

ACRPC Full Commission Meeting Notice
December 10, 2025 - Wednesday, 7:00 p.m.
This meeting will be held via TEAMS and in person
14 Seminary Street Middlebury

[Join the meeting now](#)

Meeting ID: 237 317 794 062 4 Passcode: DR6X4dP7
Dial in by phone: [+1 347-991-8960](tel:+13479918960), enter Pin ID: [367383384#](tel:+13479918960)

7:00 p.m. ACRPC Staff Adam Lougee and Hannah Andrew will briefly present and then take comments from Commissioners and the general public on several sections of the Addison County Regional Plan including the Table of Contents, Introduction, the Natural Resources chapter, the Population and Housing chapter, and Future Land Use chapter. The draft Plan is available for review on ACRPC's website. Hard copies of the draft plan are also available at ACRPC's offices. Please review the draft before the meeting and bring your comments. We are looking for SUBSTANTIVE COMMENTS ONLY at this point. While we hope you like the layout, we recognize it is not finished. Likewise, we have not done a final proofreading review. Where we really want your help and focus is to make sure the tone and content reflect the will of the Commission and that you support the policies, objectives, and actions outlined in the plan. Thank you for your help. We look forward to speaking with you on Wednesday evening.

7:30 BUSINESS AGENDA

- I. Approval of Minutes:** November 12, 2025
- II. Executive Board Minutes:** December 3, 2025
- III. Treasurer's Report:** Bank Balances & Receivables discussion regarding progress
- 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
 - Regional Plan Update; Overall Plan
 - Audit Discussion
 - Other
- VIII. New Business**
 - Vote on Municipal Dues Proposed Rates FY 2027
 - 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		___
	A	Chris Stackhouse	___	RIPTON	D	Jeremy Grip	___
	A		___		A	Jonathan Heppell	___
BRIDPORT	D	Edward Payne	___	SALISBURY	D		___
	D	Steve DeCarlo	___		D		___
	A	Renee Brodeur	___		A		___
	A		___		A		___
BRISTOL	D	Peter Grant	___	SHOREHAM	D	Nick Causton	___
	D	Ron Dendas	___		D		___
	D		___		A		___
	A	William Sayre	___		A		___
	A		___	STARKEBORO	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	Jeff Glassberg	___
GOSHEN	D	Jim Pulver	___	WEYBRIDGE	D	Gioia Kuss	___
	A	Chad Chamberlain	___		A		___
LEICESTER	D	Diane Benware	___	WHITING	D	Jennifer Erwin	___
	D	Tom Barker	___		A		___
	A		___	CITIZEN INTEREST REPRESENTATIVES			
	A		___	ADDISON COUNTY	D		___
LINCOLN	D	Steve Revell	___	CHAMBER OF	A	Phil Summers	___
	D	Jo Jackson	___	COMMERCE			___
	A	Tim McGowan	___	HOPE	D	Jeanne Montross	___
	A		___		A	Skip Wyer	___
MIDDLEBURY	D	Karina Toy	___	OTTER CREEK	D	Ron Payne	___
	D	Melanie Sands	___		A	Marcia Parker	___
	D	Hugh McLaughlin	___	ADDISON COUNTY	D	Charles Roy	___
	A	Philip Pedlikin	___		A		___
MONKTON	D	Stephen Pilcher	___	OC NATR. RESOURCE	D	Jonathan Chamberlain	___
	D	Debra Sprague	___		A	Paul Wagner	___
	A		___	ADDISON COUNTY	D	Alex Armani-Munn	___
	A		___		A	Richard McKerr	___
NEW HAVEN	D	Jim Walsh	___	ECONOMIC DEVELOPMENT CORP			
	D	Harvey Smith	___	ORWELL	D		___
	A	Kathy Cahill	___		A		___
	A		___				___
ORWELL	D	Sharon Macedo	___				___
	D	Joe Andriano	___				___
	A	Daniel Redondo	___				___
	A	Cian Quinn	___				___

EXECUTIVE BOARD

Chair: Shannon Haggett
 Vice chair:
 Secretary: Cheryl Brinkman
 Treasurer: Tim Davis
 At Large: Arabella Holzapfel, Steve 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 Management Planner: *Andrew L'Roe*
 Energy Planner: *Jolyon Larson*
 GIS Data Manager/Natural Resources Planner: *Hannah Andrew*

Revised 11/2025

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

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
December 03, 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 TEAMS with Chair, Shannon Haggett, presiding.

