

**ACRPC Full Commission Meeting Notice**

**July 8, 2026**

**Wednesday, 7:00 p.m.**

**This meeting will be held via Microsoft TEAMS and  
 in person at 14 Seminary Street, Middlebury**

**[Join the meeting](#)**

Meeting ID: 237 317 794 062 4 | Passcode: DR6X4dP7

**Dial in by phone**

**[+1 347-991-8960](tel:+13479918960), enter Pin ID: 367383384#**

**7:00 p.m. PUBLIC HEARING:** The Addison County Regional Planning Commission will host the third of three formal public hearings on the draft Addison County Regional Plan. The Draft plan is available for review on ACRPC’s website [here](#). A complete notice of the meeting is also available on ACRPC’s website [here](#). All are invited to attend and comment on the proposed Plan. For additional information, please contact Adam Lougee at [alougee@acrpc.org](mailto:alougee@acrpc.org).

**7:30 BUSINESS AGENDA:**

- I. Approval of Minutes:** April 8, 2026 and June 10, 2026
- II. Executive Board Minutes:** June 24, 2026
- III. Treasurer’s Report:** Bank Balances, Receivables (Our goal is to provide draft FY2026 year-end data by September 10, 2026)
- IV. Committee Reports:** Act 250, Energy, Local Govt, Nat Res, TAC, Housing, Econ Dev)
- V. Joint Partners Report/Delegate/Staff Recognition:**
- VII. Old Business:**
  - Maple Broadband Update
  - Acceptance of Audit – Conversation with Auditor, Vance Debouter.
  - Other
- VIII. New Business**
  - Request for Committee Assignments
  - Welcome Package FY2027
  - Meeting Calendar FY2027
  - Other
- IX. Member’s Concerns/Information:**
- X. Adjournment:**

**ADDISON COUNTY REGIONAL PLANNING COMMISSION ROLL CALL**

ADDISON	D	Bob Schatz	___	PANTON	D	James Dayton	___
	D		___		A	Logan Roth-Longe	___
	A	Chris Stackhouse	___	RIPTON	D	Jeremy Grip	___
	A		___		A	Jonathan Heppell	___
BRIDPORT	D		___	SALISBURY	D		___
	D	Renee Brodeur	___		D		___
	A		___		A		___
BRISTOL	D		___	SHOREHAM	D	Nick Causton	___
	D	Ron Dendas	___		D		___
	D		___		A		___
	A	William Sayre	___		A		___
	A		___				
CORNWALL	D	Stan Grzyb	___	STARSBORO	D	Herb Olson	___
	D	Anna Burns*	___		D	Tom Perry	___
	A		___		A	Rich Warren	___
	A		___		A		___
FERRISBURGH	D	Tim Davis*	___	VERGENNES	D	Shannon Haggett*	___
	D	Arabella Holzapfel*	___		D	Cheryl Brinkman	___
	D	Steve Huffaker	___		A		___
	A		___		A		___
	A		___				
GOSHEN	D	Jim Pulver	___	WALTHAM	D	Lisa Sausville	___
	A	Chad Chamberlain	___		A	Fran Colangelo	___
LEICESTER	D	Diane Benware	___	WEYBRIDGE	D	Gioia Kuss	___
	D	Tom Barker	___		A		___
	A		___				
LINCOLN	D	Steve Revell	___	WHITING	D	Jennifer Erwin	___
	D	Jo Jackson	___		A		___
	A	Tim McGowan	___				
	A		___				
MIDDLEBURY	D	Melanie Sands*	___	<b>CITIZEN INTEREST</b>		<b>REPRESENTATIVES</b>	
	D		___	ADDISON COUNTY	D		___
	D	Philip Pedlikin	___	CHAMBER OF	A	Phil Summers	___
	A		___	COMMERCE			___
	A		___				
MONKTON	D	Stephen Pilcher*	___	HOPE	D	Jeanne Montross	___
	D	Debra Sprague	___		A		___
	A		___	OTTER CREEK	D	Ron Payne	___
	A		___	AUDUBON SOCIETY	A	Marcia Parker	___
NEW HAVEN	D	Jim Walsh	___	ADDISON COUNTY	D	Charles Roy	___
	D	Harvey Smith*	___	FARM BUREAU	A		___
	A		___	OC NATURAL RESOURCE	D	John Roberts	___
	A		___	CONSERVATION DIST	A	Jonathan Chamberlain	___
ORWELL	D	Joe Andriano	___	ADDISON COUNTY	D	Alex Armani-Munn	___
	D		___	ECONOMIC	A	Richard McKerr	___
	A	Daniel Redondo	___	DEVELOPMENT CORP			___
	A	Cian Quinn	___				

**EXECUTIVE BOARD \***

Shannon Haggett, Chair  
 Tim Davis, Treasurer  
 Anna Burns, Arabella Holzapfel, Steve Pilcher,  
 Melanie Sands, Harvey Smith

