

**ACRPC Full Commission Meeting Notice
September 9, 2026**

Wednesday, 7:00 p.m.

**This meeting will be held via TEAMS and
in person at 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, enter Pin ID: 367383384#](#)

7:00 p.m. Planning Presentation: Hannah Andrew, ACRPC's GIS Manager, will present the Middlebury College Lands Master Planning Process and Plan that she created for and presented to the College last year, concluding this past spring. All are invited to attend and learn about Middlebury College's Master Plan for the > 3,000 acres the College owns in the Champlain Valley that lies beyond its immediate campus environment. For additional information, please contact Hannah Andrew at handrew@acrpc.org.

7:30 BUSINESS AGENDA:

- I. Approval of Minutes:** July 8, 2026
- II. Executive Board Minutes:** July 22, 2026
- III. Treasurer's Report:** Bank Balances, Receivables FY2026 yearend P and L and Balance Sheet
- IV. Committee Reports:** (Act 250, Energy, Local Govt, Nat Res, TAC, Housing, Econ Dev)
- V. Joint Partners Report/Delegate/Staff Recognition:** Welcome new Delegates/Alternates
- VII. Old Business:**

- Maple Broadband Update
- Town Selection of Delegates, Alternates and TAC members
- Committee Assignments
- Other

VIII. New Business

- Vote to adopt the proposed Addison County Regional Plan
- Upcoming Educational Meetings
- 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	Logan Roth-Longe	___
	A	Chris Stackhouse	___	RIPTON	D	Jeremy Grip	___
	A		___		A	Jonathan Heppell	___
BRIDPORT	D	Del Thompson	___	SALISBURY	D		___
	D		___		D		___
	A	Renee Brodeur	___		A		___
BRISTOL	A		___		A		___
	D	Ron Dendas	___	SHOREHAM	D	Nick Causton	___
	D		___		D		___
	A	William Sayre	___		A		___
	A		___		A		___
CORNWALL	A		___	STARKSBORO	D	Herb Olson	___
	D	Stan Grzyb	___		D	Tom Perry	___
	D	Anna Burns*	___		A	Rich Warren	___
	A		___		A		___
FERRISBURGH	A		___	VERGENNES	D	Shannon Haggett*	___
	D	Tim Davis*	___		D	Cheryl Brinkman	___
	D	Arabella Holzapfel*	___		A		___
	A	Steve Huffaker	___		A		___
	A		___	WALTHAM	D	Lisa Sausville	___
GOSHEN	D	Jim Pulver	___		A	Fran Colangelo	___
	A	Chad Chamberlain	___	WEYBRIDGE	D	Gioia Kuss	___
LEICESTER	D	Diane Benware	___		A		___
	D	Tom Barker	___				___
	A		___	WHITING	D	Jennifer Erwin	___
LINCOLN	A		___		A		___
	D	Steve Revell	___				___
	D	Jo Jackson	___	<i>CITIZEN INTEREST</i>	<i>REPRESENTATIVES</i>		
	A	Tim McGowan	___				
MIDDLEBURY	A		___	ADDISON COUNTY CHAMBER OF COMMERCE	D		___
	D	Melanie Sands*	___		A	Phil Summers	___
	D	Philip Pedlikin	___	HOPE	D	Jeanne Montross	___
	A		___		A		___
	A		___	OTTER CREEK AUDUBON SOCIETY	D	Ron Payne	___
MONKTON	A		___		A	Marcia Parker	___
	D	Stephen Pilcher*	___	ADDISON COUNTY FARM BUREAU	D	Charles Roy	___
	D	Debra Sprague	___		A		___
	A		___	OC NATURAL RESOURCE CONSERVATION DIST	D	John Roberts	___
NEW HAVEN	A	Jim Walsh	___		A	Jonathan Chamberlain	___
	A	Harvey Smith*	___	ADDISON COUNTY ECONOMIC DEVELOPMENT CORP	D	Alex Armani-Munn	___
	A		___		A	Richard McKerr	___
	A		___				___
ORWELL	D	Joe Andriano	___				
	D		___				
	A	Daniel Redondo	___				
	A	Cian Quinn	___				

EXECUTIVE BOARD *

Shannon Haggett, Chair
Tim Davis, Treasurer
Anna Burns, Arabella Holzapfel, Steve Pilcher,
Melanie Sands, Harvey Smith

