

Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

ACRPC Full Commission Notice of Meeting 7:00 p.m. Wednesday, July 9, 2025

HYBRID MEETING: This meeting will be conducted in person at ACRPC's office and remotely through the **ZOOM** remote meeting on-line platform. PLEASE USE THE CONNECTION BELOW:

Join Zoom Meeting <https://us02web.zoom.us/j/85938862314?pwd=5oHabBlJkk0DDbl8LkYBKVqxSDxgF.1>
Meeting ID: 859 3886 2314; Passcode: 560685

CALL-IN: +1 646 931 3860 Call in using this number and enter the meeting PIN from the phone keypad.

PHYSICAL LOCATION: ACRPC's office at 14 Seminary Street in Middlebury **WILL** be open to the public.

7:00 p.m. Speaker: Jolyon Larson, ACRPC's staff Energy Planner and the Energy Committee will present a draft of ACRPC's proposed Enhanced Energy Plan. ACRPC is working towards rewriting the entire regional plan. It has completed a draft Transportation Plan. This is the next Section. Staff intends to have a complete draft of all sections to send to the Land Use Review Board ("LURB") by the end of the calendar year. After the LURB comments, ACRPC will hold formal hearings and adopt the new plan by June, 2026.

7:45 p.m. BUSINESS AGENDA:

- I. **Approval of Minutes:** June 11, 2025
- II. **Executive Board Minutes:** June 25, 2025
- III. **Treasurer's Report:**
- IV. **Committee Reports:** (Act 250, Energy, Local Govt, Nat Res, TAC, Housing, Econ Dev)
- V. **Joint Partners Report/Delegate/Staff Recognition: Welcome new Delegates!**

VII. Old Business:

- Maple Broadband Update
- Act 181 outreach plan update
- Staffing Update/IT Update
- Other

VIII. New Business

- Requests for Committee Assignments
- Local Government Committee recommendation and vote of the Commission concerning confirming New Haven's planning process and regionally approving the Town of New Haven Town Plan
- Proposed calendar of meetings
- Other

IX. Member's Concerns/Information:

X. Adjournment:

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



ADDISON COUNTY REGIONAL PLANNING COMMISSION ROLL CALL

ADDISON	D	Bob Schatz	___	PANTON	D	James Dayton	___
	D		___		A		___
	A	Chris Stackhouse	___	RIPTON	D	Jeremy Grip	___
	A		___		A	Jonathan Heppell	___
BRIDPORT	D	Edward Payne	___	SALISBURY	D	Barrie Bailey	___
	D		___		D		___
	A	Steve DeCarlo	___		A		___
	A	Renee Brodeur	___		A		___
BRISTOL	D	Peter Grant	___	SHOREHAM	D	Nick Causton	___
	D	Ron Dendas	___		D		___
	D		___		A		___
	A	William Sayre	___		A		___
	A		___	STARKSBORO	D	Herb Olson	___
	A		___		D	Tom Perry	___
CORNWALL	D	Stan Grzyb	___		A	Rich Warren	___
	D	Anna Burns	___		A		___
	A		___	VERGENNES	D	Shannon Haggett	___
	A		___		D	Cheryl Brinkman	___
FERRISBURGH	D	Tim Davis	___		A	Don Ferris	___
	D	Arabella Holzapfel	___		A		___
	D	Steve Huffaker	___	WALTHAM	D	Lisa Sausville	___
	A		___		A		___
	A		___	WEYBRIDGE	D	Gioia Kuss	___
	A		___		A		___
GOSHEN	D	Jim Pulver	___	WHITING	D	Jennifer Erwin	___
	A	Chad Chamberlain	___		A		___
LEICESTER	D	Diane Benware	___	CITIZEN INTEREST REPRESENTATIVES			
	D	Tom Barker	___	ADDISON COUNTY CHAMBER OF COMMERCE	D		___
	A		___		A	Phil Summers	___
	A		___	HOPE	D	Jeanne Montross	___
LINCOLN	D	Steve Revell	___		A	Skip Wyer	___
	D	Jo Jackson	___	OTTER CREEK AUDUBON SOCIETY	D	Ron Payne	___
	A	Tim McGowan	___		A	Marcia Parker	___
	A		___	ADDISON COUNTY FARM BUREAU	D	Charles Roy	___
MIDDLEBURY	D	Karina Toy	___		A	Kent Wright	___
	D	Melanie Sands	___	OC NATR. RESOURCE CONSERVATION DIST	D	Jonathan Chamberlain	___
	D	Hugh McLaughlin	___		A	Paul Wagner	___
	A	Philip Pedlikin	___	ADDISON COUNTY ECONOMIC DEVELOPMENT CORP	D	Alex Armani-Munn	___
MONKTON	D	Stephen Pilcher	___		A	Richard McKerr	___
	D	Debra Sprague	___				___
	A		___				___
	A		___	NEW HAVEN	D	Jim Walsh	___
NEW HAVEN	D	Harvey Smith	___		D	Harvey Smith	___
	A	Kathy Cahill	___		A	Kathy Cahill	___
	A		___		A		___
ORWELL	D	Joseph Andriano	___	ORWELL	D	Joseph Andriano	___
	D	Sharon Macedo	___		D	Sharon Macedo	___
	A	Daniel Redondo	___		A	Daniel Redondo	___
	A	Cian Quinn	___		A	Cian Quinn	___

