

DRAFT

**ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
September 26, 2007**

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

ROLL CALL

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| <i>Bristol</i> | Bill Sayre |
| <i>Goshen</i> | Bruce Webster |
| <i>Middlebury</i> | Fred Dunnington, Chair |
| <i>Monkton</i> | Thea Gaudette |
| <i>Orwell</i> | |
| <i>Starksboro</i> | Elissa Close |
| <i>Vergennes</i> | Renny Perry |

STAFF

Adam Lougee, Director

BUSINESS MEETING:

The Executive Board convened its regular meeting at 6:40 p.m. with the Chair, Fred Dunnington presiding.

APPROVAL of MINUTES:

The Board reviewed the minutes of the last meeting. Thea moved approval. Elissa seconded the motion. All approved the minutes.

TREASURER'S REPORT:

The Board reviewed the Treasurer's Report. Adam also noted that Vance DeBouter, ACRPC's auditor had completed a draft which is on our agenda for discussion. Bruce moved the Treasurer's report, Thea seconded the motion and all approved.

COMMITTEE REPORTS:

Brownfield's Committee: Renny reported that the committee had met and authorized a Phase II study for Silver Towers in Goshen. Renny also noted two other applicants had come in and the committee was reviewing them for eligibility.

Local Government Committee: Thea reported that she expects that Orwell and Monkton will request regional review and approval shortly.

ACT 250/248: Adam reported that there had not been a lot of Act 250 activity in the region and that the committee had not met, but would meet to discuss whether the Lathrop Gravel Pit application has a significant regional impact and if so, how should the commission participate.

Energy Committee: The Energy Committee met at the Mount Abe woodchip facility and toured the facility. It will tour the proposed Middlebury hydro project on October 18, 2007.

Natural Resources: The committee met and laid out a schedule for review and adoption of the natural resources section of the plan.

Transportation Plan Steering Committee: The Plan Steering Committee has a meeting tomorrow night to review the draft plan and hopes to distribute a draft at the October TAC meeting.

Transportation Advisory Committee. The TAC devoted most of its last meeting to ranking candidate projects to use the \$50,000 of planning funds ACRPC sets aside each year to promote local or regional transportation projects.

OLD BUSINESS

VAPDA Minutes: Adam did not have the minutes from the last VAPDA meeting.

Committee Appointments: The Executive Board went through the committee assignments and came to consensus on the committee appointments. Elissa moved the committees as discussed by the Executive Board, Thea seconded the motion all voted in favor of to adopt the Committee structure as proposed at the meeting.

Other: Thea suggested that the commission needs to have lighting in its parking lot for after its meetings. Adam agreed and noted that he had already spoken to the commission's landlords regarding the issue. He hopes they will have lights installed prior to the October Full Commission meeting.

NEW BUSINESS

Audit Report: Adam distributed a copy of the draft audit report that ACRPC's accountant, Vance Debouter had prepared. Adam walked the executive Board through what he felt were the most important parts of the audit and agreed to answer any questions. First Adam noted that the Commission had ended the year in the black, with a positive fund balance of about \$10,000. He also noted that the audit had concluded with no negative findings. Adam emphasized that Vance has very high praise for the book-keeping work that Pauline does.

PDM-C08 All Hazards and Pandemic Planning Applications: Adam briefly reviewed two items the Commission had anticipated in its Workplan and Budget, but is only now in the process of contracting for. In 2002 ACRPC completed an all hazards plan for the region. It is time to update that plan. In addition, ACRPC will be writing a limited number of town annexes. Hazard Mitigation Plan can be important to town because it allows them to access special Emergency management grants for mitigation activities. Adam noted that ACRPC would work with towns on a first come, first serve basis until the planning grant funds were exhausted and thereafter, if the town would cover ACRPC's costs.

Other: The Executive Board followed the discussion the previous month concerning a retreat to create a strategic plan for the Commission. They discussed a number of logistical issues including:

When? (Late January - early February in time to influence nominations, budgets, etc.)

Who would be involved? Executive Board, plus may be others (Alumna chairs, committee chairs, legislators, other regional leaders)

How do we measure improvement to the organization? (Progress metrics)

Other questions included:

With whom should alliances be built?

Whether ACRPC should add programs?

What services should ACRPC supply to municipalities?

Fred noted that he would like to keep this on the agenda and will continue to look for other ideas. Renny suggested reviewing the role of the Executive Board

Adam suggested defining mission

Fred noted nurturing people's interests

Elissa noted acknowledging people's interests and working to energize them.

Renny wanted to focus the Commission on being more "doing" orientated.

Fred asked Adam to record these thoughts and to put them in a coherent program for the Board to evaluate at its next meeting and bring to the full Commission in November.

ADJOURNMENT: The meeting adjourned at 8:25 p.m.

Submitted by: Adam Lougee