**STAFF**

Executive Director: *Adam Lougee*  
 Transportation Planner & Asst. Dir.: *Mike Winslow*  
 Director of Operations & Finance: *Rebecca Elder*  
 Finance Admin Assistant: *Kerry Dashnaw*

Senior Community Planner: *Katie Raycroft-Meyer*  
 Community Planner: *Danelle Birong*  
 Emergency Management Planner: *Andrew L'Roe*  
 Energy Planner: *Jolyon Larson*  
 GIS Data Manager/Natural Resources Planner:  
*Hannah Andrew*



**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, April 8, 2026**

**ACRPC held its February meeting at its office at 14 Seminary St. Middlebury and via TEAMS with the Chair, Shannon Haggett presiding.**

**ROLL CALL:**

Addison:		Monkton:	Debra Sprague
Bridport:	Edward Payne		Steve Pilcher
		New Haven:	Harvey Smith
Bristol:	Ron Dendas	Orwell:	
Cornwall:	Anna Burns	Panton:	James Dayton
	Stan Grzyb	Ripton:	Jeremy Grip
Ferrisburgh:	Tim Davis	Salisbury:	
Goshen:		Shoreham:	Nick Causton
Leicester:	Diane Benware	Starksboro:	Tom Perry
Lincoln:	Steve Revell	Vergennes:	Shannon Haggett
Middlebury:	Melanie Sands		Cheryl Brinkman
	Hugh McLaughlin	Waltham:	
	Phil Pedlikin	Weybridge:	
		Whiting:	

**CITIZEN INTEREST REPRESENTATIVES:**

Otter Creek Audubon Society:  
Otter Creek Natural Resources:  
AC Farm Bureau:  
AC Economic Dev Corp:  
AC Chamber of Commerce:  
HOPE:

**ACRPC EXECUTIVE BOARD**

Chair: Shannon Haggett  
Vice-Chair: Joe Andriano  
Secretary: Cheryl Brinkman  
Treasurer: Tim Davis  
At Large: Arabella Holzapfel  
Stephen Pilcher  
Harvey Smith

**STAFF**

Executive Director: Adam Lougee  
Transportation Planner/Asst. Dir.: Mike Winslow  
Director of Operations: Rebecca Elder  
Finance Admin Assistant: Kerry Dashnaw  
Community Planners:  
Katie Raycroft-Meyer & Danelle Birong  
Emergency Mgmt Planner: Andrew L'Roe  
Energy Planner: Jolyon Larson  
GIS Data Manager/Natural Resources Planner:  
Hannah Andrew



**7:00 p.m. Public Hearing:** Shannon Haggett, the Chair of the Commission, opened the meeting at 7:00 p.m. by welcoming the Commission members, staff and guests present. He noted the meeting is being recorded and is available on ACRPC's You Tube Channel <http://www.youtube.com/@AddisonCountyRPC> .

Shannon opened the public hearing on the Draft of the regional plan. Adam noted that we are happy to take comments. He asked all to make thoughtful and concise comments focused on the regional plan. He reiterated the timeline noting that he hopes to have all comments in by April 20<sup>th</sup> so we can make amendments and get the final draft of the plan out for a hearing in June. He hopes not to have substantive comments at that time and to take the plan to the Full Commission for a vote in July.

Mark Boivin from Addison spoke first. He noted that his property is listed as conservation, but that he has not conserved his property and that he still pays taxes on it at its highest and best use and that this designation is an arbitrary and capricious taking of his rights.

Alice White from Middlebury spoke next. She noted she had some administrative editorial suggestions that she would provide for staff. She noted that her main concern involved what she saw as a contradiction in the Energy section of the Plan. She noted the plan states it intends to move away from fossil fuel use, but that it still allowed the use of the Addison Natural Gas pipeline. While the plan states it is encouraging the use of renewable natural gas, she does not believe that much of the gas supplied to the Region is from renewable sources.

No other people came forward to discuss the Regional Plan. Shannon decided to leave the hearing open, but to move on to other business while waiting for additional substantive comments on the draft Regional Plan.

Business Meeting:

- I. Approval of the March 11, 2026 meeting minutes: Hugh McLaughlin moved approval of the minutes. Harvey Smith seconded the motion. The minutes passed with minor amendments by a voice vote/show of hands, with Stan Grzyb abstaining.**
- II. Executive Board Minutes:** Shannon noted that the Executive Board meeting minutes of March 25, 2026 are included in the package for your information. He offered the opportunity for the Commission to ask questions. Hearing none, he moved forward.
- III. Treasurer's Report:** Deferred to Old Business.
- IV. Committee Reports:**

Act 250/Section 248: Adam noted the Committee did not meet.

Energy Committee: Cheryl Brinkman noted the committee met and discussed how it would address the comments made by the Land Use Review Board and the Public Service Department on the Energy Section of the Regional Plan.

