

DRAFT

**ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
November 29, 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

<i>Bridport</i>	Andrew Manning
<i>Bristol</i>	Bill Sayre
<i>Middlebury</i>	Fred Dunnington
<i>Monkton</i>	Thea Gaudette
<i>Orwell</i>	Andrea Ochs
<i>Starksboro</i>	Elissa Close,
<i>Vergennes</i>	Renny Perry

STAFF

Adam Lougee, Director

BUSINESS MEETING:

The Executive Board convened its meeting at 6:40 to discuss items of business on the agenda.

APPROVAL of MINUTES:

The Executive Board reviewed the minutes from its September meeting. Andrew noted he was present but came later in the meeting. The minutes passed unanimously with that correction.

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. Adam noted that there were no items of significance on the Treasurer's report that were out of line with projections that we had not already discussed.

Andrea moved that the Board approve the Treasurer's report, Elissa seconded the motion and it passed unanimously.

COMMITTEE REPORTS:

Brownfields Committee: Renny reported that he had held a preliminary committee meeting. The Committee approved and sent out an RFP for a consultant and set their next meeting where they will review proposals. Renny also noted that the Brownfield's conference in Boston was very good.

Natural Resources: The Committee held its initial organizational meeting and plans to pursue a number of topics over the upcoming months.

Transportation Plan Steering Committee and the TAC: Thea reported that the Transportation Plan Steering Committee and the TAC attended the last full commission meeting to kick off the transportation plan writing process. Andrew noted that the TAC will also attend the next full commission meeting with the legislative delegation to make sure transportation policy is included as an item of interest for that discussion. Thea added that the Steering Committee will not meet until early next year after the transportation planning consultant has been given the opportunity to gather some information.

Act 250 Committee:

Adam reported that we had one small permit application by Jim McGrath of New haven to subdivide two lots from his parcel on Route 7 in New Haven. One lot houses the existing storage buildings. The other will be for a single family home.

Adam also reported that one new permit had issued:

1. J and M Aviation had been granted the right to build a hanger at the Middlebury Airport.

Local Government Committees: Thea reported that the Local Government Committee did not meet.

OLD BUSINESS

VAPDA minutes: The VAPDA minutes from the most current meeting were not available.

Commission Audit: Adam distributed another draft of the audit that he had received via e-mail that morning. He had expected to have the audit completed and it was, until our auditors peer reviewer suggested that our auditor had not followed the proper procedure for reporting depreciation or for accounting for equipment for a government entity. Apparently with government entities, existing equipment is not counted as an asset. Removing it from our fund balance will reduce the fund balance by approximately \$7,200. Also, the method of accounting for depreciation will change. However, since ACRPC has only \$620 of depreciation for the year, it is not a material change. Adam and Pauline need a chance to review these changes and speak to Vance. Bill recommended that Adam send out the final Audit to the Executive Board when they come in and present

a summary to the full commission with the entire audit available if anyone would like to look at it.

Other. None.

NEW BUSINESS

Energy Committee: Adam noted that he had sent out a letter inviting delegates and alternates to participate on the committee. He noted that he had received interest from 9 commissioners. None had concerns regarding the charge, except to note that it should remain broad and encompass all types of alternative energy. After some discussion the Executive Board appointed the following members to the Committee:

Harvey Smith, Chair
Laurel Kritkauskay
Ellen Kurrelmeyer
Kent Wright
Ed Payne
Judy Kowalczyk
Brian Bauer
Bob McNary
Elizabeth Pidgeon

Setting Municipal Annual Assessments: Adam presented the Executive Board with the most recent population projections and the municipal assessments that result from them at the same assessment rate as last year. He does not propose to raise the assessment given the fund balance last year. The Executive Board reviewed the assessments and agreed to present the commission with a level funded town assessment. Andrea moved that the level of town assessments remain at \$.99 per annum, the same as last year and that the assessment be based on the 2005 population statistics, modified to remove group quarters. Thea seconded the motion, which passed unanimously.

Meeting with Legislators: Adam noted that the program for December will be a meeting with the Addison County Legislative delegation. He noted he had received a couple of RSVPs to date and would follow-up with others next week. He also noted that the TAC will attend the meeting to address transportation issues.

Other: The Board discussed several program topics for January including: IP, Stormwater, wastewater, and property taxes. They instructed Adam to put together a balanced program.

MEMBERS CONCERNS: Andrea noted that the LEPC would like ACRPC to take over their books as a result of their latest audit. Adam noted that ACRPC is willing to do this in principal, but we need to work out the details of how things will happen with the LEPC. Adam supported Pauline's position that if we take on this responsibility; ACRPC

will need to have good accounting controls in place over the operation of the LEPC. The Executive Board encouraged Adam and Andrea to proceed.

Fred brought up the idea of a retreat to create a strategic plan. If so, who should we involve, other commissioners, important community members, etc. He asked the Executive Board to think about it for next meeting. Both Thea and Renny commented that we need to think hard on the logistics. It needs to be a relatively small group to work well and needs a good facilitator.

Adam noted that the Vermont League of Cities and Towns was proposing to switch healthcare providers and that the switch would affect ACRPC. He noted that he felt that the switch was the best course of action for the commission. The Board concurred.

ADJOURNMENT: On a motion by Renny, seconded by Thea, the meeting concluded at 8:00 pm.

Submitted by: Adam Lougee