ROLL CALL

Ferrisburgh Tim Davis

Monkton Stephen Pilcher
New Haven Harvey Smith
Orwell Joseph Andriano
Vergennes Shannon Haggett
Cheryl Brinkman

STAFF: Adam Lougee, Director

Shannon opened the meeting at 6:30 p.m. and welcomed the Executive Board. Shannon noted the meeting is being recorded and is available to view at ACRPC's You Tube page, <https://www.youtube.com/channel/UC5s6SFuIKjGhRtRv8MapO4g>.

MINUTES

Steve Pilcher moved to approve the October 22, 2025 minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed by voice vote/show of hands.

TREASURER'S REPORT

Adam provided an update on the status of our financial operations. He did not present financial statements because he did not believe they would be accurate. Instead, he shared the current bank balances, still up considerably over our low in July and an accounts receivable page, showing everything due to be billed prior to June 30, 2025. Those that have been paid have come off and we have billed a few accounts in the current year. Adam praised the work that Rebecca and Kerry have been doing, supported by Sharon. We continue to catch up on invoicing. Also, more importantly, Rebecca and Sharon have identified the holes in the billing and timesheet accounting that has caused our underlying issues. They are now working on a method to fix the process. Once fixed we will start to move forward with complete financials again. However, Adam warned there may be a substantial amount of data entry to do prior to having the information to create the reports, so it will take some time to get them completed.

Lastly, Adam noted that he has spoken with both Steve Veroff our auditor from 2024 and

Vance Debouter, our long-time auditor from previous years. Vance agreed to do more fund-specific accounting, therefore we have decided to switch our FY2025 audit to Vance. Adam and Rebecca will be meeting with Vance next week.

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

Energy Committee: Cheryl reported that the committee had met and had discussed the regional energy plan, municipal enhanced energy plans and continuing the regional energy fair.

Local Government: Shannon noted the committee had not met, but that it may try to expand its role this spring.

Natural Resources: The Committee Completed the draft of the Natural Resources Section of the Plan.

Transportation Advisory Committee: Shannon noted the TAC had met. VTrans presented the State Freight Plan. The TAC engaged in a discussion on airport safety and Mike Winslow, ACRPC's Transportation Planner, gave some regional project updates.

Economic Development: The Economic Development Committee met earlier in the day and concluded its review of a draft of the Economic Development portion of the Regional Plan.

Housing: Did not meet, but the draft Population and Housing section of the plan is also completed.

Old Business

Regional Plan Update: Adam presented an update on the work staff was doing to revise the Addison County Regional Plan. He summarized that draft plan sections are largely completed for internal review and editing. Staff will present the following sections at the December full Commission meeting: Table of Contents, Introduction, Chapter Summaries, Population and Housing, Natural Resources and perhaps a couple of others. We now intend to present a complete draft at the January meeting and will file with the Land Use Review Board ("LURB"). Later in January, with the Commission's approval, staff will deliver the plan to the LURB for comment. Upon the LURB's review of the plan, staff will address the LURB comments and then go to formal hearing. ACRPC will hold two hearings in the spring, and then, assuming all goes well, look to have the Full Commission vote to adopt the plan by its July meeting.

Update Concerning IT and Cyber Security: Things continue to move forward. We have now transferred all data from Google to Microsoft and adopted Microsoft systems. To date, we have encountered only minor transition problems. We all now need to become more acquainted with the full functionality of all of the software. We will start covering this in January at staff meetings after the full plan is submitted to the Commission and the LURB.

Staffing/Financial Update: Please see the Treasurer's report above. Once we know what it will take to fix our process, I may have additional requests for the Executive Board.

Other: None.

NEW BUSINESS

Proposed Dues for FY 2027: Adam presented the Executive Board with a proposed dues increase for 2027 of 3%, four cents increasing the dues to \$1.42 per capita. Adam noted that we had not raised them last year, that inflation had run about 3%, so this keeps us at level funding and that he would rather ask for small increases than big ones. After a brief discussion, Stephen Pilcher moved to recommend the proposed increase to the Full Board in December. Joe Andriano seconded the motion, which passed unanimously by voice vote/show of hands.

