Addison County
REGIONAL PLANNING COMMISSION

14 SEMINARY STREET
MIDDLEBURY, VT 05753
ACRPC.ORG | 802.388.3141

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, July 8, 2026
ACRPC held its July meeting at its office at 14 Seminary St. Middlebury and via TEAMS with the Chair, Shannon Haggett presiding.

ROLL CALL:

Addison:	
Bridport:	
Bristol:	Ron Dendas
Cornwall:	Anna Burns
Ferrisburgh:	Tim Davis
Goshen:	
Leicester:	Diane Benware
Lincoln:	
Middlebury:	Melanie Sands
	Phil Pedlikin
Monkton:	Debra Sprague
	Steve Pilcher
New Haven:	
Orwell:	
Panton:	
Ripton:	Jeremy Grip
Salisbury:	
Shoreham:	Nick Causton
Starksboro:	Tom Perry
	Herb Olson
	Rich Warren
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:	Jon Roberts
AC Farm Bureau:	
AC Economic Dev Corp:	Alexander Armani-Munn
AC Chamber of Commerce:	
HOPE:	Jeanne Montross

ACRPC EXECUTIVE BOARD

Chair:	Shannon Haggett
Vice-Chair:	Stephen Pilcher
Secretary:	Arabella Holzapfel
Treasurer:	Tim Davis
At Large:	Harvey Smith
	Anna Burns
	Melanie Sands

STAFF

Executive Director: Adam Lougee
Transportation Planner/Asst. Dir.: Mike Winslow
Director of Operations: Rebecca Elder
Finance Admin Assistant: Kerry Dashnaw
Senior Community Planner: Katie Raycroft-Meyer
Community Planner: Danelle Birong
Emergency Mgmt/ Natural Resources Planner: Andrew L'Roe
Energy Planner: Jolyon Larson
GIS Data Manager/Natural Resources Planner: Hannah Andrew

7:00 p.m. Public Hearing: Shannon Haggett, the Chair of the Commission, opened the meeting at 7:00 p.m. by welcoming the Commission members, staff and guests present. He noted the meeting is being recorded and is available on ACRPC's You Tube Channel http://www.youtube.com/@AddisonCountyRPC .

Shannon opened the public hearing on the Draft of the Addison County Regional Plan. (the"Plan"). Adam noted that ACRPC is happy to take comments. He noted he hopes to get few substantive comments and to go to vote at ACRPC's September 9th Full Commission meeting. He asked all to attend in September as we need a supermajority to pass the Plan.

Gerry Shedd of Ripton spoke first. He spoke to P. 7 of the Population and Housing Section. He noted that population growth in the region had been flat for a long time and therefore questioned the need for the housing growth targets. He also commented on the Energy Chapter, p. 2 noting that it included significant CO2 reduction targets. He noted if we increase the supply of housing it will be exceedingly hard to hit those targets.

Gioia Kuss spoke next. She noted that she felt that p.12 of Chapter 6 called for more communal spaces. She felt this call for communal space should be included as a thread throughout the entire plan and included in other sections.

Gioia also noted that Chapter 10, p. 1 dealing with equity included a definition of "Economic Justice populations". She suggested that the definition should also be woven into the Economic Development section. She will send Adam specific changes.

No other people came forward to discuss the Plan. Shannon decided to leave the hearing open, but to move on to other business while waiting for additional substantive comments on the draft Plan.

Business Meeting:

I. **Acceptance of the Audit.** Shannon requested to change the agenda order to take the "Acceptance of the Audit" item under "Old Business" and move it forward on the agenda since ACRPC's auditor, Vance Debouter, had joined the meeting. Shannon introduced Vance to the Commission and asked him to present his audit. Vance thanked the Commission for inviting him and provided a brief summary of the ACRPC 2025 audit. The entire audit was available in the meeting package. Vance started by noting that the audit was a clean opinion. He stated the financial statements accurately reflect the finances of ACRPC and are free from material misstatement. ACRPC showed a small gain of About $37,000 for the year. Since ACRPC's books are set up to break even, this is a desirable outcome. Vance noted the gain would have been lager, but ACRPC chose to take a one-time deduction, by adding approximately $57,000 of contingent liability for sick leave into its balance sheet. (Sick leave must be taken to be used. If someone leaves the organization, they do not get paid for unused sick leave. Therefore, the liability may or may not get used. Nevertheless, because a significant amount of time had accumulated under the category ACRPC felt it prudent to recognize it as a liability). ACRPC also benefited from a positive $18,000 adjustment to its books from the prior period.

Lastly Vance noted that while revenues were under budgeted, so were expenses. Most of this discrepancy stemmed from the large award in the Clean Water Service Program ACRPC received in 2025. Since it went unspent, it accumulated to the next fiscal year.

Ron Dendas moved to accept the audit for FY 2025. Stephen Pilcher seconded the motion, which passed unanimously.