STAFF

Executive Director: *Adam Lougee*
Transportation Planner & Asst. Dir.: *Mike Winslow*
Director of Operations & Finance: *Rebecca Elder*
Finance Admin Assistant: *Kerry Dashnaw*

Senior Community Planner: *Katie Raycroft-Meyer*
Community Planner: *Danelle Birong*
Emergency Management Planner: *Andrew L'Roe*
Energy Planner: *Jolyon Larson*
GIS Data Manager/Natural Resources Planner:
Hannah Andrew

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 larger, 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, Jeremy 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:**

Act 250/Section 248: 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.

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

Local Government: 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

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
July 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

Cornwall Anna Burns
Ferrisburgh Tim Davis

Middlebury Melanie Sands
Monkton Stephen Pilcher
New Haven Harvey Smith
Vergennes Shannon Haggett

STAFF: Adam Lougee, Executive Director

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

MINUTES

Melanie Sands moved to approve the June 24, 2026, minutes. Anna Burns seconded the motion. The motion to approve the minutes passed unanimously by voice vote/show of hands.

TREASURERS REPORT

Adam provided an update on the status of our financial operations. Adam shared the current bank balances, still up considerably over our low in July 2025, but down due to normal payment cycles and an accounts receivable page, showing significant and timely billing and payments. Invoicing is current. The draft Balance Sheet and P and L for fiscal year ending June 30, 2025, remains unchanged as does the interim balance sheet and P and L dated December 31, 2025. Adam and Rebecca are working to produce a Balance Sheet and P and L for fiscal year end June 30, 2026 for the September Full Commission meeting and continue to make progress closing out fiscal year 2026 so Vance can start his review on time in September 2026.

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

ADDISON	BRIDPORT	BRISTOL	CORNWALL	FERRISBURGH	GOSHEN	LEICESTER
LINCOLN	MIDDLEBURY	MONKTON	NEW HAVEN	ORWELL	PANTON	RIPTON
SALISBURY	SHOREHAM	STARKSBORO	VERGENNES	WALTHAM	WEYBRIDGE	WHITING

Housing: Anna reported that the Committee met and discussed ways to implement the Regional Plan and reach out to our member communities to promote housing development. **The Committee also reviewed the comments on the draft Regional Plan provided at the July 8, Regional Plan hearing. The Committee chose not to make any substantive changes to the Regional Plan.**

Local Government: Shannon noted that he plans to have the Local Government Committee more active this year promoting technical assistance and training for municipalities.

Old Business

Regional Plan Update: We will vote on the Regional Plan at our next meeting in September and, assuming it passes, submit it to the LURB within 15 days after the Commission's September meeting.

Outreach and New Initiatives: Adam offered that in addition to the Welcome Package distributed at the July Full Commission meeting for the start of the new year, he wants to hear what other information the Executive Board is interested in having the RPC produce.

First, the Executive Board agreed that job one is implementing the new plan. They liked the idea of each committee picking one or two items from the plan to implement in the near term.

Melanie suggested that the committee reports for each meeting could be used to unify the work of different committees.

Anna noted that the Housing Committee is interested in data regarding funding for housing development from VHFA and town level data on housing and populations that the Committee can share with each municipality. She believes telling/showing the aging population story in most of our communities will galvanize them into action on housing.

The Board also discussed selectboard meetups, shared services, community infrastructure (Water and wastewater in particular) as new initiatives that ACRPC should focus on moving forward.

Lastly, the Executive Board discussed some of the health focused initiatives that Ron Dendas has been focused on, like using data to find census level pockets of poverty or unhealthiness and focusing initiatives on that population.

Other: None.

NEW BUSINESS

Other: None.

MEMBERS' CONCERNS/INFORMATION

Melanie suggested that putting a Master calendar together of all public meetings be placed on ACRPC's website.

EXECUTIVE SESSION

None.

ADJOURNMENT

Shannon ordered the Executive Board adjourned by unanimous consent at 7:34 p.m.

Respectfully submitted,

Adam Lougee

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
August 26, 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

Cornwall Anna Burns

Ferrisburgh Tim Davis

Middlebury Melanie Sands

Monkton

New Haven

Vergennes Shannon Haggett

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

Shannon opened the meeting at 6:34 p.m. and welcomed the Executive Board, and Adam. Shannon noted the meeting is being recorded and is available to view at ACRPC's You Tube page, <http://www.youtube.com/@AddisonCountyRPC>.