Local Government: Shannon Haggett noted the Committee met to review the Ferrisburgh Town Plan in March and will meet on May 11<sup>th</sup> to review the New Haven Plan. The Committee will request approval of the Ferrisburgh Plan under New Business.

Natural Resources: No Meeting

Transportation Advisory Committee: Mike Winslow, ACRPC’s Assistant Director, noted that the TAC met and received an update from Tri-Valley Transit (TVT) on its services for the region. Mike noted TVT was looking to contact the Town of Starksboro to discuss its bus stop in the village.

Housing: Tim Davis noted that the Committee did not meet.

Economic Development Committee: No meeting.

Nominating Committee: Cheryl noted that the Committee, consisting of herself, Anna Burns, and Jennifer Erwin met several times over the last month. They were happy to put forth the following slate for the Executive Board for election at ACRPC’s Annual meeting in May:

- Shannon Haggett, Chair
- Tim Davis, Treasurer
- Arabella Holzapfel
- Harvey Smith
- Steve Pilcher
- Anna Burns
- Melanie Sands

Shannon thanked the nominating committee for their proposed slate. He asked them to try to work with the slate to identify a Vice Chair and secretary before the Annual Meeting. He also noted that the Commission takes nominations from the floor at both this meeting and the Annual meeting and asked the commission if they had any other nominations. Hearing none, he thanked the Nominating committee for their work and moved to the next agenda item.

**V. Joint Partners Report/Delegate Staff Recognition:** Adam thanked staff for all the work they had done on the Regional Plan.

**VI. Old Business:**

Maple Broadband Update: Shannon noted Maple Broadband has its full board meeting next Tuesday evening. It now has about 670 subscribers and continues to pursue BEAD funding to build out its network.

**Shannon noted that he would close the public hearing at 7:46 with no additional comments on the Regional Plan.**

Regional Plan Update: ACRPC will hold its second formal public hearing at the June Full Commission meeting, June 10<sup>th</sup> at 7:00 p.m. We hope public comment will be minimal at that time and that we will be able to ask the Full Commission to vote on the Regional Plan at its July 8<sup>th</sup> meeting. We will then submit the approved plan back to the LURB for its final approval on July 23<sup>rd</sup>.

Financial Update: Adam stated he did not have a new Treasurer’s Report to present but did have some new information to provide in addition to the bank balances and Accounts Receivable reports. He noted we continue paying bills and payroll, prepare regular invoices, and are catching up significantly. The Accounts Receivable Report shows that the receivables now billed are current. All prior receivables have been paid. He also presented the balance sheet for FY2025, with the year ending June 30, 2025. He noted it is still a draft and that not all of it has been reconciled, but that it is complete enough to be shared with you. An audit will begin on that year shortly after tax day, April 15<sup>th</sup>. Several Commissioners expressed concern about the age of the report and requested more up to date numbers. Adam responded that he appreciated their concern and that we are working to prepare more recent numbers. Those numbers will be built on the financials he just presented. When these are correct, we can add to them and create new ones. He hopes to have a complete Treasurer’s Report soon.

Other: None.

**VII. New Business:**

Proposed vote to regionally approve the Ferrisburgh Town Plan and confirm the Town of Ferrisburgh’s planning process: Shannon noted that the Local Government Committee had held a public hearing jointly with the Town of Ferrisburgh Planning Commission. **It reviewed the Ferrisburgh Town Plan and the Town’s planning process and recommends that the Full Commission regionally approve the Town Plan and confirm its planning process. The Motion passed unanimously by a voice vote/show of hands.**

Vote to approve Title VI amendments proposed by the TAC: One of the actions that the TAC took at its last meeting was to review and approve for recommendation to the full Commission was the update of ACRPC’s Title 6 standards. Adam had included the full document in the package and a summary of changes, most of which were administrative. Tom Perry moved approval of the Amendments to the Title VI Policy. Ron Dendas seconded the motion, which passed unanimously by a voice vote/show of hands.

Annual Mailing to Municipalities, appointments to RPC and TAC: Adam reminded the

Commission that ACRPC would be sending a package to all the municipalities in the region asking them for their appointments to ACRPC and the TAC for next fiscal year beginning July 1, 2026. Adam thanked the Commissioners for their service in the current year and asked them to consider volunteering with their town for next year. And he also requested help to find replacements for any vacant positions.

Preliminary Budget Discussion FY 2027: Adam presented and walked through a very preliminary draft of the budget for next fiscal year, FY2027, which starts July 1, 2026. He noted he would ask for a vote in June and would have the budget balanced by that time.

Annual Meeting/Speaker/Bertha Hanson Award Nominee: Adam announced that our annual meeting in May will be at the Middlebury Inn. Our guest speaker will be Kay Firth-Butterfield, an AI expert, ethicist, and author from Orwell, Vermont. All Commissioners are welcomed and encouraged to join and bring a guest. It starts with an Open House at 5:00 p.m., followed by dinner, then our keynote speaker, and concluding with an abbreviated business meeting.

