

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
January 28, 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* Tim Davis  
Arabella Holzapfel  
*Monkton* Stephen Pilcher  
*New Haven*  
*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 December 3, 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 significant and mostly timely billing and payments. Adam continued to praise the work that Rebecca and Kerry have been doing, supported by Sharon. We continue to catch up on invoicing. Also, more importantly, Rebecca, Kerry and Sharon are working on data entry to close the holes in the billing and timesheet accounting that has caused our underlying issues. Once fixed we will start to move forward with complete financials again. However, Adam noted the data entry will be extensive to create the information necessary to create accurate reports. All current billing and data entry is in the form that we need.

On the audit front, Vance agreed to do more fund-specific accounting. We are providing him with the information he needs to do his work. We should provide him with all information that he needs within a couple of weeks. However, because it is late and we are approaching

tax season, his time will be limited. It will be a couple of months before he can complete the audit.

## **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 but moving it to **June 13th** to accommodate vendor schedules.

The Committee is also interested in ACRPC sponsoring a training on “Substantial Deference” vs “Due Consideration” in the context of the Public Utility Commission’s review of plans and how plans need to be written to receive “Substantial Deference”.

Local Government: Shannon noted the committee had not met, but that it will meet soon to review Ferrisburgh’s plan. Shannon also intends to expand its role this spring.

Natural Resources: Arabella noted that the Natural Resources Committee did not meet, but the Basin Water Quality Council met this afternoon. She noted they approved three new applications for water quality projects and amended an existing project’s funding.

Transportation Advisory Committee: Shannon noted the TAC had met. VTrans presented on Right of Way planning. The TAC engaged in a discussion on providing more funding for capital planning for two more towns and Mike Winslow, ACRPC’s Transportation Planner, gave some regional project updates.

Economic Development: Did not meet.

Housing: Did not meet.

## **Old Business**

Regional Plan Update: Adam stated that staff filed a complete draft of the Addison County Regional Plan with the Land Use Review Board (“LURB”) last week. The LURB will hold a hearing on the Plan on February 17<sup>th</sup> at 1:30, after a bus tour of the Region starting at ACRPC at 9:00 a.m. Upon the LURB’s review of the plan, staff will address the LURB comments and then go to formal hearings. ACRPC will hold two hearings in the spring, currently planned for the March and June Full Commission meetings and then, assuming all goes well, look to have the Full Commission vote to adopt the plan by its July meeting.

Staffing/Financial Update/Audit Update: Please see the Treasurer’s Report above regarding the financial and audit update. Regarding staffing, Adam noted that Maddison Shropshire has done an excellent job for us getting the regional plan together working as a consultant. We will have largely used our consultant budget by the end of her current contract at the end of January.

However, the budget also anticipated hiring a new staff planner, so we have significant funding in the budget left under salaries and benefits. Adam noted that given the continued funding uncertainty around our bookkeeping, which should be resolved soon, he preferred to keep a short-term contractual relationship rather than invest in a new hire. Adam proposed extending Maddison's contract for four months to June 30<sup>th</sup> at the same compensation level. **Tim Davis moved to support Adam's proposal. Stephen Pilcher seconded the motion, which passed unanimously by a voice vote/show of hands.**

Other: None.

## NEW BUSINESS

Other: None.

## MEMBERS' CONCERNS/INFORMATION

None.

## EXECUTIVE SESSION

None.

## ADJOURNMENT

**Shannon ordered the Executive Board adjourned by unanimous consent at 7:03 p.m.**

Respectfully submitted,

Adam Lougee