MINUTES

Anna Burns moved to approve the July 25, 2026, minutes. Melanie Sands seconded the motion. Melanie then asked that the minutes be amended to reflect some additional comments she had made during the meeting about sharing committee meetings amongst committees and specifically assigning plan chapters to committees. Anna Accepted these amendments to the minutes as friendly amendments. The motion to approve the minutes, as amended, passed unanimously by voice vote/show of hands.

TREASURERS REPORT

Adam provided an update on the status of our financial operations. Adam shared the current bank balances, in very good shape and an accounts receivable page, showing significant and timely billing and payments through year end June 30, 2026. Invoicing is current. The draft Balance Sheet and P and L for fiscal year ending June 30, 2026 are ready in draft form and were shared with the Executive Board. The Balance Sheet and P and L for fiscal year end June 30, 2026 will be ready for the September Full Commission meeting. Rebecca will close out fiscal year 2026 so Vance can start his review on time in September 2026. The P and L for FY 2026 shows a loss of about \$57,000. While this may change a little bit, it is accurate

within a couple of thousand dollars. While the loss is disappointing, it reflects a number of extra expenses ACRPC undertook this year to make its books healthy. These include significant IT and software investments (\$12,000) Extra accounting help (\$20,000), Accruing sick time, which may or may not ever be used (\$21,000, the loss of EMPG funding (FEMA \$50,000) in September of 2026 and increased accounting and consultant help to complete the Regional Plan and catch the books up. The loss roughly equals the gain in the previous year. Given all the factors noted above, Shannon determined that he was satisfied with the explanation and praised Rebecca for her good work.

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

Local Government: Last meeting Shannon noted that he plans to have the Local Government Committee more active this year promoting technical assistance and training for municipalities. Anna followed up on that idea and is particularly interested in having population and housing data pre-packaged for municipalities to understand what is happening with their demographics, what that means and why they should build more housing.

TAC: Shannon noted that the TAC met in August and reviewed applications from four communities within the Region for the TAC grants for transportation planning the commission offers each year. The TAC will make decisions at their September meeting.

Old Business

IT and Systems Changes: Shannon moved this forward in the agenda so Rebecca could report and leave the meeting. Rebecca worked her way through the memorandum which is attached to these minutes. It noted the major changes ACRPC had undertaken in the last year to improve its security and capabilities and noted new actions for FY2027. **See IT Memo.**

Regional Plan Update: We will vote on the Regional Plan at our next meeting on September 9th. and, assuming it passes, submit it to the LURB within 15 days after the Commission's September meeting.

Outreach and New Initiatives: Covered under Local Government Committee.

Other: None.

NEW BUSINESS

Committee Assignments: The Executive Board worked through requests and made Committee assignments trying to honor requests and build resilient committees. **See Committee Assignments Memo.**

Other: None.

MEMBERS' CONCERNS/INFORMATION

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Shannon ordered the Executive Board adjourned by unanimous consent at 8:31p.m.

Respectfully submitted,

Adam Lougee

ACRPC COMMITTEE ASSIGNMENTS Fiscal year 2026 – 2027
Appointments by Executive Board 9 9 2026

Standing Committees:

1. **Act 250.** To review all Act 250 applications for a “significant regional impact” as defined in the Regional Plan and to support towns in the Act 250 process. If a regional impact exists, or if a town requests assistance, conduct a review of the application to determine whether it complies with the Regional Plan pursuant to 10 V.S.A. §6086(a)(10) and make a recommendation concerning a position to the Executive Board and Full Commission. Generally, the Committee will only review permit applications deemed “Major” applications that require a public hearing.

Members:

Steve Revell, Chair
Jim Walsh
Steve Huffaker

Stephen Pilcher
Arabella Holzapfel

Staff: Adam

Jeremy Grip
Joe Andriano

2. **Local Government.** Conduct a regional review, including a public hearing, of Town Plans for communities requesting regional confirmation. The review shall be conducted pursuant to the criteria set forth in 24 V.S.A. §4350. Upon conclusion of the hearing, the committee shall make a recommendation for a vote of the Commission. The Committee may also take up other public outreach functions to member communities to help implement the Regional Plan.