Other: None.

**VII. Member’s Concerns/Chair Comments:** Ed Payne noted that he was concerned about the State taking over more of the permitting regime in Vermont, specifically habitat corridors, and that he felt it was unnecessarily depriving property owners of their rights.

Phil Pedlikin noted that he has been working to create new housing for people with disabilities and that he will bring more to the Commission in the future.

**IX. Adjournment:** There being no further business, **Shannon adjourned the Commission by unanimous consent at 8:20 p.m.**

Respectfully submitted,

Adam Lougee, Director

**ACRPC Full Commission Meeting Notice**  
**June 10, 2026**  
**Wednesday, 7:00 p.m.**

<b>Addison:</b>		<b>Orwell:</b>	
<b>Bridport:</b>		<b>Panton:</b>	James Dayton
<b>Bristol:</b>	Ron Dendas	<b>Ripton:</b>	
<b>Cornwall:</b>	Anna Burns	<b>Salisbury:</b>	
<b>Ferrisburgh:</b>	Tim Davis	<b>Shoreham:</b>	
<b>Goshen:</b>		<b>Starksboro:</b>	Herb Olson, Tom Perry
<b>Leicester:</b>		<b>Vergennes:</b>	Shannon Haggett, Cheryl Brinkman
<b>Lincoln:</b>		<b>Waltham:</b>	
<b>Middlebury:</b>	Phil Pedlikin, Melanie Sands, Hugh McLaughlin	<b>Weybridge:</b>	Gioia Kuss
<b>Monkton:</b>	Stephen Pilcher, Debra Sprague	<b>Whiting:</b>	
<b>New Haven:</b>			
<b>Citizen Interest Representatives</b>			
<b>OCAS</b>		<b>OCNRCD</b>	Ron Payne
<b>Farm Bureau</b>		<b>ACEDC</b>	Alex Armani Munn
<b>Chamber</b>		<b>HOPE</b>	
<b>ACRPC Staff</b>	Adam Lougee, Mike Winslow, Jolyon Larson		
<b>Public</b>	Max Korenbaum, Jerry Shedd (Ripton), Fred Dunnington (Middlebury), Ellen Cronan (Middlebury), Peter Mazeine (sp? Ferrisburgh seasonal), David Buzby (Cornwall)		

**7:00 p.m. PUBLIC HEARING:** The Addison County Regional Planning Commission will host the second of three formal public hearings on the draft Addison County Regional Plan. The Draft plan is available for review on ACRPC’s website [here](#). A complete notice of the meeting is also available on ACRPC’s website [here](#). All are invited to attend and comment on the proposed Plan. For additional information, please contact Adam Lougee at [alougee@acrpc.org](mailto:alougee@acrpc.org).

- Jerry Shedd – The target population increases assigned to Addison County are based on faulty assumptions that were extrapolated from COVID years. The housing targets don’t need to be so ambitious.
- Fred Dunnington – appreciates the support for communities and town plans
- Ellen Cronan – Table 2 in the Natural Resources section about agricultural statistics covers the period from 2002-2022. She would like to see similar information for the Table on 303d impaired waters. Have those numbers changed over time?



- Peter Mazeine – seasonal resident in Ferrisburgh. Develops utility scale wind and solar projects. Concerned that the energy goals regarding renewable resources are unrealistic.
  - Hugh McLaughlin – noted that an on-going challenge is storage of energy from peak generation time

Shannon informed the commission that there would be a third hearing as a result of legislative changes. The Hearing was held open until 7:48 PM to accommodate any additional comments.

### 7:30 BUSINESS AGENDA:

**I. Approval of Minutes:** May 13, 2026. Moved by Ron Dendas Second by Stephen Pilcher. No discussion. All in favor. Herb Olson abstained.

**II. Executive Board Minutes:** The minutes from May 27, 2026 were included in the packet

**III. Treasurer’s Report:** The Balance Sheet and P and L were presented at the meeting

- P&L
  - Adam reviewed the July through December 2025 Statement of Expenses. The statement shows a loss driven by IT expenses, additional consulting services and, most importantly, a shift in accounting so that accrued sick leave was included as an expense. Adam anticipates there will be time to correct that in the second half of the fiscal year
  - Phil asked about the prior period adjustment of \$4k. Adam will get an answer, but isn’t sure.
  - Phil asked for a timeline to get caught up completely. Adam answered that we’ll get to March by next meeting, but he can’t promise beyond that.
- Balance Sheet
  - Adam reviewed the balance sheet. Total equity is down a little bit, but Adam anticipates it will be rectified by the end of the fiscal year

