

DRAFT

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

November 30, 2011

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, Harvey Smith, presiding. Harvey began the meeting at 6:35 p.m.

ROLL CALL

Bridport Andrew Manning
Bristol
Lincoln Steve Revell
Middlebury Fred Dunnington
New Haven Harvey Smith
Ripton Jeremy Grip
Whiting

STAFF

Adam Lougee, Director

Minutes:

Steve Revell moved to accept the minutes of the October 26, 2011 meeting. Andrew Manning seconded the motion, which passed unanimously.

Treasurer's Report:

The Board reviewed the Treasurer's report. Adam noted that ACRPC's balances remain strong, but lower than he likes to see them. However, our receivables are very high, which helps to explain the cash balances. Jeremy Grip **moved to accept the report. Steve Revell seconded the motion, which also included permission for Fred Dunnington to close a CD account and move the money from that account into ACRPC's money market account. All approved the Treasurer's report.**

Committee Reports:

Local Government Committee: Adam noted that they had not met, but would be meeting with Weybridge and Starksboro in January.

ACT250/248: Adam reported that ACRPC had received the following applications since the last full commission meeting:

Approvals or Denials:

1. On November 21, 2011 the District 9 Environmental Commission issued a land use permit to Tom and Shelly Erickson approving their pre-existing boat storage operation on Basin Harbor Road in Ferrisburgh.

Applications:

1. An application from Pike Industries in New Haven to build a permanent batching plant replacing the existing plant at its existing facility.
2. An application from the Marble works in Middlebury to tear down an existing non-historic building within the Marblework complex.
3. An application from Bristol Works for the redevelopment of its campus on Munsil Ave in Bristol.

Brownfields: Adam reported that the grant was extended through December of this year to allow ACRPC to complete its work in Whiting. All other projects are wrapped up.

Natural Resources: Adam reported that the Committee did not meet since the last full commission meeting.

Energy: Jeremy reported that the Committee had good attendance at the PACE program it held last month. He also noted that the Committee met on November 21st and had good attendance and that the RFP for the charging stations and for the Sherriff's office are out and awaiting responses.

Transportation Advisory Committee:

Andrew reported the committee heard a good presentation from Sally Ober, the Town Clerk in Lincoln, supporting the planning study the commission performed for Lincoln this past year. The TAC also reviewed the result of the other feasibility studies ACRPC had performed over the years to make sure the program is functioning properly and producing viable projects that municipalities or other entities in the region choose to implement.

OLD BUSINESS

Audit: Adam distributed a draft copy of the audit. He noted that it was nearly complete with the exception of some final transactions and the management discussion, which he would write shortly. He noted the good news was that it constituted a "clean" audit. The auditor did not find any material weaknesses in our accounting procedures, nor did they find any instances of improper reporting of financial information. Adam expects he will have a final copy of the audit for the next full commission meeting and will request that the commission accept and approve it at that time.

Disaster Irene Follow-up: Adam noted that ACRPC's immediate recovery work was largely winding down. He noted that ACRPC had expended \$20,000 in September on Transportation related recovery items and an additional \$5,000 in October related to

transportation. ACRPC has recouped \$15,000 of that from VTrans and Adam still hopes to recover the entire amount. Additionally, Adam reported that ACRPC had expended an additional approximately \$17,000 in response and recovery work related to VEM in September, mostly related to Tim's time in the State EOC. He expects to be able to recoup all of that expenditure and cover the remainder with EMPG funds. He also noted he expects ACRPC will probably also pick up some disaster related planning projects during the fiscal year. The projects will focus mainly on planning to mitigate future damages.

Natural Resources Plan Adoption (Attendance): Adam reviewed the attendance requirements for the vote to pass with the Executive Board. He noted we missed by very little last meeting. He also agreed to reach out to commissioners in order to get enough attendance to have a meaningful vote this time. He informed the Executive Board that he would reach out through the internet, email and personally and requested that the Executive Board also follow-up personally to make sure we had good attendance at the December 14th meeting.

Other: None.

NEW BUSINESS

Proposed Municipal Dues for FY2012/2013: Adam presented the Executive Board with a summary of the current year's dues. He noted that for every penny per capita we raised our rates, we received approximately \$360 of new income. He noted if we chose to raise the dues, we increase them by at least 3 cents per capita. However, he also noted that in this economy, raising the dues would certainly be unpopular with our towns. Adam recommended that the Executive Board recommend to the full commission that ACRPC keep the assessment level at \$1.08 per capita and use the data from the 2010 census to calculate rates. The Board agreed and will present this assessment at the next meeting.

December Meeting with Legislators. Adam noted that in years past we had typically met with Addison County's legislative delegation at our December meeting, but that the turnout from the delegation had not always been as strong as we would like. Since we already have the vote on the Natural Resources Section of the plan on the agenda and want to drive attendance, he did not want to overload the agenda. Therefore, he suggested that we skip the legislative meeting this year. The Board agreed that a focus on the Natural Resources Plan would be best. Harvey suggested that Adam put the vote at the front of the Agenda again this meeting and that it be our primary focus.

Other: None.

ADJOURNMENT

Jeremy Grip moved to adjourn. Fred Dunnington seconded the motion. All approved and the meeting adjourned at 8:00 p.m.

Respectfully submitted by Adam Lougee