Members:

Shannon Haggett, Chair
Steve DeCarlo
Phil Pedlikin

Jim Pulver
Jennifer Erwin
Herb Olson

Staff: Katie

Sharon Macedo
Diane Benware

Ad Hoc Committees:

3. **Natural Resources.** This committee’s primary objective is to address topics concerning or impacting significant natural resources in the Region and make recommendations for policy or actions to the Executive Board and Commission. This year coordinating water quality projects for the Clean Water Service Provider and implementing the primary goals and actions of the Regional Plan are priorities.

Members:

Arabella Holzapfel, Chair
Stan Grzyb
Jon Roberts

Debra Sprague
Ron Payne
Harvey Smith

Staff: Hannah

Jeanne Montross
Lisa Sausville

4. **Energy.** The Energy Committee of the Addison County Regional Planning Commission shall be responsible for implementing the policies, goals and recommended actions contained within the Energy Section of the Addison County Regional Plan. As such it shall be responsible for the following:
 - a. Establishing an ongoing educational process concerning energy issues within the Region;
 - b. Supporting town energy coordinators in the Region;
 - c. Finding and implementing funding opportunities for local energy projects;
 - d. Identifying possible locations for appropriate hydro, wind, solar or bio-fuels;
 - e. Supporting local or regional conservation programs;
 - f. Advising ACRPC’s full commission regarding ACRPC’s role in State Energy Policy

Members:**Cheryl Brinkman, Chair**

Jeremy Grip

Bob Schatz

Jamie Dayton

Rich Warren

Staff: Jolyon

Jim Walsh

Tom Perry

5. **Transportation Advisory Committee.** The TAC conducts the transportation-planning role of the regional planning commission. It operates as an ad hoc subcommittee of the RPC and recommends priority transportation projects, implements priority goals and actions in the Regional Plan, makes recommendations for the selection of consultants, assigns any planning funds reserved to local planning projects from the transportation portion of the budget and makes recommendations for transportation related policy or actions to the Commission. The Transportation Advisory Committee consists of designees of each town that may or may not be members of the RPC. Commissioners desiring to serve on this committee should also speak with their Selectboard and make sure that the Selectboard has not already appointed a delegate to the TAC and request that the Selectboard approve their appointment to the committee.

Municipal appointments of made by Selectboard for 2026- 2027:**Staff: Mike****Chair: Andrea Treadway, Orwell****Vice Chair: Kyle Rowe, Panton****VTrans (Non-voting): Abe Koffman****Addison:** Martin Haitz

Alt: Christine Dubois

Bridport: Sharon Macklin

Alt: Drexel Wheeler

Bristol: Vacant**Cornwall:** Brian Kemp**Ferrisburgh:** Vacant

Alt: Tim Davis

Goshen: Vacant**Leicester:** Diane Benware

Alt.

Lincoln: Ken Stockman

Alt.

Middlebury: Laura Asermily

Alt:

Monkton: Thomas Steadman

Alt. Steve Pilcher

New Haven: Mike Audy

Alt. John Roleau

Orwell: Andrea Treadway, Chair

Alt. Mike Christian

Panton: Kyle Rowe, V. Chair

Alt.

Ripton: Norm Tjossem

Alt: Jonathan Heppell

Salisbury: Vacant**Shoreham:** Vacant**Starksboro:** Vacant**Vergennes:** Shannon Haggett

Alt.

Waltham: Michael Grace

Alt. Cookie Steponatis

Weybridge: Vacant**Whiting:** Robert Wood

Alt. Steve Quenville

Please note that if your Selectboard has already appointed a member to the TAC, the Executive Board appointed Commissioners requesting this committee as alternates or appointed them to another committee.

6. **Housing Committee:** ACRPC recently updated the Housing and Population sections of the Regional Plan. This Committee shall help staff implement that the priority goals and actions of that Plan section.

Members:**Anna Burns, Chair**

Herb Olsen

Staff: Katie

Tom Perry

Chris Stackhouse
Del Thompson

Tim Davis

Rich Warren

7. **Economic Development Committee:** This Committee will work in coordination with the delegates of ACEDC to help implement the goals and actions contained within the Regional Plan or within the ACEDC appendix to the Plan. It will also serve as the brownfields review committee as necessary to implement that program.