### IV. Committee Reports:

- Act 250 – did not meet
- Energy – discussed the regional energy fair logistics. The Fair is Saturday in Vergennes. 18 vendors will be present. There was an update on the Vergennes BESS meeting. There will be no July meeting.
- Local Govt – did not meet
- Nat Res – did not meet
- TAC - The May TAC meeting focused on projects planned by Vtrans for 2026 and 2027, and the ACRPC field work plan for 2026. The June meeting will involve a presentation from Local Motion and an overview of the recently passed, still to be signed, Transportation Bill.
- Housing – did not meet officially, but an impromptu sub-committee discussed ideas for furthering the goals in the regional plan. They would like to develop a toolkit for towns and selectboards in the region to advance the housing goals of the plan
- Econ Dev – did not meet

**V. Joint Partners Report/Delegate/Staff Recognition:**

- Adam wanted to acknowledge this was the last meeting of the fiscal year and some delegates may not be coming back. He asked if members weren't coming back to speak with him and share their thoughts. He thanked them for their participation.

**VII. Old Business:**

- Maple Broadband Update – just under 700 active subscribers. Continuing to work through Broadband Equity and Deployment process. Using remaining ARPA funds for expansion
- Regional Plan Update – second of three hearings held earlier this evening. A third July hearing has been added to allow the RPC to address changes passed by the legislature (not yet signed by Governor). That bill repealed the road rule, Tier 2 and Tier 3. Since the plan references those elements of Act 181, the references will need to be adjusted. Adam will ask the full commission to vote on the plan following the July hearing. He emphasized the need for towns to provide the RPC with up-to-date Commission appointments so that vote also can occur.
  - Herb asked for confirmation that removal of Tier 3 would not affect maps. Adam agreed.
- Audit Update and request for Executive Board to Approve at its June meeting with ratification by the full Commission in July.
  - Adam has a draft audit for fiscal year end June 30 2025. The numbers are very close to the documents shared in the financial report. Adam and Rebecca will work with the auditor to bring those together. He would like the Executive Committee to accept the audit so that we can move forward with VACCD and Vtrans in workplan development.
  - Herb moved to allow the Executive Board to accept the preliminary audit and bring the final audit to the Full Commission in July. Anna seconded.
    - Cheryl noted that typically the E-board makes a *recommendation* to approve
    - Phil is accustomed to the auditor bringing recommendations to the board. Adam can invite the auditor to attend the E-Board or Full Commission meeting. Phil and Shannon agreed they would like the auditor to attend both.
    - Motion carried unanimously
- Annual Mailing to Municipalities, appointments to RPC and TAC. Mike reviewed the list of municipalities and partners that have already submitted their appointments. About half the municipalities have provided the information.
  - Ron D. said he was cc'ed on Bristol's response. Mike will check with Andrew.
  - Adam called for members whose towns weren't called to nudge their Selectboards to turn in the information

**VIII. New Business**

ADDISON	BRIDPORT	BRISTOL	CORNWALL	FERRISBURGH	GOSHEN	LEICESTER
LINCOLN	MIDDLEBURY	MONKTON	NEW HAVEN	ORWELL	PANTON	RIPTON
SALISBURY	SHOREHAM	STARSBORO	VERGENNES	WALTHAM	WEYBRIDGE	WHITING



- Vote to approve proposed Workplan and Budget for FY 2027
  - Draft workplan and budget were included in the package
  - If members have questions about the budget, the workplan explains the details about the budget
    - Herb asked to talk with Adam about being ambassadors to towns about housing. He wasn't sure how that fit into the workplan
    - Phil noted a request for a column in the budget for actual dollars spent for FY25. Adam did not have the 'spend' numbers through December until very recently, and did not have time to incorporate them into the document for tonight.
  - Transportation is down a bit because the Vergennes PEL Study has finished
  - The CCRPC – RAISE grant for Transportation Oriented Development planning will wrap up this year
  - The CWSP has potential for much more spending, but rather than put that in the budget Adam included a budget we thought we'd meet this year. \$80k stays in house; \$500k goes out to consultants for water quality projects.
  - MARC Floodplain Bylaws works with community to develop bylaws
  - Moosalamoo Master Plan should be moving forward
  - Middlebury College Lands project – Adam is hoping to bring Hannah to the full commission in September to present that project
  - Emergency Management Revenue has been down significantly. FEMA funding issues have affected ACRPC planning revenue but we are anticipating the funds will be available again.
  - Extra money has been allocated for accounting services this year
  - Software subscriptions are down but IT systems and cybersecurity are up.
  - Website redesign has been budgeted. The current platform is dated and we have additional needs with the new plan
    - Phil asked if there was enough in the accounting budget. Adam noted that accounting issues seen in the last year had their origin in the prior year. As we've repaired the system we've also improved it so that moving forward, demand for services may go down
    - Phil suggested that there may need to be a line item to pay for AI services in the future, as those tools move to a subscription basis. Adam noted we have not made any investments in AI yet. We do plan to use it, but we need to develop systems before we do so.
  - Staff labor expenses went down because Adam had added an extra person last year, but ended up using a consultant (Maddison Shropshire) for that work. He has maintained that money in the consultant line item.
  - Also in consultants, there is a line item for consulting services for small water systems around the state
  - There are still four grants available for ADU construction. Eligible construction must follow VHIP guidelines
  - Funding is available for transportation consultants
  - There is a projected balanced budget with total revenue of \$1.86 and total expenses of \$1.848 million
  - Motion to approve proposed workplan and budget

