

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
July 28, 2010

**BUSINESS MEETING:**

The Addison County Regional Planning Commission's Executive Board held its monthly meeting at the regional planning commission's office in Middlebury with the Chair, Thea Gaudette, presiding. Thea began the meeting at 6:37 p.m.

ROLL CALL

<i>Bridport</i>	Andrew Manning
<i>Bristol</i>	Bill Sayre
<i>Lincoln</i>	Steve Revell
<i>Monkton</i>	Thea Gaudette
<i>New Haven</i>	Harvey Smith
<i>Ripton</i>	Jeremy Grip
<i>Whiting</i>	Ellen Kurrelmeyer

STAFF

Adam Lougee, Director

**Minutes:**

Ellen moved the June 23rd meeting minutes. Steve Revell seconded the motion. After a brief discussion, the Board unanimously approved the minutes.

**Treasurer's Report:**

Adam gave the Treasurer's Report. ACRPC's financial position remains strong. Adam noted that the preliminary year –end figures without adjustments currently show a deficit, yet Adam believes that we still have a couple of contracts to bill and those will put us slightly into the black for the year. Ellen moved to approve the Treasurer's report. Jeremy seconded the motion. All approved the Treasurer's Report as presented.

**Committee Reports:**

Act 250: Ellen reported that the Lathrop Gravel Pit Permit application had been denied. Otherwise, there has been no significant activity since the last full commission meeting.

Brownfields: Jeremy reported the committee had not met and that we were awaiting reports from the two sites currently under investigation before the meeting. We expect those reports shortly and will hold a meeting after we receive them.

Energy: Adam noted that the Energy Committee met on July 7, 2010. The major item on the agenda for that meeting was a review of the Cross Pollination Solar Farm. He also

noted that he had presented the committee with a proposal from ACoRN to work with us to continue a regional home assessment program and they approved the program moving forward.

Natural Resources: The committee continues to work on updating the plan. It will be reviewing a draft plan at its next meeting.

Transportation Advisory Committee: Thea noted that the TAC did not meet last month.

Local Government: Thea noted the Local Government Committee will be busy visiting Whiting tomorrow and Lincoln August 5<sup>th</sup>.

## **OLD BUSINESS**

1. Challenges for Change Update- Joint Meeting with Economic Development. Adam gave a summary regarding how the Challenges for Change had been progressing over the summer. He also noted that ACRPC had certain benchmarks to meet, one of which was a joint meeting with the Addison County Economic Development Corporation. After a discussion of the best time for the meeting, the Executive Board suggested a number of Monday's in August and September at 4:30 p.m. as the best time to meet. Adam will convey those recommendations to economic development and schedule a meeting.
2. Committee Assignments and appointment of delegates. Adam noted that he had received responses from about 50% of the Commissioners to his earlier request for committee assignments. He will follow-up and ask for requests so the Executive Board has something to work with at its August meeting for September appointments.
3. Telecom Planning, HUD Sustainable Communities Grants Town Lighting RFP Adam noted that the RPC's had applied jointly with VCGI for statewide coverage for the telecom Planning Grants. He noted that he had chosen not to apply for a HUD Sustainable Communities Grant. He did not believe the probability of success warranted the effort the grant would take to write. Lastly, he discussed a Town Lighting RFP that VAPDA was interested in pursuing. The Executive Board encouraged Adam to pursue the Town Lighting RFP if enough of VAPDA was interested so that we could provide statewide coverage and be competitive.
4. New Planner. Adam noted that he was working through the resumes that he had received for a planner position. The Board noted they would like to be kept in the loop, see finalists' resumes and would be willing to help if Adam requested it, but that they also did not want to micro-manage his hiring of staff planners.
5. Other. The Board discussed the agricultural forum planned for the September meeting. They urged Adam to get Kirk if he could, to abbreviate the business

meeting to accommodate the program, to start at 7:00 p.m., do a good press release and invite community leaders to attend.

**NEW BUSINESS:**

1. Budget Amendments. Adam noted that he had found an error in the budget while preparing for the last full Commission meeting, which he announced at that time. He has since revised the budget to amend that error and to reflect other changes since he originally created it in April. The Board reviewed the proposed changes to the revised budget line by line. At the end of the review, Bill Sayre moved that we bring the amended budget to the Full Commission for its approval. Ellen seconded the motion. All approved. Adam will distribute the amended budget prior to the September meeting for a vote in October.
- 2.
3. Annual Review of Executive Director. The Executive Board reviewed the Executive Directors performance and Contract. After much discussion, they thanked the Executive Director for his work and decided to re-new his contract.
- 4.
5. Meeting time and place. The Executive Board voted not to change its meeting time or place.
6. Other. The Board urged Adam to really focus on marketing the work of the commission in the current year. As part of that strategy, they suggested he think about subbing out the website if he cannot find a planner with the right skills to pursue it.

**ADJOURNMENT: Harvey moved to adjourn. Steve seconded the motion. All approved. The meeting adjourned at 9:00 p.m.**

Submitted by: Adam Lougee