

Addison County Regional Planning Commission

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

Meeting Minutes Addison County Regional Planning Commission Wednesday, July 9, 2025

ACRPC held its July meeting at its office at 14 Seminary St. Middlebury and via ZOOM with the Chair, Shannon Haggett of Vergennes, presiding.

ROLL CALL:

Addison:		Debra Sprague
Bridport:	Ed Payne	
Bristol:	Ron Dendas	New Haven: Harvey Smith
Cornwall:		Orwell: Joseph Andriano
Ferrisburgh:	Arrabella Holzapfel	Panton:
Goshen:		Ripton: Jeremy Grip
Leicester:	Diane Benware	Salisbury:
Lincoln:	Steve Revell	Shoreham: Nick Causton
Middlebury:	Karina Toy	Starksboro: Tom Perry
	Melanie Sands	Vergennes: Shannon Haggett
	Hugh McLaughlin	Cheryl Brinkman
	Phil Pedlikin	Waltham:
Monkton:	Stephen Pilcher	Weybridge:
		Whiting: Jennifer Erwin

CITIZEN INTEREST REPRESENTATIVES:

Otter Creek Audubon Society:	Ron Payne
Otter Creek Natural Resources:	
Addison County Farm Bureau:	
Addison County Economic Development Corp:	Alex Armani-Munn
Addison County Chamber of Commerce:	
HOPE:	

ACRPC EXECUTIVE BOARD

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

STAFF

Executive Director: Adam Lougee
GIS Manager: Hannah Andrew
Land Use Planner: Katie Raycroft-Meyer
Assist Director/Trans Planner: Mike Winslow
Emergency Planner: Andrew L'Roe
Bookkeeper: Kerry Danshaw
Planners: Rebecca Elder, Danelle Birong
Jolyon Larson

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



7:00 p.m. Business Meeting: Shannon Haggett, the Chair of the Commission, opened the meeting at 7:01 p.m. by welcoming the Commission members and any guests present. Shannon Requested that we switch the order of the Agenda slightly to welcome new members first. Shannon welcomed Melanie Sands and Phil Pedlikin from Middlebury and asked them to introduce themselves. Both provided a short bio and were welcomed by the Commission.

- I. Public Presentation:** Cheryl Brinkman, Chair of the Energy Committee, introduced Jolyon Larson, ACRPC's Energy Planner, **to provide an overview of the new proposed Energy Element of ACRPC's Regional Plan.** Jolyon presented the draft energy plan. The slides of the presentation are on the ACRPC website and linked [here](#). A recording of the meeting is posted on ACRPC's YouTube page [here](#). During the presentation, Jolyon took questions from Commission members. Jolyon will send the Energy Plan out to all members of the Commission for their review and comments by July 11th. Jolyon requested comments back by the end of August so he could incorporate them in the plan by the September meeting. Shannon thanked Jolyon for his presentation.
- II. Approval of the June 11, 2025 meeting minutes:** **Steve Revell moved approval of the minutes. Steve Pilcher seconded the motion. The minutes passed by a voice vote/show of hands.**
- III. Executive Board Minutes:** Shannon 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 stated he did not have a new Treasurer's Report to present. He asked to discuss this item further under staff transition. He did note we are paying bills and payroll and invoicing and are already catching up. He will have a presentation for the Executive Board in August.
- V. Committee Reports:**

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

Energy Committee: Cheryl pointed all to Jolyon's presentation. The plan has kept the Energy Committee busy. She also noted they were planning a regional energy fair in Vergennes on the Green on September 6th.

Local Government: Shannon reported that the Local Government Committee met in New Haven on June 30, 2025 and would be presenting under New Business.

Addison County Regional Planning Commission

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

Natural Resources: Arabella reported that the Natural Resources Committee had not met since the last Full Commission meeting, but intends to meet in July next week to work on the Natural Resources Section of the Plan.

TAC: Shannon Haggett reported that the TAC met and received a presentation from Carilyn Cota of VTrans Bridge Unit concerning the status of bridges in the Region. Mike also announced that the Municipal TAC grant round had opened.

Housing: The Committee did not meet.

Economic Development Committee: Alex noted that the Committee is working on the Economic Development Plan and will meet in August.

VI. Joint Partners Report/Delegate Staff Recognition: See welcome of new delegates and Economic Development Committee Report.

VII. Old Business:

Maple Broadband Update: Shannon noted Maple Broadband now had about 600 customers. They have plans to build this summer, but are really looking to the success or failure of their BEAD application to dictate how quickly they will be able to continue their buildout.