- Stephen moved Anna seconded
    - All in favor
  - Other
    - Shannon mentioned a number of proposed initiatives that had been discussed at the Executive Committee that will be brought forward to the full commission at the July meeting.
      - Herb will provide details to Shannon on the Housing group proposal before the next meeting so that can be included.

**IX. Member's Concerns/Information:**

- Cheryl acknowledged the passing of Kent Wright who represented the Farm Bureau at the Commission. She expressed appreciation for having had the opportunity to serve with him.
- Ron D. shared that Bristol and Middlebury are starting their municipal plans. They've been meeting to talk about how their communities are thriving. He wanted to be clear that their meeting as community representatives, not ACRPC commissioners. They've been applying the Vital Conditions Framework (from the [Rippel Foundation](#)) at the census tract level, and the CDC conditions for communities to thrive. They're identifying interesting items for exploration.
- Melanie & Phil have been having conversations with community members about their roles as commissioners and it has been very positive. Phil reported that the Middlebury Town Manager is making efforts to improve communications with other towns and exploring shared services.
  - Stephen noted that ACRPC could host positions for shared services like a Zoning Administrator or Treasurer to serve multiple towns. Adam reiterated interest in providing the service. He will be speaking to the Middlebury Selectboard soon. Phil noted that even Middlebury has an appetite for shared services.
- Shannon thanked Cheryl and Joe Andriano who are both stepping down from the Executive Committee. And he thanked Anna and Melanie who are joining the Committee

**X. Adjournment: 8:30PM**

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
 EXECUTIVE BOARD MEETING  
 June 24, 2026

The Addison County Regional Planning Commission’s Executive Board held its monthly meeting in person at ACRPC’s office at 14 Seminary Street in Middlebury and via TEAMS with Chair, Shannon Haggett, presiding.

**ROLL CALL**

*Ferrisburgh* Arabella Holzapfel  
*Monkton* Stephen Pilcher  
*New Haven* Harvey Smith  
*Orwell* Joseph Andriano  
*Vergennes* Shannon Haggett  
 Cheryl Brinkman

**Others present:** Anna Burns, Melanie Sands, Executive Board elect; Vance DeBouter, auditor  
**STAFF:** Adam Lougee, Executive Director and Rebecca Elder, Dir. of Operations & Finance

Shannon opened the meeting at 6:30 p.m. and welcomed the Executive Board, Anna Burns and Melanie Sands, oncoming members of the Executive Board whose term starts July 1, 2026, and Adam. Shannon noted the meeting is being recorded and is available to view at ACRPC’s You Tube page, <http://www.youtube.com/@AddisonCountyRPC> .

**MINUTES**

**Stephen Pilcher moved to approve the May 27, 2026, minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed unanimously by voice vote/show of hands.**

**AUDIT REVIEW:** Since Vance Debouter, ACRPC’s Auditor had joined the meeting, Shannon requested and received permission from the Board to move the Audit discussion ahead of the Treasurer’s Report on the Agenda. Shannon welcomed Vance, introduced him to the Board and the Board to Vance. Vance presented the 2025 audit to the Executive Board. He noted he started the audit in April, 2026. He also noted that it is an “unmodified” or “clean audit” that accurately represents the finances of ACRPC. He noted ACRPC’s overall net assets increased in the year by \$37,381 and that ACRPC had also benefited from a beginning net position adjustment to the previous year that increased ACRPC’s assets by \$18,136. Vance presented for about 40 minutes and answered Board questions for another 20 or so minutes. At the end of the presentation, Shannon thanked Vance for his work. Stephen Pilcher moved to forward the audit to the State of Vermont agencies that ACRPC does business with. Harvey Smith seconded the motion, which passed unanimously by voice vote.

**TREASURER’S REPORT**

Adam provided an update on the status of our financial operations. Adam shared the current bank balances, still up considerably over our low in July 2025, but down due to normal payment cycles and an accounts receivable page, showing significant and timely billing and payments. Invoicing is current. The draft Balance Sheet and P and L for fiscal year ending June 30, 2025, remain unchanged as does the interim balance sheet and P and L dated December 31, 2025. Adam and Rebecca did not produce a P and L for the quarter ended March 31, 2026, and stated that they would prefer not to for the Full Commission meeting. Adam presented the Executive Board with a memorandum discussing the state of ACRPC’s financials. The memorandum noted the significant progress that Rebecca and her staff had made to date, the systematic problems that still exist and need to be fixed in order for the system to function accurately and on time and the finance staff’s plan to complete the work. Now that 2025 is closed and we can focus on 2026, things should accelerate. Adam and Rebecca noted it is their intent to have fiscal year end June 30, 2026 to the Commission by its September meeting and to the auditor, so Vance can start his review on time in 2026. The Board accepted the plan as laid out in the memorandum.