ACRPC EXECUTIVE BOARD

CHAIR :
VICE-CHAIR : Jamie Dayton
SECRETARY : Arabella Holzapfel
TREASURER : Cheryl Brinkman
AT LARGE : Jeremy Grip
 Tim Davis
 Joseph Andriano

STAFF:

EXECUTIVE DIRECTOR: Adam Lougee
OFFICE MANAGER/BOOKKEEPER:
EMERGENCY MANAGEMENT PLANNER: Andrew L'Roe
SENIOR/TRANSPORTATION PLANNER: Michael Winslow
COMMUNITY PLANNER: Katie Raycroft-Meyer
GIS DATA MANAGER: Hannah Andrew
Administrative Assistant: Kerry Dashnaw

OFFICE PHONE: 802-388-3141

PLANNER: Rebecca Elder
PLANNER: Danelle Birong
ENERGY PLANNER: Jolyon Larson

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Meeting Minutes Addison County Regional Planning Commission Wednesday, June 11, 2025

ACRPC held its June meeting at its office at 14 Seminary St. Middlebury and via ZOOM with the Chair, Joseph Andriano of Orwell, presiding.

ROLL CALL:

Addison:

Bridport: Ed Payne
Steve DeCarlo

Bristol:

Cornwall:

Anna Burns

Ferrisburgh: Tim Davis
Steve Huffaker

Goshen:

Leicester:

Lincoln:

Middlebury: Karina Toy
Ross Conrad
Phil Pedlikin

Monkton: Stephen Pilcher

New Haven:

Orwell: Joseph Andriano

Panton: Jamie Dayton

Ripton:

Salisbury:

Shoreham: Nick Causton

Starksboro:

Vergennes: Shannon Haggett

Waltham:

Weybridge: Gioia Kuss

Whiting: Jennifer Erwin

CITIZEN INTEREST REPRESENTATIVES:

Otter Creek Audubon Society:

Otter Creek Natural Resources:

Addison County Farm Bureau:

Addison County Economic Development Corp:

Addison County Chamber of Commerce:

HOPE:

Ron Payne

Fred Kenney, Alex Armani-Munn

ACRPC EXECUTIVE BOARD

Chair: Joseph Andriano

Vice-Chair: Arabella Holzapfel

Secretary: Shannon Haggett

Treasurer: Cheryl Brinkman

At Large: Jamie Dayton
Jeremy Grip,
Tim Davis

STAFF

Executive Director: Adam Lougee

GIS Manager: Hannah Andrew

Land Use Planner: Katie Raycroft-Meyer

Transportation Planner: Mike Winslow

Emergency Planner: Andrew L'Roe

Office Manager/Bookkeeper:

Planners: Rebecca Elder, Danelle Birong

Jolyon Larson

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7:00 p.m. Business Meeting: Joseph Andriano, the Chair of the Commission, opened the business meeting at 7:01 p.m. by welcoming the Commission members and any guests present.