Members:

Gioia Kuss, Chair
Melanie Sands

Ron Dendas
Alex Armani Munn

Staff: Adam/Andrew/Danelle

Phil Pedlikin

Appointments to other State or regional boards:

Addison County Chamber of Commerce –

Addison County Economic Development Corporation – **Ron Dendas**, ALT. Adam Lougee



ACRPC At Work: FY 2026

Projects

- Brownfields
- Clean Water
- Economic Development
- Equity, Environmental Justice, & Healthy Communities
- Emergency Planning & Disaster Recovery
- Grant Writing & Administration
- Housing
- Mapping
- Planning & Zoning
- Transportation Planning
- Energy Planning

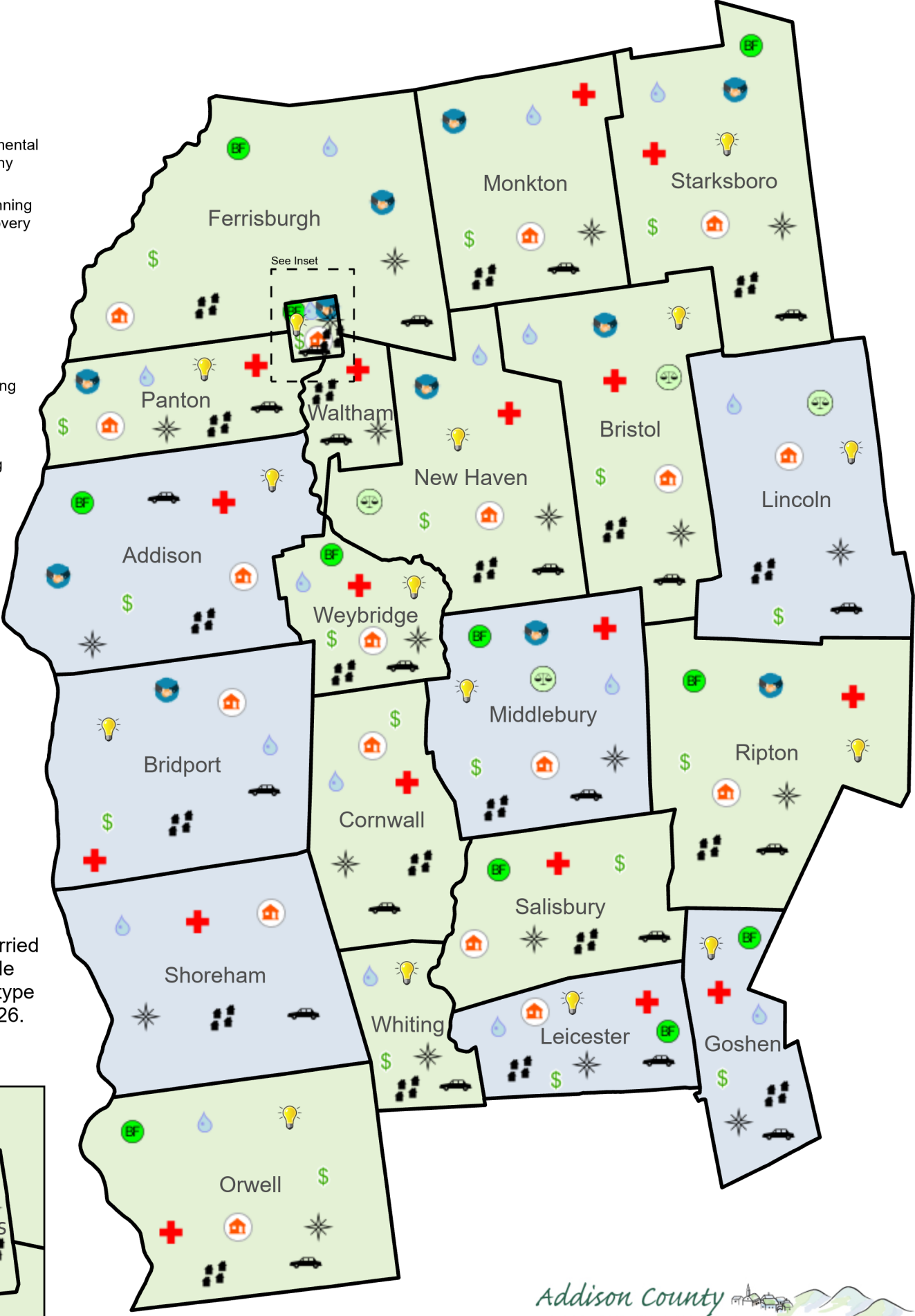
Town Plan Status

- Current
- Expired

Zoning Status

- Adopted
- Flood Only
- None

Note: ACRPC carried out Regional scale projects of each type in Fiscal Year 2026.



