

DRAFT

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING

August 22, 2012

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 6:31 p.m.

ROLL CALL

Bridport
Bristol Bill Sayre
Lincoln Steve Revell
Middlebury Fred Dunnington
New Haven Harvey Smith
Ripton Jeremy Grip
Whiting Ellen Kurrelmeyer

STAFF

Adam Lougee, Director

Minutes:

Steve Revell moved to accept the July minutes. Ellen Kurrelmeyer seconded the motion, which passed unanimously.

Treasurer's Report:

The Board reviewed the Treasurer's report. Adam noted that ACRPC's balances remain strong. However, he also noted that while ACRPC had made strides towards bringing revenues back in to support expenses, he had only closed about half of the gap that had opened in May. Adam explained the current monthly report shows expenses exceeding revenues by about \$40,000. As we do the audit and account for pre-paid expenses, depreciation and other matters, Adam hopes that gap will close to about \$30,000, but at this point he expects that this will be the first year in the 12 years he has worked for the commission that we will end the year with a deficit to be drawn against our accumulated balances.

Adam presented a detailed explanation of the factors he believed had contributed to his missing the budget. They include the following:

Revenues:

We had several programs on which we missed hitting our revenue targets. They include:

1. TA, Municipal Planning Grants – I underestimated the amount of time it would take to do “small rewrites” of existing town plans. Unfortunately, we did four of them this year. All were well over the budget I estimated.
2. Lake Champlain Byway – Since the deadline for this work is well into the future, I keep delaying it for other work. The revenue is still available to ACRPC.
3. Emergency Management RERP – This is Vermont Yankees training program. We get paid when Tim helps in the State Emergency Ops center. Yankee cancelled exercises this year because of Irene. We did not recoup the work or revenue.
4. Middlebury Flood Hazard grant- I expected to do some work under this grant application with Middlebury last year. I now expect the grant will be awarded soon and ACRPC will earn the revenue in this year.
5. Other. I also expected we would pick up an additional program over the course of the year. We almost always do. Last year we did not.

Together these revenues add up to about \$45,000, about \$5,000 more than the current deficit.

Additionally, we also had several expenditures that increased significantly. We accounted for nearly all of them in our budget adjustment in April, but they still contributed to the current deficit. They include the following:

1. Our Public Officials Insurance increased by \$5,000 from the previous year;
2. Our Health Insurance increased by about \$7,000 more than our estimated increase;
3. We had 53 pay periods in the year, where normally we have 52.
4. We paid out Benefits Rick accumulated during his tenure with ACRPC, but did not have income coming in from his work.

After considerable discussion concerning the causes of the deficit noted above and how we should address them moving forward, the Executive Board instructed Adam to be prepared to present a similarly detailed report to the full commission in September and to also look at next year’s budget and demonstrate how we will fill the deficit in that projected budget. Upon the conclusion of the discussion, Ellen Kurrelmeyer **moved to accept the treasurer’s report as presented. Jeremy Grip seconded the motion, which all approved.**

Committee Reports:

Local Government Committee: No Meeting, however Fred noted that the Middlebury Selectboard would hold its hearing on its plan on September 18th.

ACT250/248:

New Applications:

1. On July 30, 2012 the Town of Middlebury applied for an amendment to an existing Act 250 permit to build a Grit drying bed at the town wastewater treatment plant on Industrial Ave in the Town of Middlebury.

Approvals or Denials: None.

Other: None.

Natural Resources: No Meeting.

Energy: Jeremy Grip reported that the Energy Committee met late in July and would meet again tomorrow evening. At the July meeting the Energy committee had two guests. A representative of VELCO came and presented their long-range electric transmission plan for the next 5 years (It is a 20 year plan, revised every 5 years.) The Committee also discussed the economics of the proposed Vermont Gas pipeline with a representative of the Company. The Committee will make its recommendations to the full Commission at the September or October meeting. Lastly, the Committee reviewed the projects the commission is currently working on.

Transportation Advisory Committee: Adam noted that the TAC had met on the Third Wednesday of August. It reviewed proposed town and regional transportation studies to determine which it should fund in the following federal fiscal year.

OLD BUSINESS

Committee assignments and appointment of delegates: The Executive Board worked through the responses of the delegates and alternates that had requested committee assignments. The Executive Board works to create reasonably sized committees that are balanced politically and geographically. For the most part, every one received their first or second choice of committees. The Executive Board also wanted Commissioners to know that it worked from the pool of responses it received. If we did not receive a response from you, you were not assigned to a committee. If you would like to serve on a Committee, please submit a request for a committee assignment to either Adam or a member of the Executive Board.

A copy of the Committee Assignments for 2012- 2013 is attached.

Planning the year's commission meetings: The E-Board reviewed projected dates and times of both its schedule and that of the full commission for the year. Where appropriate, Adam had filled in activities that the commission works on at the same time each year (For example, the Annual meeting is always in May). The Board approved the schedule and added comments regarding when and how it would like programs. It expects ACRPC will hold about 6 programs per year on various topics pertinent to the

region and that we will either control the speaker or shorten the business meeting to ensure commission meetings end at the designated time.

Other: None.

NEW BUSINESS

Joint Meeting with Economic Development: Adam asked whether the Board would like to hold a joint meeting with Economic development this year and if so, when. The Board noted that it would like to hold a meeting and suggested that Adam speak with Robin to set something up. They noted that we would probably conduct it as a special extra meeting to accommodate each other's schedule. All members will be invited, but only executive board members will be expected to attend.

Audit: Adam noted that Vance DeBouter, ACRPC's auditor will be at ACRPC for the week of September 10th-14th to review ACRPC's books.

Other: None.

ADJOURNMENT

Ellen Kurrelmeyer moved to adjourn. Fred Dunnington seconded the motion. All approved and the meeting adjourned at 8:10 p.m.

Respectfully submitted by:

Adam Lougee