- I. Public Presentation:** Matthew Arancio of VTrans and Mike Winslow, ACRPC's Assistant Director presented the results of the Vergennes Planning and Environmental Linkage Study to the Commission. The slides of the presentation are [here](#). A recording of the meeting is posted on ACRPC's YouTube page [here](#). After the presentation, Mike and Matt took questions from Commission members. Joe thanked them for their presentation.
- II. Approval of the May 14, 2025 meeting minutes:** Ross Conrad moved approval of the minutes. Steve Pilcher seconded the motion. The minutes passed by a voice vote/show of hands.
- III. Executive Board Minutes:** Joe noted that the most recent Executive Board meeting minutes were available on ACRPC's website and included in the package this month. He invited anyone with questions about the meeting to raise them. Hearing no questions, he moved to the next agenda item.
- IV. Treasurer's Report:** Adam presented the Treasurer's report for the meeting based on financials from March 31st. Adam noted the statement of Financial Activities showed ACRPC in the black by about \$15,000 as of the end of the third quarter. The Statement of Financial position showed a healthy bank balance moving forward. Shannon Haggett moved to accept the Treasurer's report as presented. Tim Davis seconded the motion, which passed unanimously by a voice vote/show of hands.

V. Committee Reports:

Act 250/Section 248: The Committee did not meet.

Energy Committee: Cheryl noted that the Committee met and continued its review of the Energy Section of the Regional Plan. The Committee intends to present a draft version of the Energy Plan to the Full Commission at its July meeting.

Local Government: Shannon reported that the Local Government Committee did not meet, but will hold its next meeting in New Haven on June 30, 2025.

Natural Resources: Ron reported that the Natural Resources Committee had not met since the last Full Commission meeting, but intends to meet in July.

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TAC: Shannon Haggett reported that the TAC met and received a presentation from VTrans Regarding the State Transportation Improvement Plan (STIP) which includes a list of all of the funded projects over the next 3-5 years.

Housing: Tim Davis reported that the committee met just before the meeting. The Committee discussed the Housing targets that are part of the Act 181 plan amendment process. The meeting also included time with Anna Burns and the Middlebury College students she is working with to break down the demographic trends more completely to show the trends in the youth (0-18) population and the trends in the elderly population (over 60).

Economic Development Committee: Gioia Kuss reported that the committee had a kickoff meeting to develop a plan to serve both the regional plan and as a plan for ACEDC. Gioia would like to have a meeting to look at the existing data more fully later this month.

- VI. Joint Partners Report/Delegate Staff Recognition:** Alex Marmani Munn, the new Executive Director at Addison County Economic Development noted that they had recently completed a board retreat to kick off their strategic planning. Alex noted that a new area of emphasis involved housing. Alex is excited to use the State of Vermont's new CHIP tax increment financing program to create infrastructure to support housing.

Adam recognized Philip Pedlikin as a new alternate for the Town of Middlebury. He also thanked Ross Conrad for his work on behalf of the commission over the last several years.

VII. Old Business:

Maple Broadband Update: Steve presented a brief presentation of the current state of Maple Broadband. It will continue to build its business operations and connect new customers. Its subscribers continue to grow and number over 560 households. Maple Broadband is actively applying for a BEAD grant to fund its next round of development. While it will do some building this summer, the success or failure of its BEAD application will dictate how quickly it will be able to continue its buildout.

Act 181 Outreach Plan: Adam shared the Commission's outreach plan with the Board. He noted that ACRPC continues to work on the first part of its outreach to member communities. Adam, Katie, Rebecca and Danelle continue to visit

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communities. Adam intends and expects to have staff visit every community at least once prior to June 30th.

Other: None.

VII. New Business:

Annual Mailing to Municipalities and Delegate appointment/reappointment: Adam reminded the Commissioners that ACRPC had sent a request to each municipal legislative body to appoint representatives for next year. Adam thanked the Commissioners for their participation this year and asked them to consider reapplying for next year and to speak with their legislative bodies to make sure they get the appointments back to ACRPC.

