

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, November 12, 2025

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

ROLL CALL:

Addison:
Bridport:
Bristol: Ron Dendas

Cornwall: Anna Burns

Ferrisburgh: Tim Davis
Steve Huffaker
Goshen:

Leicester: Diane Benware

Lincoln: Steve Revell

Middlebury: Karina Toy
Melanie Sands
Phil Pedlikin
Hugh McLaughlin

Monkton: Debra Sprague
Steve Pilcher
New Haven: Harvey Smith
Orwell: Joseph Andriano
Panton:

Ripton:
Salisbury: Nick Causton

Shoreham:
Starksboro: Tom Perry
Rich Warren
Herb Olson
Vergennes: Shannon Haggett
Cheryl Brinkman
Waltham:

Weybridge: Gioia Kuss
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: Jean Montross

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
Operations Manager: Rebecca Elder
Finance Admin Assistant: Kerry Danshaw
Planners: Danelle Birong
Jolyon Larson

7:00 p.m. Business Meeting: Shannon Haggett, the Chair of the Commission, opened the meeting at 7:03 p.m. by welcoming the Commission members and any guests present. Shannon handed the floor to Gioia Kuss, Chair of the Economic Development Committee. Gioia noted that Addison County Regional Planning Commission (ACRPC) and Addison County Economic Development Corporation (ACEDC) have worked on the Economic Development chapter of the Regional Plan together. She also noted that the Economic Development Corporation will use the chapter for their own work. Gioia thanked Alex and Camille from Economic Development for their work drafting the chapter. Gioia reviewed the chapter in three sections, offering prompts to start discussion. Many Commissioners weighed in on the chapter and made suggestions for changes. The meeting was recorded and is available on ACRPC's You Tube Channel <https://www.youtube.com/channel/UC5s6SFuIKjGhRtRv8MapO4g>. A list of proposed changes from the discussion is attached as Exhibit A.

Shannon thanked Gioia for her leadership and closed the comments on the Economic Development Chapter of the Plan at about 8:15.

- I. Approval of the October 8, 2025 meeting minutes:** Tim Davis moved approval of the minutes. Steve Revell seconded the motion. The minutes passed by a voice vote/show of hands, with Harvey Smith, Cheryl Brinkman, Nick Causton, Hugh McLaughlin and Jeanne Montros abstaining
- II. 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.
- III. Treasurer's Report:** Adam stated he did not have a new Treasurer's Report to present. He noted we continue paying bills and payroll and invoicing and are catching up. He hopes to have complete financial reports soon but does not want to provide bad information. In the meantime, he shared bank balances and invoicing information showing that we are moving in the correct direction. He also pointed the Commission to the Executive Board minutes. He noted that the Executive Board had discussed this topic at length at its October meeting. Rebecca Elder, our Operations Manager, and Sharon Stearns, a CPA helping Rebecca, had also joined the discussion. Shannon noted that at the end of the discussion the Executive Board had unanimously endorsed moving ahead to fix our processes before issuing financial statements.

IV. Committee Reports:

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

Energy Committee: Cheryl Brinkman noted the Committee met and discussed the Energy Chapter of the Regional Plan, enhanced energy plans for towns and holding another regional energy fair next year.

Local Government: Shannon Haggett noted the Committee did not meet.

Natural Resources: The Committee is working on a draft of the Natural Resources Chapter of the Plan.

TAC: Shannon Haggett reported that the TAC met and reviewed the VLCT town fair, expectations for communicating with Selectboards and reviewed the status of regional projects.

Housing: Tim Davis noted that the Committee did not meet, but the Housing chapter of the Plan is nearly completed.

Economic Development Committee: See above.

- V. **Joint Partners Report/Delegate Staff Recognition**: Alex thanked the Commission for the discussion and comments on the Economic Development Chapter of the Plan. Adam praised the work that all the staff were doing on the Regional Plan.

VI. **Old Business:**

Maple Broadband Update: Steve noted Maple Broadband now has about 638 customers. They have also tentatively received the BEAD award for the Addison Region, which will provide a total of \$14M in funding for them to complete their buildout. They are currently working on construction in Orwell, Cornwall and Vergennes, filling some holes in the existing network. They are also working with GMP to install conduit in Old Town Road for future service to Ripton.

Regional Plan Update: Adam noted that he is still planning to get a draft of the full plan to the Commission by December for their review. Assuming they approve, he will file it with the Land Use Review Board at the end of December for its review. Assuming that goes well, he will bring it back out for formal hearings in the spring and look to pass it in June or July. Adam noted that the full schedule is in the newsletter.

Municipal Energy Retrofit Program (MERP) Update: Adam reminded the Commission that the MERP program is an energy program that ACRPC is overseeing with the Department of Buildings and General Services to help municipalities make their existing town buildings more energy efficient. Ten towns in the Addison Region received grants from \$150,000 - \$500,000 to do the repairs. All towns have started work. All have historic reviews completed. Most of the building material surveys for buildings that might contain hazardous materials have been completed, funded by ACRPC's brownfield grant. Several towns have started construction work. All work will be completed by December of 2026.

Bond Bank Water Systems Update: ACRPC is the lead RPC for this consortium grant of \$500,000 from the Bond Bank to allow RPCs to help rural water systems in their service areas. ACRPC has its first meeting with Tri-Town water system next Tuesday.

Other: None.

VII. New Business:

Other: None.

VIII. Member's Concerns/Chair Comments: Joe Andriano noted that the Town of Orwell had recently received a grant from the Vermont Preservation Trust's Village Trust Initiative program to purchase and reopen the former Buxton's General Store.

IX. Adjournment: There being no further business, **Shannon adjourned the Commission by unanimous consent at 8:45 p.m.**

Respectfully submitted,

Adam Lougee, Director