

ADDISON COUNTY REGIONAL PLANNING COMMISSION
 EXECUTIVE BOARD MEETING
 March 25, 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 Harvey Smith
Orwell
Vergennes Shannon Haggett
 Cheryl Brinkman

STAFF: Adam Lougee, Executive Director
 Rebecca Elder, Operations Director

Shannon opened the meeting at 6:33 p.m. and welcomed the Executive Board, Adam and Rebecca. Shannon noted the meeting is being recorded and is available to view at ACRPC’s You Tube page, <http://www.youtube.com/@AddisonCountyRPC> .

MINUTES

Steve Pilcher moved to approve the February 25, 2026 minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed unanimously by voice vote/show of hands.

TREASURER’S REPORT

Adam and Rebecca provided an update on the status of our financial operations. Adam shared the current bank balances, still up considerably over our low in July and an accounts receivable page, showing significant and timely billing and payments. We continue to catch up on invoicing. Also, more importantly, Rebecca, Kerry and Sharon continue to work on data entry closing the holes in the billing and timesheet accounting that has caused our underlying issues. They have completed enough of the work that we are comfortable presenting a draft Balance Sheet for fiscal year ending June 30, 2025. Rebecca presented and noted that most of the items on the Balance Sheet have been reconciled, several still need work. We need to complete the Balance Sheet to start the P and L. We hope to present a draft P and L to the Full Commission on April 8th. Once the year end work is completed and reconciled, the books for the current year FY 2026 are in good shape and work should progress on them much more quickly.

On the audit front, we are providing Vance with the information he needs to do his work. He has 90% of the information he needs and will start work on the audit after April 15th. 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)

Local Government: Shannon noted the committee met March 18th to review Ferrisburgh’s plan and will move to regionally approve and confirm the plan at the Full Commission meeting.

Transportation Advisory Committee: The TAC met. It received a presentation on current operations from Mary Claire Crogan of Tri Valley Transit. It also reviewed ACRPC’s Title VI plan and will recommend that it be re-approved at the next Full Commission meeting.

Nominating Committee: Cheryl noted the Nominating Committee will meet next Friday.

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”) on January 23rd. The LURB accepted it as complete on January 26th. The LURB held a hearing on the Plan on February 17th at 1:30, after a bus tour of the Region starting at ACRPC at 9:00 a.m. Both Adam and Shannon noted that ACRPC had good representation at the hearing and that the LURB was generally very positive about ACRPC’s plan. The LURB has 60 days to review ACRPC’s plans and issue comments. Upon the LURB’s review of the plan, staff will address the LURB comments. ACRPC will hold two formal hearings in the spring, currently planned for the April 8th and June 10th Full Commission meetings. Then, assuming all goes well, staff will look to have the Full Commission vote to adopt the Plan at its July 8th meeting.

Staffing/Financial Update/Audit Update: Please see the Treasurer’s Report above regarding the financial and audit update. Regarding staffing, Adam has not made any changes this month.

IT and Cybersecurity Update: Adam and Rebecca provided a brief overview of all the actions ACRPC has taken over the past year to address its IT and cyber security issues. Critical systems are in largely in place. We need to move forward with staff training on all the new systems. Rebecca will provide a more detailed memorandum summarizing steps for the next meeting.

Other: None.

NEW BUSINESS

Draft FY2027 budget: Adam presented a very preliminary budget for FY 2027. We generally ask the full Commission to adopt the budget at the June meeting, so we have time to refine it. Adam noted he would get it to a balanced budget by that meeting. He noted that this year would

be a little more challenging than the past couple of years, primarily because of federal funding uncertainty.

Annual Meeting Speaker, Location, Caterer, Bertha Hanson Award: Adam noted he had secured Kay Firth-Butterfield, an AI expert, ethicist and author from Orwell, to serve as our speaker. He thanked Joe for bringing her to ACRPC. Adam is currently looking for venues and will have one secured prior to the next Full Commission meeting. Adam also reminded the Executive Board that they will select the next Bertha Hanson award winner at their April meeting.

Other: None.

MEMBERS' CONCERNS/INFORMATION

Cheryl noted the Full Commission minutes from the last meeting still needed to be posted to the website.

EXECUTIVE SESSION

None.

ADJOURNMENT

Shannon ordered the Executive Board adjourned by unanimous consent at 7:55 p.m.

Respectfully submitted,

Adam Lougee