Next Meeting (January 28, 2025): Adam reminded the Board that the schedule it set moved its next meeting to January 28th, 2026, due to the Christmas holiday. Adam hopes to update the Board on progress on our financial work and audit during January. If Adam needs to convey any urgent financial information, he will ask for a special meeting.

Other: None.

MEMBERS' CONCERNS/INFORMATION

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Shannon ordered the Executive Board adjourned by unanimous consent at 7:08 p.m.

Respectfully submitted,

Adam Lougee

Bank Account Balances as of 12/3/25

Primary checking account

	Starting Balance	Ending Balance
June		197,362.09
July		36,203.69
Aug		107,643.52
Sept		195,311.69
Oct		169,132.73
Nov		233,201.08
Dec 3	233,201.08	

CWSP savings account = \$ 379,560.96

Payroll = \$ 3,115.60

Money Market account = \$ 81,029.36

ACRPC A/R Summary

	Billed	Billed thru date	Paid	Total Revenue received
Bond Bank				
Cornwall GIA	\$ 750.00	9/30/2025		
CWSP (Sept)	\$ 114,305.10	9/30/2025		
DHCD FY26 Q1	\$ 146,072.95	7/30/2025	✓	\$ 146,072.95
DHCD FY26 Q2	\$ 146,072.95	9/30/2025	✓	\$ 146,072.95
EMPG-24	\$ 8,937.21	6/30/2025		
EMPG-24	\$ 9,978.22	9/30/2025		
EPA-Brownfields	\$ 1,626.30	9/30/2025		
Ferrisburgh MPM	\$ 1,376.52	12/30/2024		
HMGP	\$ 5,485.17	6/30/2025		
MARC Flood Bylaws updates	\$ 3,051.79	6/30/2025		
MARC Flood Bylaws updates	\$ 2,015.34	9/30/2025		
MERP/Act 172	\$ 7,891.43	9/30/2025		(spend down acct)
Middlebury College				
MTAP/Salisbury	\$ 2,170.07	8/31/2025	✓	\$ 2,170.07
Municipal dues FY26	\$ 46,819.26	6/30/2026	✓	\$ 46,819.26
NRPC/CPRG	\$ 7,592.02	9/30/2025	✓	\$ 7,592.02
Salisbury LHMP	\$ 811.31	8/31/2025	✓	\$ 811.31
TPI (April)	\$ 14,319.39	4/30/2025	✓	\$ 14,319.39
TPI (May)	\$ 23,732.14	5/31/2025	✓	\$ 23,732.14
TPI (June)	\$ 24,954.00	6/30/2025		
TPI (July)				
TPI (Aug)				
Whiting GIA	\$ 750.00	9/30/2025	✓	\$ 750.00
Totals	\$ 568,711.17			\$ 388,340.09

ACRPC Municipal Assessment FY26-27 Proposed

	7/1/2020 US Census Population EXCLUDING GROUP QTRS	FY25-26 based on 2020 Census; 0 cent incr over previous yr	FY26-27 based on 2020 census; 4 cent incr over previous year
		\$1.38/CAPITA \$200.00 MINIMUM	\$1.42/CAPITA \$200.00 MINIMUM
PER CAPITA		1.38	1.42
MUNICIPALITY			
ADDISON	1,365	1,883.70	1,938.30
BRIDPORT	1,225	1,690.50	1,739.50
BRISTOL	3,782	5,219.16	5,370.44
CORNWALL	1,207	1,665.66	1,713.94
FERRISBURGH	2,646	3,651.48	3,757.32
GOSHEN	172	237.36	244.24
LEICESTER	990	1,366.20	1,405.80
LINCOLN	1,323	1,825.74	1,878.66
MIDDLEBURY	6,646	9,171.48	9,437.32
MONKTON	2,079	2,869.02	2,952.18
NEW HAVEN	1,683	2,322.54	2,389.86
ORWELL	1,239	1,709.82	1,759.38
PANTON	646	891.48	917.32
RIPTON	549	757.62	779.58
SALISBURY	1,221	1,684.98	1,733.82
SHOREHAM	1,260	1,738.80	1,789.20
STARKSBORO	1,756	2,423.28	2,493.52
VERGENNES	2,473	3,412.74	3,511.66
WALTHAM	446	615.48	633.32
WEYBRIDGE	814	1,123.32	1,155.88
WHITING	405	558.90	575.10
TOTAL	33,927.00	46,819.26	48,176.34