

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
October 26, 2016

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

ROLL CALL

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| <i>Ferrisburgh</i> | Tim Davis, absent |
| <i>Leicester</i> | Diane Benware |
| <i>Lincoln</i> | Steve Revell |
| <i>Middlebury</i> | Ted Davis |
| <i>Middlebury</i> | David Hamilton, absent |
| <i>Ripton</i> | Jeremy Grip |
| <i>Shoreham</i> | Nick Causton |

STAFF: Adam Lougee, Director

Jeremy opened the meeting at 6:35.

MINUTES

September 28, 2016 Minutes: Ted Davis moved to adopt the August minutes. Steve Revell seconded the motion. The motion passed by a voice vote with all in favor.

TREASURER'S REPORT

Adam distributed the Treasurer's report. It showed that our balances are in good shape and that our unaudited, but adjusted financials show a small increase in our fund balance for the year. Adam noted that Vance DeBouter, the Commission's auditor will be joining us later in the meeting. He will have the audit completed in time for the November Executive Board meeting. **Steve Revell moved to adopt the Treasurer's Report as presented. Nick Causton seconded the motion. The motion passed by a voice vote with all in favor.**

COMMITTEE REPORTS

Act 250/248: The Committee will meet again next Tuesday, a week before the full commission meeting. We are seeing an uptick in solar applications again, but not sure it is a long-term trend.

Energy: Adam expects to call an Energy Committee meeting shortly and will work with Jeremy to set a schedule.

Local Government Committee: No meeting, but will hold one soon as Waltham has requested regional approval.

Natural Resources: No meeting since the full Commission meeting.

Transportation Advisory Committee: The TAC met last week.

OLD BUSINESS

Bylaws Rewrite: Adam handed out the bylaws revised since the full commission meeting. The Board agreed with the changes made to all sections except the conflict of interest section. The Board agreed that this section needed the most work and was the section the full commission focused on at the last meeting. The Board reviewed the existing language and some proposed language Adam and Ted Davis created, but wanted to think about it further and tabled it to the next meeting.

Other Policies for Review: Adam handed out a list of ACRPC's current policies and included several that he wanted to add. Adam has completed job descriptions for all positions. He also proposed a fund balance policy modeled on several other RPCs. The policy provides a target degree of savings to cover operating expenses for 6 months. The Executive Board approved a draft policy and encouraged Adam to bring it to the full commission at its next meeting.

Transportation Plan Update: Adam discussed where we are in the Transportation Plan update process. A sub-committee of the TAC and Josh are overseeing the process. During the months of September and October we held four public outreach meetings in different parts of the Region to get the public's opinion regarding what the plan should address. We also have a map on the web where citizens can identify issues or problems and request that they be addressed. During November and December Josh and the consultant will be reaching out to transportation stakeholder groups in the Region for their opinions and issues. Groups include the local road foremen, the airport, ACTR and the Bike/Ped council.

Energy Plan Update: Adam explained to the Executive Board that Energy Planning is starting to ramp up in earnest. We have signed a contract with the Department of Public Service for funding to create a Regional Energy Plan. Kevin and Adam are working to gather background data and mapping. Energy Planning Guidelines from the DPS are due out November 1st. A first cut of Regional maps and data are due by December 1st. Adam will want to bring that information to the Energy Committee and will work with Jeremy to schedule a meeting.

Adam also explained that he expects a contract from DPS shortly to help towns with their energy planning. That contract involves providing municipal training in December and February, splitting the regional data and maps into town data and providing technical assistance to at least 3 towns.

Audit Update: Vance DeBouter, ACRPC's Auditor joined the Executive Board meeting. Vance noted that he had nearly completed his data collection and analysis for the audit for this year. He noted that he had not found any discrepancies worth noting and that the Commission is fortunate

to have a bookkeeper as thorough and knowledgeable as Pauline. After further discussion regarding systems and controls, the Board thanked Vance for his work, asked Adam to convey their thanks to Pauline for her work and looks forward to the final audit before its November meeting.

Other: None.

NEW BUSINESS

Other: None.

ADJOURNMENT

Nick Causton moved to adjourn. Steve Revell seconded the motion. All approved and the meeting adjourned at 8:02 p.m.

Respectfully submitted by

Adam Lougee