MEMO

To: Adam Lougee and ACRPC Executive Committee
From: Rebecca Elder, Director of Operations/Finance
RE: Summary of IT and Systems changes in FY26 and FY27 workplan

Executive Summary

With Executive Board support in spring 2025, ACRPC moved from Google Workspace to Microsoft 365 Government (GCC) and partnered with a managed IT provider. The transition delivers stronger safeguards, resilient infrastructure, and standardized backups for email and files, creating a secure base for future AI use. Finance investments—upgraded systems and additional licenses—have increased departmental capacity. These improvements have laid the groundwork for the FY27 workplan and put ACRPC in a solid position for growth and stability.

Changes implemented in FY26:

- **Cybersecurity upgrades:** Physical firewall and business class software both support cybersecurity (see Microsoft and Firewall below). IT managed services team provides monitoring and auditing of systems and devices, applies regular security patches, and alerts us if there is a problem on our network. Staff has access to IT staff via phone/email for help with anything tech related for ACRPC work.
- **Microsoft 365 GCC user licenses** – Government Cloud provides a restricted, secure cloud-based environment that is not mixed with commercial cloud licenses. This provides additional security features.
 - Our system requires **Multi-Factor Authentication (MFA)** that all staff use.
- **Hardware replacement schedule:** 4-year replacement cycle. All staff now use business-class PCs. Macs have been retired/sold.
- **Email migration** completed – Moved from unsecured commercial Google account to secured M365 GCC cloud. All emails were archived at project commencement. All emails since are retained in redundant backups through our M365 licenses.
- **File migration** completed – Moved all staff files from Google account to secured M365 GCC cloud. All files were archived at project commencement. All files are retained in redundant backups through our M365 licenses.
- **Firewall** installed – Physical firewall added for security. It is routinely monitored and updated by our IT service provider.

- **Redundant backup system** implemented for GIS and Quickbooks Enterprise –
 - **GIS:** A NAS backup system is now in place for the GIS data and all map archives of the organization. GIS server is currently stored and maintained offsite at staff member's house. Redundant backups ensure all data is retained and accessible in the case of an emergency.
 - **Quickbooks Enterprise:** A cloud and physical backup system implemented for the financial data and HR files. The server is housed at the ACRPC office and is monitored by Rebecca and our IT prover. All other financial and grant files are backed up through M365.
 - **See attached “Executive Summary”** – this is emailed to Rebecca regularly.
- **KnowledgeWave Training portal** – In the spring of 2026, a subscription to KnowledgeWave training services was provided to all staff members. This allows staff to pick and choose training sessions that fit their needs and their schedules. Both online, live sessions and pre-recorded sessions are offered. Additional team training is being planned for FY27.
- **Data presentation** – ACRPC staff has been exploring the use of new tools in Microsoft 365 to allow us to process and present more regional data in services to towns. Our consultant has tested Power BI and is working with staff to refine the process and tools to support multiple planning programs.
- **Meeting platform** – changed from Zoom to Microsoft Teams for public meetings. This reduced a monthly cost and eliminated an additional platform to manage. Teams is part of our M365 license suite and provides integration with our other daily software and tools.
- **Finance Systems**
 - **Quickbooks:** Moved from a single-user license to QB Enterprise. This is set up as a “server” that two staff members can access remotely or in the office for simultaneous finance functions. Staff access via a VPN (virtual private network). Consulting CPA meetings are conducted remotely via secured network.

