

FINAL

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

October 23, 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

<i>Bridport</i>	Andrew Manning
<i>Bristol</i>	Bill Sayre
<i>Bristol</i>	Chico Martin
<i>Lincoln</i>	Steve Revell
<i>Middlebury</i>	David Hamilton
<i>Monkton</i>	Thea Gaudette
<i>New Haven</i>	Harvey Smith

STAFF

Adam Lougee, Director

Harvey opened the meeting at 6:30

MINUTES

Thea Gaudette moved to accept the August, 2013 minutes. Steve Revell seconded the motion. The motion passed by a majority on a voice vote. Andrew Manning abstained.

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 did note that they had added the second column allowing the board to compare the balances with those for the previous month, as David had requested. **Steve Revell moved to accept the Treasurer's report as presented. Thea Gaudette 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:

The District 9 Environmental Commission granted the previous application of AgriMark to improve its plant in the Middlebury industrial park by adding waste storage capacity. No other activity had taken place since the full commission.

Natural Resources: The Committee did not meet, but will prior to the November 13 full commission meeting.

Energy: Adam reported that while the Energy Committee has not been active as of late, the Commission continued to participate in a number of energy related events. He noted that ACoRN will be holding an electric vehicle demonstration session in our parking lot on November 2nd.

Adam also noted that he did not expect a lot of towns to sign up for the PACE program due to administrative complexities.

Transportation Advisory Committee: Andrew noted that the TAC's October meeting focused on roundabout use in Vermont. Tony Reddington spoke to the TAC to advocate for further use of roundabouts.

OLD BUSINESS

Vermont Gas Update: Adam stated that ACRPC had filed its initial brief in the case and that it would file its reply brief at the end of the week. He shared the first brief with the Executive Board. Adam also noted that he had confirmed with Vermont Gas that they would have the opportunity to present their Phase II project to the Full Commission at its meeting on November 13, 2013. Adam confirmed that he hoped each committee would also have the opportunity to review the proposal prior to that time and will be prepared to ask questions of Vermont Gas concerning the proposal.

The E Board also asked Adam to postpone the wastewater presentation he had initially scheduled for that evening to make sure we have time to address the commission's questions or concerns about Vermont Gas's Phase II project.

Health Insurance Update: Adam distributed a memorandum to the Board (attached) that highlighted the decisions that he is considering making concerning healthcare. He noted that he wanted to reserve the employees' level of insurance without increasing the budget. He felt he will be able to do it. He still needs to speak with the employees, but believes the plan he put forward should work. After some discussion, Thea moved that the Board approve the direction Adam is working in principle and for him to move forward with his plan should it prove to work for all of the employees. Steve seconded the motion, all approved.

Other: Harvey noted that a delegate had raised a concern about a potential conflict of interest of another delegate. Harvey stated that he wanted to have a general discussion regarding ACRPC's conflict policy in its bylaws. In the present case, Harvey noted that the delegate in question had disclosed his potential conflict to the Full Commission some

time ago and that no one had raised any concern at that time. Therefore, the Commission did not act on the potential conflict. ACRPC's bylaws require someone with a conflict to recuse themselves from discussion and vote on that issue. However, it fails to define what level of interest actually constitutes a conflict. The bylaws leave that decision to the delegate, the chair and as necessary, the full commission. Harvey noted he wanted to bring the issue to the Board's attention so that if the issue arose at the next full commission meeting, they would be prepared to have a complete and informed discussion and address it equitably according to ACRPC's bylaws.

NEW BUSINESS

Proposed Budget Amendment: Adam handed out a draft proposed budget amendment. He noted that he wanted to look at it after we had reconciled last year's books with our program expenditures. He also reminded the board that in this year's budget, he had not assumed ACRPC would win any grants in the future at the time he created the budget. At this time, he is pleased to note that the Commission had added several grants after the budget passed. He wanted to incorporate those into the budget; he also noted that at the time the budget passed, he had not given any salary increases to any staff because the budget could not support it. However, by finding this extra money, he believes he will be able to provide those raises. The new proposed budget also reflects those expenses, but still has a fair fund balance to address any contingencies that may arise. The Board discussed the budget and approved Adam's request to present it to the full commission.

Other: Harvey noted that the local food summit New Haven held and that he had mentioned at the full Commission was a great success. They had over 200 people and sold out of a number of items. Andrew mentioned that Bridport had also had a successful local food event.

ADJOURNMENT

Thea moved to adjourn. Steve seconded the motion. All approved and the meeting adjourned at 8:00 p.m.

Respectfully submitted by:

Adam Lougee