

DRAFT

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
September 27, 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 Andrew Manning
Bristol
Middlebury Fred Dunnington
Monkton Thea Gaudette
Orwell Andre Ochs
Starksboro Elissa Close,
Vergennes Renny Perry

STAFF

Adam Lougee, Director

BUSINESS MEETING:

The Executive Board convened its meeting at 7:05 to discuss items of business on the agenda.

APPROVAL of MINUTES:

The Executive Board reviewed the minutes from its July meeting. The minutes passed unanimously. The Board did not have a quorum for August.

TREASURER'S REPORT:

The Board reviewed the treasurer's report. Adam noted that we had a significant balance in our accounts and a strong cash flow. Elissa asked that Adam highlight the significant changes from the budget. Adam noted that the line out of balance most significantly is equipment maintenance. He explained that when we took over the upstairs, we needed to wire that part of the building. He also noted that Pauline's computer crashed and we have expended a significant amount of money to recover the data. All critical financial data was also kept in paper copy, so the audit can progress as scheduled. Thea moved that the Board approve the Treasurer's report, Elissa seconded the motion and it passed unanimously.

Andrea noted that the LEPC had amended its budget earlier this evening to pay ACRPC for work Tim had done.

COMMITTEE REPORTS:

Transportation Committee: Thea reported that the Plan Committee had chosen RSG as the Consultant for the Transportation Section of the regional plan.

Andrew Manning reported that the TAC had evaluated the projects scheduled to be completed in Addison County. He noted that while a lot of paving work is going on, the bridges are already behind projection. He also noted that the Champlain Bridge is due for repair and replacement soon. It will be a huge project.

Act 250: Adam reported that we had very limited Act 250 applications since the last full commission meeting.

The Natural Resources, Local Government and Brownfields' Committees had not met.

OLD BUSINESS

VAPDA minutes: Adam distributed the September VAPDA meeting minutes, the last time VAPDA met.

Staffing Discussion (Safe Routes to Schools/ Brownfields Grant: Adam reported that he had hired a staff person to fill the watershed planner and brownfields position. Her name is Amy Diller. She will start October 9th. He will try to get her to come to the full commission meeting so he can introduce her to every one.

Adam also noted that he had decided to go out and seek new resumes for the other position and focus on some one with both planning and transportation experience to help with the safe routes to school contract.

Committee Assignments: The Executive Board reviewed the committee assignments once again. After significant discussion, the board came to an agreement regarding committee assignments, as shown on the attached memorandum. Renny moved to pass the Committee Assignments, Andrew seconded the motion, the motion passed unanimously.

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.

Audit: Adam noted that Vance has started, will be in Middlebury and working on ACRPC's books next week. He should be completed by October 15th.

Other. None.

NEW BUSINESS

Meeting presentations and trainings from last Full Commission: The Executive Board reviewed the list of topics approved by the full commission at the last meeting. Adam noted that the October meeting would be alternate energy in Addison County.

Adam presented three educational topics and times from the suggestions at the last full commission meeting. The training topics included, “Implementing the Chapter 117 changes” to take place in November. A training on growth centers, town designation and PUDs, to take place in February and a new board members workshop to take place in April, after new appointments are made at town meeting.

Municipal Planning Grant Applications: Adam distributed a list of towns that Jeff had been working with to put in municipal planning grants for next year. Adam noted that he also expected an application from Ferrisburgh for zoning and subdivision. Fred noted that Middlebury would also be putting in an application.

Emergency Management/Continuity of Government Planning/Critical Facilities Database:

Adam wanted to highlight these workplan elements for the Executive Board. He noted that the continuity of government planning initiative encouraged towns to create plans including lists of their most significant functions and plan for how they could carryout those functions in the event of a disaster that severely limits their workforce.

Adam noted that the critical facilities database, which is a yearlong contract that Tim and Kevin are finishing, provides the state emergency management operations center in Waterbury with a spatially enabled database of critical facilities in Addison County for them to use in cases where they need to supervise a statewide emergency from Waterbury.

Other: Renny suggested an earlier meeting time. After a brief discussion the Executive Board decided to meet at 6:30 going forward.

MEMBERS CONCERNS: None.

ADJOURNMENT: On a motion by Andrea, seconded by Thea, the meeting concluded at 9:00 pm.

Submitted by: Adam Lougee