

DRAFT

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
March 26, 2014

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 Vice Chair, Thea Gaudette, presiding.

ROLL CALL

Bridport Andrew Manning
Bristol Bill Sayre
Bristol
Lincoln Steve Revell
Middlebury
Monkton Thea Gaudette
New Haven Harvey Smith

STAFF: Adam Lougee, Director

Thea opened the meeting at 6:40.

MINUTES

Bill Sayre moved to approve the minutes. Andrew Manning seconded the motion. The minutes passed unanimously.

TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Adam noted that fund balances are down slightly, but still remain good. He also noted that revenues had slipped about \$10,000 behind expenses. He expects we will pull back ahead when we bill quarterly revenue, but noted we are still running very close. Expenses are largely in line with projections. Adam will need to focus on making sure revenue comes in on time. Adam also noted that we may have a problem with the HMGP program. He noted that FEMA Region 1 caps indirect administrative expenses at 5 %. They are interpreting our indirect rate as falling under those expenses. This is not how we wrote the proposal and would result in them paying considerably less than our proposal. Adam noted that all RPCs are in the same boat and are working with FEMA at this time to correct the problem. **Thea Gaudette moved to accept the Treasurer's report as presented. Steve Revell seconded the motion, which all approved.**

Harvey Smith, the Chair, took over the meeting from Thea for this portion of the meeting.

COMMITTEE REPORTS

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

ACT250/248: Adam noted that the Commission had received several new applications since the full Commission meeting including:

Natural Resources: The Committee finalized its report concerning Vermont Gas.

Energy: Adam reported that the Energy Committee met on March 3rd at 5:00 to review all information presented concerning Vermont Gas and has made its recommendation to the Commission.

Transportation Advisory Committee: Andrew noted that the TAC's March meeting focused on prioritizing state network paving projects for the Region for State FY 2016. He also noted that Milly Archer gave the TAC a presentation on the ERAF program for towns to garner a higher proportion of state aid in the event of a disaster.

Plan Re-write. Adam deferred this item until later on the agenda.

OLD BUSINESS

Harvey asked Thea to chair the meeting for the Vermont Gas item and recused himself from the discussion. Bill Sayre also recused himself from the discussion.

Vermont Gas Update: Adam discussed the Committee process and handed out the reports that he had received from each committee. Adam plans to send each report out to the full commission prior to the April 9th meeting. At the meeting he will ask each chair to present the Committees findings to the full commission for its deliberation and vote.

Thea returned control of the meeting to Harvey and both Harvey and Bill resumed participation.

Full Commission Meeting Agenda: Adam informed the E-board that he expected to keep the agenda for April's meeting very similar to that of the cancelled meeting in March. Our water quality presentation would come first, followed by an agenda focusing on Vermont Gas's proposed pipeline and then items in anticipation of the Annual Meeting. All agreed with the proposal.

Other: None.

NEW BUSINESS

Nominating Committee: Adam reminded the board that the March meeting is generally the time the Commission appoints a Nominating Committee. Since our March meeting

was cancelled because of the snowstorm, Adam sent an alternative proposal using the Executive Board's nominating committee recommendations to the Commission via e-mail and asked anyone opposed to the plan to contact him by tonight's meeting. Adam reported that he had not received any objections to the process that he had proposed. The Executive Board encouraged Steve Revell as the Chair of the Nominating Committee to contact his other members and to proceed contacting potential nominees so that they will have a slate of officers to propose at the April meeting.

Regional Plan Rewrite: Adam noted that we had reported to DHCD about our timeframe for a plan re-write in December, but they had responded to all RPCs asking for additional information. Adam distributed a proposed response that addressed DHCD's questions directly, but left the timeline and the instructions of the Commission intact. **Steve Revell moved that the board approve the proposed response to DHCD and timeline contained within that response. Bill Sayre seconded the Motion. The motion passed unanimously.**

Draft Budget and Workplan for FY15/16. Adam noted that he did not have one completed that he was comfortable presenting at this time. He noted he understood he needed to have it completed prior to sending the April meeting package.

Annual Meeting Program and Location. Adam asked the board for a topic for our annual meeting. He made a couple of suggestions and asked for all with ideas to speak to him. The Board made a couple of suggestions. All noted that they would all like a light-hearted event and instructed Adam to find a speaker and location.

Bertha Hanson Award: Thea nominated a member she felt should receive the Bertha. Adam reported he had not received any other nominations. The Board made its decision and instructed Adam to set things up for the annual meeting.

Date of the April Meeting: Adam asked the Executive Board if they would consider switching the April E-Board meeting to April 30th from April 23rd. He stated he intended to take his daughters on a college tour during their April vacation. The board concurred and moved the meeting.

Other: Steve noted that Vergennes still did not have any delegates appointed and that they should be participating. Harvey responded that both he and Adam had spoken to Mel Hawley, the Manager. Adam also noted he had asked the City Council. Nevertheless, he volunteered to call Mel again for Vergennes' appointments.

ADJOURNMENT

Thea moved to adjourn. Andrew seconded the motion. All approved and the meeting adjourned at 8:45 p.m.

Respectfully submitted by: Adam Lougee