Staffing Update: Adam noted he was sad to announce that April Clodgo, ACRPC's office Manager had left ACRPC for personal reasons. He thanked April for her work and wished her well. He noted that her leaving had put ACRPC a little behind in its bookkeeping and asked the Commission to bear with them while they put a plan in place to get caught up and hire new personnel. Adam noted they had already made a lot of positive steps to get back up to speed. He noted that Rebecca Elder had agreed to move into a temporary financial position to help with the transition. He also noted that ACRPC had hired a new part-time person to help with the books. Lastly, it had also engaged with a professional outside bookkeeper to provide support during the transition.

Vote on the Porposed Annual Workplan and Budget FY 2026: Adam presented the commission with a summary of the budget and walked them through the significant line items. He noted that it shows a small deficit. He asked the Commission to approve the budget as presented on the condition that he work with the Executive Board and come back to the July meeting with a balanced budget. Anna Burns moved to support Adam's request and pass the budget contingent on Adam providing a balanced version for the next meeting. GIOIA Kuss seconded the motion, which passed unanimously by a voice vote/show of hands.

Other: None.

VIII. Member's Concerns/Chair Comments: None.

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IX. Adjournment: There being no further business, **Joe adjourned the Commission by unanimous consent at 8:36 p.m.**

Respectfully submitted,

Adam Lougee, Director

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Addison County
Regional Planning Commission

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
June 25, 2025

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 Google Meet with Secretary, Shannon Haggett, presiding.

ROLL CALL

Ferrisburgh Tim Davis

Orwell

Panton

Ripton Jeremy Grip

Vergennes Shannon Haggett

Cheryl Brinkman

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:38 p.m. and welcomed the Executive Board.

MINUTES

Cheryl Brinkman moved to approve the May 28, 2025 minutes. Jeremy Grip seconded the motion. The motion to approve the minutes passed by voice vote/show of hands.

TREASURER'S REPORT

Adam presented the financials through the end of March, the same financials that he presented at the June Full Commission meeting. He noted they showed a positive cash flow of about \$15,000. Adam stated our financial position remained strong, with considerable equity and cash in the bank. Adam also provided an update on the status of our financial operations since April left. Adam praised Rebecca for stepping in and helping out on a temporary basis. He also noted that ACRPC had recently hired Kerry Danshaw for 24 hours a week to address payables and payroll. Kerry comes from the Middlebury Coop and has a strong background using Quickbooks. We also hired Sharon Stearns, CPA for 10 hours a week, as a consultant to answer more difficult Quickbook or accounting questions and to help us develop streamline systems moving forward. Adam noted that he intended to pause hiring for about a month until Kerry can settle into her roll and we can determine exactly what type of skills that we need to hire to allow Rebecca to move back to planning (except that Rebecca will be keeping Human Resources), and to help with other administrative tasks.

Lastly, Adam noted that he had recently been working with Steve Veroff, our accountant, on our indirect rate and had received his proposal to help us next year. Adam noted it is a good proposal at a fair cost and that with everything else going on, he would prefer not to switch auditors. He asked to extend Steve's contract for one additional year. After some discussion, **Cheryl moved to extend ACRPC's contract with Veroff Accounting to encompass the**

2025 audit. Jerney seconded the motion, which passed unanimously.

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

Transportation Advisory Committee (TAC): The TAC met in June. Carolyn Cota, a bridge engineer from VTrans, presented on the Town Highway Bridge Program. Additionally, Mike announced that TAC grants were available for the towns to apply.

Energy Committee: Cheryl noted that the Energy Committee had met and worked on the Enhanced Energy Plan. They hope to present a draft of the plan at the July Full Commission meeting. They also discussed a regional energy fair planned for September 6th.

Local Government Committee: Shannon noted that the committee will meet on June 30th with the Town of New Haven Planning Commission to review its Town Plan and for a consultation.

Old Business

Act 181 Future Land Use Changes Outreach Plan: Adam reiterated his general plan for outreach to the region for rewriting the future land use section and maps of the regional plan. We are currently meeting with individual communities through June and July, resulting in a draft regional plan section and map by the summer. We will then vet that regional plan with the goal of submitting it to the Land Use Review Board for its review and approval in the fall or winter of 2025 and full approval and adoption by the Full Commission prior to June 30, 2026. Adam shared the schedule under which Hannah will create town maps and Adam, Katie, Danelle and Rebecca will go out and meet with member towns. We have already had a number of town level meetings. Adam believes they are going well. The Planning Commissions are asking good questions and using their local knowledge to make appropriate changes to the maps proposed.

