

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
September 23, 2015

The Addison County Regional Planning Commission's Executive Board held its monthly meeting at the Regional Planning Commission's office in Middlebury with Chair, Thea Gaudette, presiding.

ROLL CALL

<i>Bristol</i>	Chico Martin
<i>Leicester</i>	Diane Benware
<i>Middlebury</i>	David Hamilton
<i>Middlebury</i>	
<i>Monkton</i>	Thea Gaudette
<i>Ripton</i>	Jeremy Grip
<i>Shoreham</i>	

STAFF: Adam Lougee, Director  
GEUSTS: Vance DeBouter, CPA

Thea opened the meeting at 6:40. Since ACRPC's auditor, Vance DeBouter, was present, Thea Asked to move the audit update from Old Business to the first item on the agenda to accommodate Vance's schedule. She thanked Vance for attending and invited him to speak.

Audit Update: Vance noted that he would be at ACRPC all week and was currently about half way through his audit of ACRPC's FY2015 financial statements. Vance discussed his auditing process, peer review controls and his review of ACRPC's internal controls. To date, with this review, Vance was pleased with the information he has reviewed and expects ACRPC will end the year very close to break even. Vance will wrap up his investigatory work this week and will produce a final audit by November.

David Hamilton asked Vance about an appropriate level of reserves for an organization like ACRPC and how ACRPC's current level compared to that standard. Vance responded that he was unaware of any specific standard, but noted that ACRPC currently had cash on hand to cover between 3-6 months of operations and that he felt this amount was appropriate and adequate. Adam also noted that many of the other RPCs had policies where they endeavored to have six months operating reserves in cash.

## MINUTES:

**June 24, 2015 Minutes: David Hamilton moved to adopt the June 24, 2015 minutes. Chico Martin seconded the motion. The motion passed unanimously by a voice vote.**

**August 23, 2015 Minutes: Jeremy Grip moved to adopt the August 23, 2015 minutes. David Hamilton seconded the motion. The motion passed unanimously by a voice vote.**

## TREASURER'S REPORT

Adam supplied a Treasurer's report including balances as of September 23rd and two budget reports, one complete through June 30, the end of the Commission's fiscal year, and one through August 31<sup>st</sup> of the current fiscal year. Adam noted that the cash balances are currently about normal, with good receivables. Adam noted that the year-end figures in the budget may still have some minor adjustments and are unaudited, but largely complete. The budget currently shows a very small profit for the year of about \$750. As Vance noted, it will remain at about that level. The Board thanked Adam for working on the budget, as they had been prepared for a worse result. **David Hamilton moved to accept the treasurer's report as presented. Jeremy Grip seconded the motion, which passed unanimously.**

## COMMITTEE REPORTS

Local Government Committee: No meeting, but Waltham has requested regional approval of its plan.

ACT250/248: David noted that the Act 250 and Energy committees were meeting tomorrow to continue to discuss ACRPC's solar siting policy and try to find some common ground to present to the commission. He also noted that solar applications continued to come in at a steady pace.

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

Energy: See above.

Transportation Advisory Committee: Thea reported the TAC met in September. Its primary piece of business was to review the VTransparency website, so all could see the status of projects in the Addison Region. The TAC also discussed bike/ped issues within the Region and gave Josh favorable feedback on the work he has done to date.

Plan Re-write. The Committee met in September just before the full commission meeting. It continued its work on the implementation section. It hopes to bring the work it has completed to the full commission shortly for hearing and adoption.

## OLD BUSINESS

TDI update: Adam noted that the project appeared to be moving along smoothly. TDI has entered into agreements stipulating to conditions in the CPG with nearly all parties to the action.

The RPC and town position remains unchanged; they still reserve the authority to tax the infrastructure when it is installed. Adam convened a meeting to help all affected towns act collectively and expects official responses from towns by October 1<sup>st</sup>.

Emergency Management, HMGP Status. Adam reviewed the HMGP grant status. He noted that the RPC's failed to persuade DEMHS that paying indirect costs was within their authority. Adam has signed the contract, will have ACRPC start the work shortly after an executed copy is returned from DEMHS and will coordinate how it uses this funding with other transportation and water quality funding it receives.

Committees/ Committee Assignments: Adam noted that he had received one additional request for a committee assignment. Tim Davis from Ferrisburgh requested to be added to the Local government committee. **The board unanimously approved the request and asked Adam to reflect the change on the committee assignments.**

Solar Siting: As noted above, ACRPC's Energy Committee and Act 250/248 committees will be meeting Thursday to see if they can find common ground regarding ACRPC's policy on solar siting issues. They will bring that discussion back to the full commission again. Given the proliferation of solar in the region, the commission needs to have a clear position. Hopefully this discussion will lead to that. Additionally, Adam noted that he had attended the State of Vermont's Solar Siting Committee. He stated that at the last committee meeting Asa Hopkins had given a very interesting presentation putting the amount of solar necessary to meet the state's long range plan into perspective. The Board asked Adam to see if he could bring the presentation to the full commission.

Use of TPI funding: Adam noted that he had checked on funds available and believes ACRPC will have about \$8,000 left and has authorized using it for ACTR with them supplying the 10 % match.

Lease status: Adam noted that last year ACRPC had extended its lease through June 30, 2016. Adam had recently spoken with Bill Townsend about extending the lease again for two years through 2018 on the same terms as are currently in place. **The Board unanimously supported extending the lease and authorized Adam to pursue it.**

Other: Adam distributed the newest version of Act 250 Criteria 9(L) guidance from the state. He noted that he felt it was much better than the previous version, but expressed concern that it tied to state planning designations rather than town and RPC designations. He asked the E-Board to review it so that ACRPC could comment after the next meeting.

Thea also noted that the TAC had agreed to set aside \$15,000 for the fiscal year beginning October 1<sup>st</sup> to help ACRPC rewrite the regional transportation plan.

## **NEW BUSINESS**

ANR Contract funding water quality work. Adam distributed a draft request for funding in the amount of \$34,500 that ACRPC would submit to ANR for new water quality work under the legislation passed this past session. Adam noted that ACRPC is proposing to work with its municipalities prioritizing road and stream work. He informed the board that he would keep them posted on the grant and try to get Kari Dolan to an RPC meeting.

Other: Jeremy Grip noted that the new state Energy Plan was out for comment.

## **ADJOURNMENT**

**Jeremy moved to adjourn. Diane Benware seconded the motion. All approved and the meeting adjourned at 7:50p.m.**

Respectfully submitted by:

Adam Lougee