Shannon closed the public hearing at 7:31.

II. **Approval of the April 8, 2026 and June 10, 2026 meeting minutes: Melanie Sands moved approval of the April minutes. Stephen Pilcher seconded the motion. The minutes passed with minor amendments by a voice vote/show of hands, with Gioia Kuss and Jeanne Montross abstaining.**

Tom Perry moved to approve the June 10, 2026 meeting minutes. Ron Dendas seconded the motion, which passed by a voice vote/show of hands with Nick Causton, Jeremey Grip and Jeanne Montross abstaining.

III. **Executive Board Minutes**: Shannon noted that the Executive Board meeting minutes of June 24, 2026 are included in the package for your information. He offered the opportunity for the Commission to ask questions. Hearing none, he moved forward.

IV. **Treasurer's Report:** Adam presented the treasurer's report. He noted that at the previous Executive Board meeting the group had discussed finances and the audit extensively and that discussion is recorded in the minutes. Adam noted that our bank balances are down slightly, mainly because we have not started billing for the end of the quarter. He expects as we bill the end of the quarter, June 30, 2026, receivables and then cash will increase dramatically. He also noted that he and Rebecca Elder, the Commission's Operations Director, had presented a plan to the Executive Board to have a P and L and Balance Sheet for FY2026 prepared for the Full Commission's September meeting. This will allow staff to focus on year-end and get financial reporting back on a timely basis.

V. **Committee Reports:**

<u>Act 250/Section 248:</u> Adam noted the committee did not meet. Adam provided a brief summary of the Vermont Gas Pipeline litigation which he noted should conclude this summer with a decision expected in the fall.

<u>Energy Committee</u>: Cheryl Brinkman noted the committee did not meet, but that they held a successful energy fair in June.

<u>Local Government</u>: Shannon Haggett noted the committee did not meet, but he hopes to expand its role soon.

Natural Resources: The committee did not meet.

Transportation Advisory Committee: Shannon noted that the TAC met and received an update from Mike Winslow, ACRPC's Assistant Director and Transportation Planner, about the Transportation bill and a presentation from Local Motion on Bike/Ped initiatives.

Housing: The committee did not meet.

Economic Development Committee: The committee met as the Brownfields Committee. It reviewed the work under the current grant, was notified that ACRPC had received an additional $500,000 brownfields grant moving forward and began planning for that award.

VI. Joint Partners Report/Delegate Staff Recognition: Alex Armani-Munn noted that ACEDC had applied to USAID for a grant to support local water and wastewater funding. He also noted ACEDC was hosting and CHIP training on Friday from 10:00 – 12:00 at the Opera House in Vergennes.

Adam welcomed new delegates and alternates to the Commission.

John Roberts, ACRPC delegate from the Otter Creek Natural Resources Conservation District, noted that its longtime Executive Director would retire on Friday and that the organization expected to hire a new director shortly.

VII. Old Business:

Maple Broadband Update: Shannon noted Maple Broadband now has about 713 subscribers. It continues to build its network using its ARPA funding, has a program in place to help people with long driveways affordably access broadband and continues to pursue BEAD funding to build out its network.

Acceptance of Audit: See above.

Other: None.

VII. New Business:

Request for Committee Assignments: Adam noted in the meeting package is a description of ACRPC's committees. ACRPC requests each delegate serve on at least one committee. Please choose the committee on which you would like to serve and return the form to Kerry or Adam. At its August meeting the Executive Board will assign delegates to committees and release those assignments at the September Full Commission meeting.

Welcome Package FY2027: In the meeting package is a welcome package that contains a lot of information about the Commission, including contact information for all delegates, staff and the Executive Board, the Bylaws, the Workplan and Budget, a list of acronyms commonly used and other helpful information about the work the Commission does. The information is also located on the Commission's website under the "About" tab.

Meeting Calendar FY2027: Also in the package is the Commission's meeting calendar for FY 2027. Adam requested a vote to adopt the meeting calendar. **Melanie Sands moved to adopt the schedule outlined in the meeting calendar, noting that the Annual Meeting in May generally convenes earlier in the evening at 5:00, not 7:00 p.m. like all the other meetings. Ron Payne seconded the motion to adopt, which passed unanimously.**

Other: Tom Perry asked Adam to explain to the group how the Commission addresses the comments taken at the public hearing. Adam noted he will bring the comments back to the committee that drafted the chapter being commented on and ask them if and if so, how would they like to address the comments presented. The committee will then amend the plan accordingly and determine with staff whether the amendment constitutes a substantial change to the Plan. If it makes substantial changes, the Plan will need to go out to hearing again.

VIII. Member's Concerns: None.

IX. Adjournment: There being no further business, **Shannon adjourned the Commission by unanimous consent at 8:11 p.m.**

Respectfully submitted,

Adam Lougee, Director