

**FINAL**

**ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING**

September 25, 2013

**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.

**ROLL CALL**

*Bridport*

*Bristol*

*Bristol*           Chico Martin

*Lincoln*           Steve Revell

*Middlebury*

*Monkton*        Thea Gaudette

*New Haven*     Harvey Smith

**STAFF**

Adam Lougee, Director

Harvey opened the meeting at 6:30 and introduced Vance DeBouter, ACRPC's auditor. He noted that this item had originally been listed under new business, but he intended to move it to accommodate Vance's schedule. All present consented. Harvey explained that Vance is in the middle of auditing ACRPC's books for FY 2013, ended June 30, 2013 and that he wanted to give the Board a chance to meet Vance and vice versa so each could have a chance to ask questions and learn about ACRPC's finances.

Vance thanked Harvey and noted that he had been auditing ACRPC's books for 9 years and this was the last year of his most current 3 year contract. Vance noted that he audited for risk as well as creating accurate representative financials. He noted that this constitutes a full audit. ACRPC does not have a lot of risk, primarily because it has virtually no cash coming through the books. Also, no one in the office is authorized to sign checks; therefore fraud would need a broad conspiracy. Vance noted since this was his only manual bookkeeping account, it was nearly always audited when he had a peer review, so it received an extra layer of scrutiny. Vance noted that Pauline had an excellent grasp of accrual accounting and kept very accurate and thorough books. He expects he will give ACRPC an unqualified opinion, the best opinion an auditor gives.

**MINUTES**

**Thea Gaudette moved to accept the August, 2013 minutes. Steve Revell seconded the motion, which passed unanimously.**

## **TREASURER'S REPORT**

The Board reviewed the Treasurer's report. Adam noted it is largely the same as last months, with only minor changes. He still expects to lose about \$20,000 at the end of the year. **Steve Revell moved to accept the Treasurer's report as presented. Chico seconded the motion, which all approved.**

## **COMMITTEE REPORTS**

Local Government Committee: Thea reported that the Committee had not met.

ACT250/248: Adam gave the following report:

On August 12, 2013 Green Mountain Power, GMP submitted an Act 250 application for the relocation and construction of 5,742 feet of electric distribution line in Brandon and Leicester. The project moves a line from farm fields to along Town Farm and Delorm Road to improve maintenance accessibility and therefore reliability in the area. The District 9 Environmental Commission granted that application. No other activity had taken place since the full commission.

Natural Resources: The Committee met and reviewed the Vermont Gas MOU and continued to prioritize its goals from the regional plan.

Energy: Adam reported that while the Energy Committee has not been active as of late, the Commission had recently held a number of energy related events. On September 23<sup>rd</sup> the RPC hosted two meetings; the first on town's access to PACE financing was interesting because many towns appear to have significant concerns about the program PACE finally rolled out. As a result, many are not signing on until they see how the program administration works. The second meeting on September 23<sup>rd</sup> was comprised of Local Home Energy Challenge Champions concerning their progress and future steps to continue to implement the home energy challenge and to also plan for the October 5<sup>th</sup> Button Up Vermont Day of Action for communities.

Lastly, on September 25<sup>th</sup>, the Zoning Administrators' Roundtable focused on the new requirements that ZAs enforce the Vermont State Energy Code and also solicited interest in ZA's promoting above code building projects.

Transportation Advisory Committee: The TAC did not meet in September.

## **OLD BUSINESS**

Vermont Gas Update: Adam stated that the Technical Hearings before the Public Service Board had taken place the prior week. The Board had accepted the MOU. ACRPC did testify regarding equipment for emergency services and Adam felt that the Board would probably grant ACRPC's requests on behalf of the local responders.

Committee Assignments. Adam noted that he had received two additional committee requests from Paul Wagner and Ted Davis to serve on the Natural Resources and Energy

Committees respectively. The Board reviewed the additional requests for committee assignments and voted to approve the requests.

Health Insurance Update: Adam noted that he had not made a lot of progress on this issue since the discussion last month. He still intends to offer insurance linked to the budget approved by the Commission and will bring that proposal to the Executive Board by next month.

Other: The Board members noted that they appreciated Vance's thorough explanation of the audit process.

## **NEW BUSINESS**

Meeting with Vance DeBouter: Please refer to the discussion at the beginning of the meeting.

Other: None.

## **ADJOURNMENT**

**Thea moved to adjourn. Steve seconded the motion. All approved and the meeting adjourned at 7:45 p.m.**

Respectfully submitted by:

Adam Lougee