

## DRAFT

### ADDISON COUNTY REGIONAL PLANNING COMMISSION EXECUTIVE BOARD MEETING

January 31, 2007

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 November meeting. Thea moved the minutes, Renny seconded the motion, the minutes passed unanimously.

#### **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, since we had now collected on the second half of our DHCA payment and our 4<sup>th</sup> quarterly billings. Renny moved that the Board approve the Treasurer's report, Thea seconded the motion and it passed unanimously.

#### **COMMITTEE REPORTS:**

Brownfields Committee: Renny reported that committee met with several guests. The Committee approved and met with its consultant, ATC Environmental out of Richmond, Vermont. Don Einhorn the State of Vermont liaison from its Brownfields program also came and spoke to the committee about how ACRPC's program will interrelate with the State program and the petroleum cleanup fund.

Natural Resources: The Committee will not meet this month.

Transportation Plan Steering Committee and the TAC: Thea reported that the Transportation Plan Steering Committee had not met. It will meet next month for the consultant's initial report.

Act 250 Committee: Adam reported that we had not received any new Act 250 applications for an Act 250 permit since the full Commission meeting. He noted we had received one administrative amendment of the existing Camp Common Ground permit and one decision slightly altering the permit issued to James and Ti'an Callery for logging their parcel, limiting the restrictions to above the 2,500 foot elevation that triggers Act 250 jurisdiction.

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

Energy Committee: Adam reported that the Energy Committee had held its organizational meeting. They are coordinating with other energy related groups in the region and will hold a public meeting with the Addison County Relocalization Network ("ACoRN") on February 27<sup>th</sup> at the Middlebury Congregationalist church at 7:00. They also authorized a subcommittee led by Laurel Kritkauskay to work with Town Energy Coordinators on Town Energy Audits.

## **OLD BUSINESS**

VAPDA minutes: The VAPDA minutes from the most current meeting were circulated.

Commission Audit: Adam sent out the final Audit to the Executive Board in December and wanted to make sure that the Executive Board had the opportunity to review and accept it. Adam noted that it did not contain any adverse findings and showed a budget surplus. Andrea moved to accept the audit; Renny seconded it, the motion passed unanimously.

Strategic Planning: The Board deferred this discussion to the agenda item regarding relocating the office.

Other. None.

## **NEW BUSINESS**

Office Relocation: Adam summarized that our current landlord, Lance Phelps is moving his offices back into this building as of July 1, 2007 and has asked us to terminate our lease by that time. He noted that Lance was very complimentary of the RPC as a tenant, but needed the space for his own business. He then handed out a memorandum, which included a list of questions for the Board that would help him locate a suitable office

space and a matrix of things that he felt he needed to consider when looking for the new space, including size, parking availability, cost and conference space available. The memorandum is attached for your reference. The board went through the questions and matrix and gave Adam the following guidelines to follow:

1. The office should be located in Middlebury, preferably downtown. All felt that Middlebury was the county seat, centrally located and the right place for ACRPC's offices.
2. The Commission should consider buying a building. Although it may not be the first choice, it was something that Adam should be open to consider.
3. ACRPC should be open to working with partner organizations when looking for space, but must hit its own critical timeline.
4. If ACRPC chooses to lease property, it should commit to a 2-5 year lease, unless the cost of fitting up the building caused it to enter a longer lease.
5. The Board also told Adam to make sure that he found something big enough to accommodate future growth and to consider a place where we could hold our monthly meetings. They also wanted to make sure that Adam kept the full commission apprised of the process and asked Adam to put this discussion on the Agenda for the February meeting.

Mid-year Budget Revisions: Adam presented the Board with a rough draft of the current budget revised to show items that he felt were moving highlighted to note whether they were increasing or decreasing. Adam noted that a number of items on the budget are still moving targets. As an example he spoke about the Western Rail Corridor planning effort. He noted that it is a new initiative that all the RPCs along the western rail would be undertaking with the Chittenden County Metropolitan Planning Organization. A budget has not been set to date. Other items are also moving, but Adam felt that most items were increasing. Therefore, he is still contemplating adding an additional staff person, but wants to make sure that the funding is secure first. The executive Board thanked Adam for the report and asked him to keep them up to speed in the future.

Other: Adam distributed letters of support he had written on behalf of ACRPC supporting the purchase of Specialty Filaments by the Monahan Company and another letter the TAC had sent protesting the delay of the Brandon/Pittsford improvements on Route 7.

**MEMBERS CONCERNS:** Renny proposed that we set our Full Commission meeting times from 7:00-9:00 p.m. and hold to the schedule. He feels it would be a better proposition for all. Andrea noted that she holds the Natural Resource Committee meeting before the full commission and could not fit her meeting before the full commission. Although there was disagreement as to what was better, the Executive Board agreed to bring the matter to the full commission in March.

Andrea noted that 6:30 was hard for her to make it to the Executive Board.

Renny also discussed programs, and meeting time and frequency. The Board will bring some of these questions to the full commission.

**ADJOURNMENT:** On a motion by Andrea, seconded by Thea, the meeting concluded at 8:30 pm.

Submitted by: Adam Lougee