

DRAFT

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

July 23, 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 Chair, Thea Gaudette, presiding.

ROLL CALL

Bridport Andrew Manning
Bristol
Bristol Chico Martin
Middlebury
Middlebury
Monkton Thea Gaudette
Ripton Jeremy Grip

STAFF: Adam Lougee, Director

Thea opened the meeting at 6:45.

MINUTES

Chico Martin moved to approve the minutes. Jeremy Grip seconded the motion. Adam noted one amendment. He needed to change "Martha Sullivan" to "Mary Anne Sullivan" in the section regarding committee appointments. **The minutes, as amended, passed by voice vote with all approving.**

TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Adam noted that fund balances are down slightly, but still remain good. Also, revenues through year end, June 30 remain behind expenses by about \$20,000. Adam noted this amount may improve slightly by the end of the year to account for adjustments, but he now expects to end the year with a deficit of between \$15,000 - \$20,000. Adam noted that expenses stayed largely in line with projections, but that several of the revenue projections for projects fell short. Adam walked through the entire budget with the Executive Board. **Chico moved to accept the Treasurer's report as presented. Jeremy seconded the motion, which all approved.**

COMMITTEE REPORTS

Local Government Committee: Thea reported that the Committee had not met, but that it will be visiting Addison and Monkton to review their town plans on August 18th and 19th respectively.

ACT250/248: Adam reported that the Committee will meet next week to continue its work on the MOU for Vermont Gas and to look at the Deneker Chevrolet application. Adam noted that the Commission had received several new applications since the full Commission meeting and recited them.

Natural Resources: The Committee has not met since the last full commission meeting.

Energy: Jeremy reported the committee will meet next Thursday evening.

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

Plan Re-write. Chico noted this committee met immediately prior to the full Commission at 6:30 on July 9th and that it had approved the re-write of the Introduction to the plan and started to work through the Substantial Regional Impact Section. It will review the Land Use Section at its meeting in September.

OLD BUSINESS

Vermont Gas Update: Adam presented the Executive Board with a summary of his responses to Cornwall's first information requests of the Commission.

Adam noted that the Act 250/Section 248 Committee would continue its work on an MOA next Monday.

Adam also informed the Board that Ross Conrad, Alternate of Middlebury, had sent him a document entitled, "Dissenting opinion", which Ross would like to ask the Commission to file with the next round of testimony. The Board agreed that Ross had the right to move the commission to take action and that it would be best to send his motion out as part of the package prior to the next full Commission meeting. After further discussion, the Board also unanimously agreed that they were not in favor of the Commission clouding its actions with a dissenting opinion. Regardless of where they fell concerning the substance of the discussion, all agreed procedurally that they felt the Commission should recognize its past votes, testify to them accurately and move on. They requested that Adam draft a memorandum against the motion for their review and approval. Upon their acceptance of the motion, they instructed Adam to include it in the September package so people will have an opportunity to consider the issue in advance of the meeting.

Lastly, the Board discussed Vermont Gas's recently announced cost overruns on Phase I. All expressed their disappointment. However, they did not feel like it would change the overall position of the Commission on Phase I. The Board instructed Adam to speak with the Department of Public Service and support their efforts in this matter.

Emergency Management, HMGP Status. Adam noted that VAPDA was still working on a way to solve the HMGP issue. The State has filed a new statewide application, including a number of interested towns from the Addison Region. Currently, the State expects to hear back regarding the success of that application in around October. It also expects some additional time to move it through to a contract.

Committee Assignments: Adam noted that he had received committee requests from about half of the commissioners. He handed out the follow-up letter he has composed to solicit information for the August meeting so the Executive Board can make appointments.

Thea noted that for the new Bylaws Committee, she was looking to create a small committee of experienced and balanced delegates. Since this Committee will work largely with procedural technical issues, she believes a small committee of people familiar with how ACRPC operates will help the Committee complete its work.

Other: None.

NEW BUSINESS

Selection of an Auditor: Adam noted that he had received 5 responses to the RFP for the auditing contract that he had sent out last month. He and Chico had met and reviewed the submissions. Chico handed out a matrix that he had used to rank the responses of each firm. He noted that under the matrix, two firms rose to the top, our current auditor, Vance DeBouter and Pace and Hawley in Montpelier. The board discussed whether the Commission would be better off switching firms or staying with one that had served the Commission well for a number of years. After some discussion, Jeremy Grip moved to offer the contract to Vance DeBouter. Andrew seconded the motion, which passed by a unanimous voice vote.

Lease Status: Adam stated that he had followed up with Bill Townsend, the representative of the Commission's landlord. He offered to extend the lease for an additional year with about a 5% increase in rate, if he could also sign with his other tenants in the area, the Coop and Watson Scott. The Board instructed Adam to work with the other tenants to try to pursue a longer term.

Other: Thea asked Adam to check to see whether the full Commission had authorized him to write a letter of support for the North Country Trail as proposed to go through the Addison Region. Adam responded that the Commission had not, probably because of the lateness of the hour after the Vermont Gas discussion. Thea felt that this was something that the Executive Board could address and moved that the Commission issue a letter of support for the Addison portion of the North Country Trail. Andrew seconded the motion, which passed on a unanimous voice vote.

ADJOURNMENT

Andrew moved to adjourn. Chico seconded the motion. All approved and the meeting adjourned at 8:10 p.m.

Respectfully submitted by:

Adam Lougee