**COMMITTEE REPORTS (only committees that have met since the Full Commission meeting)**

Energy Committee: Cheryl reported the committee had met and she discussed the Regional Energy Fair the Committee had sponsored on June 13<sup>th</sup>, which she felt went quite well.

Transportation Advisory Committee: The TAC met and received a presentation from Local Motion. Mike presented an update on VTrans’ projects and noted that the RFP for TAC grants for our member towns would be released in July.

Housing: The Committee did not meet, but Anna reported that a sub-group of its members met and discussed ways to reach out to our member communities to promote housing development.

Local Government: Shannon noted that he plans to have the Local Government Committee more active this year promoting technical assistance and training for municipalities.

**Old Business**

Discussion of Financial Systems and Financial Reporting. Please see the Treasurer’s Report above.

Regional Plan Update: Staff issued a revised plan supported by a “Substantial Changes” memo in the first week in June in response to the statutory changes adopted into law this year in S.325, which amended Act 181 to remove the Road Rule and Tiers 2 and 3 references and a number of other technical corrections to Act 181. As such, ACRPC felt it needed to hold a 3<sup>rd</sup> hearing to give the public an opportunity to comment on those changes. That third hearing will be held July 8, 2026 at the next Full Commission meeting. As discussed previously this evening, we

want Rebecca to focus significantly on financial systems and year end closing this summer, so we will vote on the Regional Plan at our next meeting in September and submit it to the LURB within 15 days after the Commission’s September meeting.

Audit Update: See Treasurer’s report.

Outreach and New Initiatives: Adam stated he and Danelle were preparing a Welcome Package ready to be distributed at the July Full Commission meeting for the start of the new year.

Other: Adam announced that the Commission received an award letter from the U.S.EPA that ACRPC had won a \$500,000 brownfield’s grant to assess potentially polluted sites within the Region.

**NEW BUSINESS**

Proposal to move funds from the Vanguard Money market to a money market account at a local bank: Adam presented the Executive Board with a proposal to move the money currently in a Vanguard money market account to a comparable account at the National Bank of Middlebury or other local institution. He noted Vanguard is slow and cumbersome to work with. **Stephen Pilcher voted to allow staff, working with the Chair and Treasurer, to move the money. Harvey Smith seconded the motion, which passed unanimously.**

Annual Performance review of the Executive Director: Shannon noted that in June the Executive Board conducts its annual review of the Executive Director. He noted he had prepared and distributed a proposed review. He then moved that the Executive Board go into executive session to discuss a personnel matter. Harvey Smith seconded the motion, which passed unanimously and the Executive Board entered executive session at 8:27.

The Executive Board exited executive session at 8:45 having taken no action in executive session.

**Cheryl Brinkman moved that the Executive Board empower Shannon to amend the review of the Executive Director as the Board had discussed and to conduct that review with Adam. Stephen Pilcher seconded that motion, which passed unanimously.**

Other: None.

**MEMBERS’ CONCERNS/INFORMATION**

Shannon thanked Cheryl and Joe for their service on the Executive Board. Cheryl noted she thinks things are in good hands moving forward and that it is a good time for her to be stepping down. Joe noted that he is only leaving the Executive Board, not the Full Commission, and that it was also a good time for him to focus on other work.

Shannon thanked Melanie and Anna for joining the Board this evening and noted he looked forward to the official beginning of their term in July.

**EXECUTIVE SESSION**

See above, Review of Executive Director.

**ADJOURNMENT**

**Shannon ordered the Executive Board adjourned by unanimous consent at 8:50 p.m.**

Respectfully submitted,

Adam Lougee



## Meeting Calendar Full Commission Meetings 2026/2027

ACRPC holds its full commission meeting at its offices at 14 Seminary Street in Middlebury at 7:00 p.m. on the second Wednesday of every month unless noted otherwise. ACRPC also offers an web-based meeting platform accommodating remote meeting access via Microsoft TEAMS. The remote meeting login information is included in the agenda of each meeting. The dates of the meetings are as follows:

- **July 8, 2026**
- **August** – NO MEETING
- **September 9, 2026:** Committee Assignments, orientation, Vote on Regional Plan
- **October 14, 2026**
- **November 11, 2026**
- **December 9, 2026:** Approval municipal dues, Approval Audit FY2026
- **January 13, 2027**
- **February 10, 2027**
- **March 10, 2027:** Election of nominating committee, Requests for nominees for awards
- **April 14, 2027:** Nominating committee report; Requests for nominees for awards; preliminary workplan and budget
- **May 12, 2027:** Annual Meeting - Vote officers, thanks, awards
- **June 9, 2027:** Vote workplan and budget; outgoing officers reports



