislative session. After some discussion, the Executive Board decided that they felt the current investment in the legislative process was about right. They asked Adam and the staff to keep monitoring bills of interest and to bring information to the Commission, like Kevin Dorn's visit regarding housing, when appropriate. They suggested a good topic for the February Meeting would be "Ancient Roads".

Mid-year review and budget adjustment: Adam distributed a proposed mid-year budget adjustment to the executive board then walked them through the line items that he requested changing and why. He noted that in the end, he anticipated a slight decrease in gross revenue, about \$4,000, but also anticipated a decrease in expenses, leaving an increased contingency, which he estimated at approximately \$30,000. The Executive Board authorized Adam to send the changes to the full Commission for their approval.

Other: Andrea raised issue of whether our dues are significant enough, since they constitute a small portion of our budget. Adam noted that the dues are in line with the per capita costs used by several other commissions, but noted that some were also higher and others were lower. After a brief discussion, the Board decided to leave the issue alone for the present time.

ADJOURNMENT

Bill moved to adjourn the meeting. Elissa seconded the motion which passed unanimously. The meeting adjourned at 8:55 p.m.

Submitted by: Adam Lougee