

DRAFT

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

August 30, 2006

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

ROLL CALL

Bridport

Bristol

Middlebury Fred Dunnington

Monkton Thea Gaudette

Orwell

Starksboro Elissa Close,

Vergennes

STAFF

Adam Lougee, Director

BUSINESS MEETING:

The Executive Board did not convene its meeting for lack of a quorum. Those in attendance did go through the items of business on the agenda.

APPROVAL of MINUTES:

The Executive Board reviewed the minutes. It postponed voting on them until its next meeting.

TREASURER'S REPORT:

The Board reviewed the treasurer's report. Adam noted that receivables were high. He also noted that the surplus generated at the end of the year was higher than he expected. He expects that to drop some when the audit adjusts the numbers. He also noted that the Executive Board had allocated some of that surplus for work on the website this fiscal year and cited it as one of the reasons he was confident he would be able to hire two positions, rather than one and one half. The Board postponed voting on the Treasurer's Report.

COMMITTEE REPORTS:

The Board did not review Committee reports.

OLD BUSINESS

VAPDA minutes: Adam distributed June 23rd VAPDA meeting minutes, the last time VAPDA met.

Staffing Discussion (Safe Routes to Schools/ Brownfields Grant): Adam reported that he was well into the interview process. After receiving about 40 resumes, he reported that he had interviewed six strong candidates and would narrow the field to 3-4 finalists shortly. He also noted that due to the strengths of some of the candidates, he hoped to fill both jobs from this pool of candidates.

Committee and representative assignments:

The Board reviewed committee choices and discussed committees and chairs of each committee for the better part of an hour. They followed the following general ground rules:

Every one who asked for a committee was placed on a committee.
People that did not request committee assignments were not assigned randomly.
Generally, with some exceptions, every one was given one committee
The Board tried to keep the committees a workable size and to be sensitive to political balance by appointing thoughtful people with good practical and commission experience to head each committee.

Fred expressed his hope that the Executive Board will come to consensus regarding committees prior to the next full commission meeting on September 13th,

Goals and Objectives of the Executive Board

The Executive Board confirmed that the priorities in the workplan that they would like to focus on this year included:

1. Transportation Plan
2. Improve Relationship with VEM and billing with LEPC
3. Developing additional capacity for grant writing for towns
4. Help design balanced program presentations
5. Re-establish seminar series and outreach and program training
6. Improving the Website

They noted that we should include program presentations and outreach and training as a topic for input from the Commission at the next meeting. They also noted that the Executive Board had already hired Don Shall to help with the website, and Thea to help Chair the TAC Steering Committee creating the plan.

The LEPC's appointment of Andrea Ochs as its new Treasurer should also help the timeliness of the LEPC billings.

Audit: Adam noted that we are in the second year of a three year contract with Vance Debuter. Although Vance has moved to the mid-west, he will be in Middlebury during

much of the fall and will start our audit on September 11th. Adam has notified Vance we will probably re-bid the job next year.

VELCO Post-Certification. Adam noted that ACRPC continued its involvement in the VELCO NRP case. The post-certification case has moved on to the northern (115kV) portion of the line. ACRPC has continued to work with New Haven (on a limited basis), Vergennes and Ferrisburgh to request that the Board minimize the aesthetic impacts of the line on the region. ACRPC's most significant involvement at the present time is in Ferrisburgh in and around Long Point Road and trying to get the Board to move the substation away from the road behind an existing industrial facility where it will be less visible and have fewer environmental impacts.

Other. None.

NEW BUSINESS

TAC Project Selection:

The Board reviewed the projects selected by the TAC for transportation planning projects using the \$50,000 ACRPC sets aside from its budget each year to support local projects. It noted that this year \$25,000 of those funds would be expended on a consultant to help re-write the Transportation portion of the plan. It also noted that Leicester would receive \$14,000 to study where and how to re-locate its salt shed, that Starksboro would receive \$1,000 to conduct a survey regarding traffic calming on Route 116, that Cornwall would receive \$5,000 to continue its path committee work and that \$5,000 would be allocated to keep the bridge and culvert data we have created from each town up to date.

Other: None

MEMBERS CONCERNS: None.

ADJOURNMENT: The meeting concluded at 9:30 pm.

Submitted by: Adam Lougee