**MEMORANDUM**

From: Adam Lougee, Executive Director  
To: Executive Board and Full Commission  
Date: July 8, 2026  
Re: Committee Mission Statements and Assignments

Dear Members:

Our Bylaws provide that the Executive Board shall appoint members to committees as necessary to fulfill the obligations of the Commission by September of each year. At this meeting, we will ask you to sign up for a committee. The Executive Board will consider those requests and make committee assignments at its meeting in August to be distributed at the September Full Commission meeting. Current committee assignments will continue until September. Each committee’s mission is listed below for your reference.

Please choose at least one committee. If you choose more than one committee, please prioritize your choices of committee assignments with 1 being your highest choice. The Executive Board endeavors to give all members their first or second choice for committee assignments. However, they also try to balance the committees politically, geographically and make sure that each committee has enough members to function properly.

**Please check the line depending on the number of committees on which you would like to serve.**

NAME: \_\_\_\_\_

I would like to participate on one of the following committees:

I would like to participate on each of the following committees:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I would like to serve as ACRPC’s representative to \_\_\_\_\_  
(See list at the end of committee descriptions).

**Please return this form to Kerry Dashnaw or Adam Lougee by the July 8<sup>th</sup> meeting either by mailing it to ACRPC 14 Seminary Street Middlebury, Vermont 05753 or send your choices by e-mail to [Kdashnaw@acrpc.org](mailto:Kdashnaw@acrpc.org) or [Alougee@acrpc.org](mailto:Alougee@acrpc.org) Thank you for your input and support.**

ADDISON	BRIDPORT	BRISTOL	CORNWALL	FERRISBURGH	GOSHEN	LEICESTER
LINCOLN	MIDDLEBURY	MONKTON	NEW HAVEN	ORWELL	PANTON	RIPTON
SALISBURY	SHOREHAM	STARSBORO	VERGENNES	WALTHAM	WEYBRIDGE	WHITING

### **Standing Committees:**

1. **Act 250/Section 248.** To review all Act 250/Section 248 applications for a “substantial regional impact” as defined in the Regional Plan and to support towns in the Act 250/Section 248 process. Staff will conduct an initial review of the project to determine if a substantial regional impact exists and/or if the application will be treated as a “major” application by the District 9 Environmental Committee. Major applications to Act 250, applications with a substantial regional impact or applications where a town requests assistance shall be sent to the Committee. The Committee will conduct a review of the application within the context of Act 250 or Section 248 to determine whether it complies with the Regional Plan pursuant to 10 V.S.A. §6086(a)(10) or §248(b)(2) and make a policy recommendation to the Executive Board and Full Commission who shall then determine whether and if so, how, the Commission should participate as a party in the Act 250 or Section 248 process.
2. **Local Government.** Conduct a regional review, including a public hearing, of Town Plans for communities requesting regional approval. The review shall be conducted pursuant to the criteria set forth in 24 V.S.A. §4350. Upon conclusion of the hearing, the committee shall make a recommendation for a vote of the Full Commission.

### **Ad Hoc Committees:**

1. **Natural Resources.** This committee currently focuses on natural resource-based planning initiatives occurring within the region and implementing the Natural Resources Section of the Regional Plan.
2. **Transportation Advisory Committee.** The TAC conducts the transportation-planning role of the regional planning commission. It operates as an ad hoc subcommittee of the RPC and recommends local projects and needs to VTrans including priority transportation projects, provides local input to VTrans on state projects within the region, provides recommendations for the selection of consultants on town or outside regional planning projects and other transportation related decisions. The Transportation Advisory Committee consists of designees of each town that may or may not be members of the RPC. If you would like to serve on this committee, you should also speak with your Selectboard and make sure that they have not already appointed a delegate and request that your Selectboard approve your appointment to the TAC. **Please note that if your Selectboard has already appointed a member to the TAC, you may be appointed as an alternate.**
3. **Energy.** The Energy Committee is governed by a relatively broad charge authorizing the committee to work with all types of energy policy and their implementation. This year its focus will be on implementing the Energy Section of the Regional Plan and approving local energy plans.
4. **Housing Committee:** This Committee shall work with staff to implement the Population and Housing priorities within the Regional Plan.
5. **Economic Development Committee:** This Committee will work staff and with the delegates of Addison County Economic Development Corporation to implement priorities of the Economy Section of the Regional Plan, support the development and work of the West Central Vermont Economic Development District and to serve as the Brownfields Committee to help implement the Brownfields grant that the USEPA recently awarded to ACRPC.

### **Appointments to other state or regional boards:**

Addison County Chamber of Commerce  
Addison County Economic Development Corporation