Act 181 Outreach Plan: Adam shared the Commission's outreach plan with the Board. He noted that ACRPC has nearly completed the first part of its outreach to member communities. Adam, Katie, Rebecca and Danelle have visited every community except Bristol, which will happen next week. After that Hannah will knit all the draft town 181 maps together to create a regional draft. Towns will still be able to make changes, but staff will switch to regional outreach beginning this month after July 20th. It will go to farmer's markets, field days and engage with community groups interested in the future land use plan. Jeremy expressed concern about the limited amount of time towns would have to respond to the map presented to them. Adam noted that he needed to have the complete regional plan to the Land Use Review Board by December. That is really driving the need to get the Towns to respond quickly. Adam noted the LURB process will take up to 60 days. Then ACRPC will address any concerns of the LURB and go to a formal hearing process in the spring for adoption in June, prior to the current plan's expiration in July.

Staffing Update/IT Update: April, ACRPC's office Manager left at the end of May. We miss her. We have been transitioning since that time to fill that role. Rebecca

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

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

Elder has done a great job stepping in as an interim manager. We have hired Kerry Danshaw for 24 hours a week to do payroll and accounts payable work. Kerry has a lot of experience from the Middlebury Coop and as the Treasurer for the Town of Salisbury. We have also hired Sharon Stearns, CPA on a very part-time basis to provide us with high level quickbooks and accounting support during our transition and to help us create new systems for ourselves to make us more efficient. Lastly, we have chosen to retain our auditor Steve Veroff for an additional year to make that process go as smoothly as possible and to provide support from that role. We are going to let things settle for about a month, evaluate where we are at and make an additional hire at that time, transitioning Rebecca back to a planning role to work on the Regional Plan.

Regarding IT, we are in the middle of our update to guard against cyber security threats, and gain better backup and tech support. We are transitioning back to Microsoft and have hired the Tech Group for support. We have installed the firewall and are switching over email this week. We have a lot going on internally that is taking a lot of time right now, but will make us stronger for the future.

Other: None.

VII. New Business:

Request for Committee Assignments: Adam noted that in everyone's package for the meeting he had included a form requesting every one choose at least one committee assignment. He noted that the Commission does a lot of its work through its committees and we appreciate everyone's participation. He asked that all return the form to him by the Executive Board's August meeting. At that time the Executive Board will make committee assignments and release them at the September Full Commission meeting. In the meantime, Adam requested everyone remain on the committee on which they are currently serving.

Local Government Committee Recommendations and vote on the Commission's confirmation of the Town of New Haven's planning process and regional approval of the New Haven Town Plan: Shannon noted that the local Government Committee had held a hearing on the New Haven Plan and Planning process jointly with the New Haven Planning Commission on June 30th. He noted that New Haven had completed an overall very good plan that was readable and contained a lot of good information. He also noted some technical deficiencies in the plan. He noted the Local Government Committee felt that New Haven's deficiencies were "technical"

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

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

deficiencies because generally the information was present, but it was mislabeled or not in the location or form required by statute. At the end of its meeting, the Local Government Committee voted to request that the Full Commission Regionally approve the New Haven plan, contingent on New Haven correcting the technical deficiencies noted by Town meeting day of 2026 (Since New Haven requires a vote on changes to its town plan, the Committee wanted to give them until the next election cycle to make the corrections). **Shannon put the Committee's recommendation forward as a motion. After some discussion, the Commission voted unanimously to support the Committee's motion and conditionally regionally approve New Haven's Town Plan and confirm their planning process.**

Proposed Calendar of Meetings: Adam noted that the meeting package contained a proposed meeting schedule for the FY 2026 fiscal year. It proposes that ACRPC will meet at 7:00 p.m. on the second Wednesday of each month, except August, when no meeting is scheduled, like it has done for many years. **Steve Revell moved approval of the meeting calendar. Nick Causton seconded the motion, which passed unanimously.**

Other: None.

VIII. Member's Concerns/Chair Comments:

Tom Perry asked about the buyout project ACRPC submitted in Starksboro. Adam responded that Andrew had submitted an application in conjunction with the Town of Starksboro and 7 landowners to buyout their property on the Lewis Creek and to restore the creek in that area. He noted it is about a \$2,000,000 project that ACRPC would manage if successful.

Ed Payne commented that at the end of the meeting last month, he heard comments about moving trucks off of Route 22A. He stated 22A is a good truck route that needs to be improved, but that the Vergennes PELS solutions were too expensive and we should look to do what we can with online improvements.

IX. Adjournment: There being no further business, **Shannon adjourned the Commission by unanimous consent at 8:24 p.m.**

Respectfully submitted,

Adam Lougee, Director

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