Goals for FY27

- **SharePoint file structure** and comprehensive organization resource plan – This is essential to AI and future systems for workflow efficiency and accuracy. Staff time

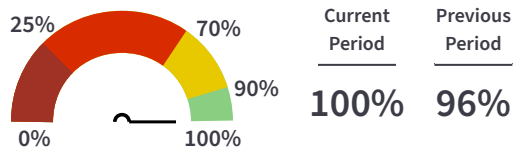
and collaboration with KnowledgeWave and TechGroup will be needed. Training and staff commitment to shared goals will support the project's success.

- **AI – prepare for the use of AI in the workplace.**
 - Create ACRPC policy to guide staff use
 - Establish protocols to protect any data that is not publicly available
 - Ensure HR and financial information is separated from programmatic work
 - Create budget for AI subscriptions and training (Intelligence Budget)
- **Website updates**
 - Compliance with accessibility requirements per DHCD – staff time must be dedicated to this work
 - Plan for redesign of ACRPC website – likely not until FY28; move away from WordPress platform
- **Finance Systems**
 - Determine whether to stay with Quickbooks or move to different fund accounting software
 - End use of Bill.com for A/P processing and select different service for processing.
 - Move payroll processing in-house and use external CPA/firm to process quarterly and annual reports.

Summary Overview

This report provides an overview of backups and actions that occurred during this reporting period. Included below are statistics relating to your overall backup health, recovery times, and data storage.

Average Backup Health Score



During this report period, an averaged **100%** of **your protected systems** met their specified SLA protection threshold.

1,823 GB
Total Data Backed Up

111/168
Successful Backups

563 GB
Appliance Storage

15
Average Backups per Day

0 GB
Local Cache Storage

8446
Total Restore Points

0 GB
Average Data per Server/NAS

907 GB
Avg. Data per Workstation

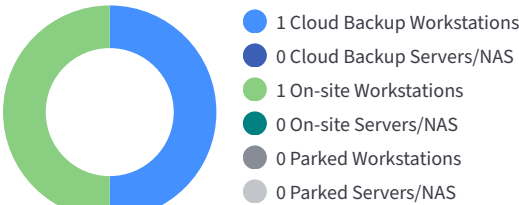
0.0 Hours
Est. Time to Recover Server/NAS Data*

12.5 Hours
Est. Time to Recover Workstation Data*

0.2 Hours
Est. Time to Virtualize Server

0.2 Hours
Est. Time to Virtualize Workstation

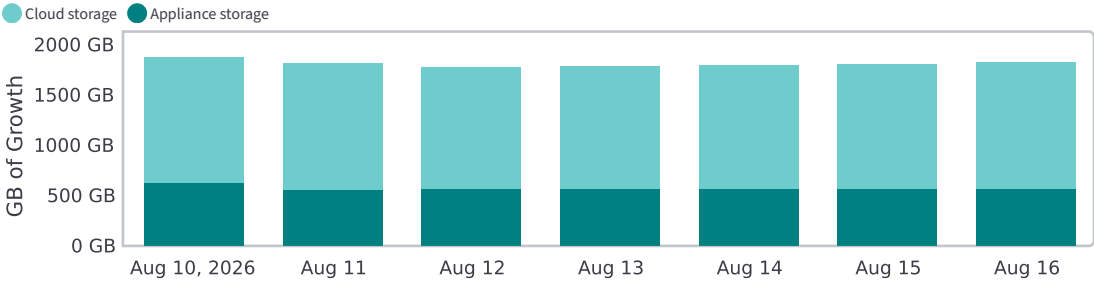
Protected System Counts



At the end of the report period, your organization had **2 systems** protected.

*Time to download backed-up data from the Cloud via FTPS, based on an internet speed of 350 Mbps

Storage Growth



Protected Systems Health History



Over the 7 day period, Servers met their specified SLA protection threshold 0% of the time, Workstations 100%, and NAS devices 0%.

Suggested Actions and Additional Comments

No actions necessary, your backups are healthy! Please contact us if you have any questions.

Protected Systems Listing

● ≤ 25% SLA ● 26 - 70% SLA ● 71 - 90% SLA ● ≥ 91% SLA ● No Data

Protected System Name and Type	AutoVerify & BootVM Screenshot Last Automated Virtualization Test	Backup Size Total System Data	Health History 1 block = Average SLA for 1 Day
 GIS_Desktop Workstation	  2026-08-17	 564.50 GB	
 ACRPC-1XVRFB3 Workstation	  2026-08-07	 302.33 GB	