

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
October 28, 2020

The Addison County Regional Planning Commission's Executive Board held its monthly meeting via Zoom with Chair, Stephen Pilcher, presiding.

**ROLL CALL**

<i>Middlebury</i>	Ross Conrad
<i>Monkton</i>	Stephen Pilcher Wendy Sue Harper
<i>Panton</i>	Jamie Dayton
<i>Ripton</i>	Jeremy Grip
<i>Vergennes</i>	Shannon Haggett
<i>Whiting</i>	Ellen Kurrelmeyer

STAFF: Adam Lougee, Director

Stephen opened the meeting at 6:32

**MINUTES**

**Minutes: Ellen Kurrelmeyer moved to adopt the September 23, 2020 minutes. Wendy Sue Harper seconded the motion. The motion passed unanimously.**

**TREASURER'S REPORT**

Adam delivered an update on the treasurer's report. He noted that through September 30<sup>th</sup> Revenues exceed expenses by about \$50,000 and that ACRPC had more than \$300,000 in the bank with approximately \$50,000 of receivables.

**COMMITTEE REPORTS**

Act 250: Adam noted the Committee had not met. There have been no significant Act 250 or Section 248 applications filed.

Energy: The Committee met on October 6<sup>th</sup> for a Button Up event and jointly with the Local Government Committee to review enhanced energy plans.

Local Government: The Local Government Committee and Energy Committee hosted a public hearing in Panton in early October and reported their findings at the full Commission meeting.

Natural Resources: The Committee has not met.

Economic Development Committee: The Economic Development Committee has not met.

Transportation Advisory Committee: The TAC met in October. It reviewed the Vermont Rail Plan.

Housing Committee: The committee continues to work on the housing plan.

## **OLD BUSINESS**

Clean Water Quality Service Provider: Adam noted that ANR is still making rules for the process. Adam and Mike are representing ACRPC in that process and focusing on making the rules as supportive of and simple to navigate for applicants as possible.

Meetings, Including Committees, Full Commission and Annual Meetings. Adam reviewed ACRPC's Covid – 19 policy with the Executive Board. He noted that meetings would remain remote and the status of the office would remain partially open, the same as last meeting.

Broadband Innovation Grant and Communications Union Districts: Adam noted that ACRPC had received the grant for \$60,000 and that the consultants expect to complete the feasibility study by the end of October. He also noted that the Addison County CUD has 16 members and that it held its second meeting on October 6<sup>th</sup>. Adam reported that the Executive Committee, led by Steve Huffaker of Ferrisburgh has been working hard to utilize the CARES grant ACCUD secured to advance its organizational development.

Audit for 2019: Adam noted that Vance is currently in the office conducting the audit he will conclude his in-office work tomorrow. Adam stated he had also spoken with Vance about helping with the transition to electronic book-keeping.

EDA/CEDS Application: Adam noted he understands that EDA has approved the grant application, but has not yet issued a contract. CCRPC will serve as the administrative agent and sub-contract to the other RPCs.

Personnel Matters: Adam stated that while he was sorry to do it, he was moving forward with the hiring process for a new GIS Manager and Office Manager. He has advertised both positions, collected resumes and will conduct interviews shortly. The Executive Board also discussed acknowledging the service of our longstanding employees that are leaving. **Ross moved to empower Adam to purchase gifts for our departing staff members. Shannon Haggett seconded the motion, all approved.**

Systems Updates: Adam noted that Kevin is leading the website improvements with Scout Digital. The work is underway and progressing smoothly for a timely completion prior to Kevin's departure.

Other: None.

## **NEW BUSINESS**

Other: None.

**Member's Concerns/Information: None.**

**ADJOURNMENT**

**Ellen Kurrelmeyer moved to adjourn. Wendy Sue Harper seconded the motion. All approved and the meeting adjourned at 7:11 p.m.**

Respectfully submitted,  
Adam Lougee