Update Concerning IT and Cyber Security: Things continue to move forward, although slightly slower than we anticipated before April left. The Tech Group is on board and providing support. The fire walls are up. We will switch to Microsoft systems and begin to transfer data, probably after the beginning of the next fiscal year.

Search for New Office Manager/Assistant: Please see the Treasurer's Report above.

Accounts paperwork: Adam informed the new officers that Rebecca had spoken with our financial institutions and that they should be receiving paperwork from the National Bank of Middlebury and others to be able to sign on the accounts.

Interns this summer: Adam noted ACRPC has hired four interns for the summer. Two, Julia and Anooshka, are working with Mike under our transportation program doing road and culvert inventories. They have already completed Goshen, Whiting, Bridport and Weybridge. Two, Liam and Sam, are working with Andrew and Hannah on the Mossalamoo Master Plan and are making great progress.

Other: None.

NEW BUSINESS

Starksboro FEMA Buyout Applications: Adam noted that Andrew had been working with the Town of Starksboro after the floods last year to buy out a stretch of flood prone properties on Lewis Creek. Andrew recently submitted a \$2.1M grant application for the project. He believes it has a good chance of succeeding. ACRPC will receive approximately \$60,000 to manage the grant when it is funded.

Other: None.

MEMBERS CONCERNS/INFORMATION

None.

EXECUTIVE SESSION

Not needed.

ADJOURNMENT

Jeremy Grip moved to adjourn. Tim Davis seconded the motion and Shannon ordered the Executive Board adjourned by unanimous consent at 7:25 p.m.

Respectfully submitted,

Adam Lougee



MEMORANDUM

From: Adam Lougee, Executive Director
To: Executive Board and Full Commission
Date: July 5, 2025
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 appropriate line depending upon 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 Adam by the July 9th meeting either by mailing it to ACRPC 14 Seminary Street Middlebury, Vermont 05753 or send your choices by e-mail to alougee@acrpc.org. Thank you for your input and support.

Standing Committees:

1. **Act 250/248.** 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 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, 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 to determine whether it complies with the Regional Plan pursuant to 10 V.S.A. §6086(a)(10) 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 writing and implementing the Natural Resources Section of the Regional Plan. This year the committee will primarily focus on water quality issues, forestry connectivity and natural resource impacts and continue to rewrite this section of the 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 rewriting and implementing the Energy Section of the Regional Plan, and approving local energy plans.
4. **Housing Committee:** ACRPC recently updated the Housing and Population sections of the Regional Plan. This Committee shall help staff work on implementation measures within the Plan.
5. **Economic Development Committee:** ACRPC is in the process of re-writing the Economy section of the Plan. ACRPC is doing this work in partnership with ACEDC. This Committee will work with the delegates of ACEDC to help staff and interns re-write this portion of the Plan. It will also serve as the Brownfields Committee and review projects for funding, as necessary.

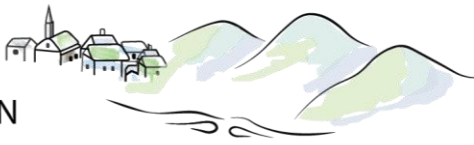
Appointments to other state or regional boards:

Vermont Economic Progress Council –

Addison County Chamber of Commerce –

Addison County Economic Development Corporation –

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



Meeting Calendar Full Commission Meetings 2025/2026

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 internet meeting platform accommodating remote meeting access via ZOOM. The remote meeting login information is included in the agenda of each meeting. The dates of the meetings are as follows:

July 9, 2025

August – NO MEETING

September 10, 2025 - Committee Assignments, orientation

October 8, 2025

November 12, 2025

December 10, 2025 - Approval municipal dues

January 14, 2026

February 11, 2026

March 11, 2026 - Election of nominating committee, Requests for nominees for awards

April 8, 2026 - Nominating committee report; Requests for nominees for awards; preliminary workplan and budget

May 13, 2026 - Annual Meeting - Vote officers, thanks, awards

June 10, 2026 - Vote workplan and budget; outgoing officers reports