

Meeting Minutes
Addison County Regional Planning Commission
Wednesday, September 9, 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: Chris Stackhouse
Bridport: Del Thompson

Bristol: Ron Dendas
Cornwall: Anna Burns

Ferrisburgh: Arabella Holzapfel
Steve Huffaker

Goshen: Jim Pulver
Leicester: Diane Benware
Lincoln: Steve Revell
Middlebury: Melanie Sands
Phil Pedlikin

Monkton: Debra Sprague
Steve Pilcher

New Haven: Harvey Smith
Jim Walsh
Orwell: Dan Redondo
Panton: Jamie Dayton
Ripton: Jonathan Heppell

Salisbury:
Shoreham: Nick Causton
Starksboro: Tom Perry
Herb Olson

Rich Warren
Vergennes: Shannon Haggett
Cheryl Brinkman

Waltham: Fran Colangelo
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. Planning Presentation: Shannon Haggett, the Chair of the Commission, opened the meeting at 7:02 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 www.youtube.com/@AddisonCountyRPC.

Shannon introduced Hannah Andrew, ACRPC GIS Manager. Hannah presented a planning project she had recently completed for Middlebury College creating a master plan and searchable database to help the trustees of the College make decisions about managing the thousands of acres Middlebury College owns outside of campus in the Champlain Valley. A copy of the presentation Hannah provided is linked below.

<https://acrpc.org/2026/09/middlebury-college-lands-atlas-demonstration/>

Business Meeting: Shannon started the meeting by asking the commission to rearrange the agenda. He moved the Delegate/ Staff recognition and the vote on the proposed draft of the Regional Plan to the top of the Agenda.

- I. Joint Partners Report/Delegate Staff Recognition:** Adam welcomed new members Del Thompson of Bridport and Fran Colangelo of Waltham to the Commission and provided them with the opportunity to introduce themselves. Adam also took the opportunity to thank all of the delegates for their presence this evening for the vote on the Regional Plan and especially thanked Nick Causton for his service to the Town of Shoreham on the Commission. Nick has served on the Commission for over 10 years and stayed with us through the vote tonight before leaving the Commission.
- II. Vote to Adopt the Proposed Addison County Regional Plan:** Shannon noted that ACRPC has been working hard on this plan for a long time. After significant public input and three formal public hearings, it is time to vote on the plan. Shannon requested a motion. **Stephen Pilcher moved to vote to pass the Addison County Regional Plan as presented. Anna Burns seconded the motion. After a very brief discussion, all members of the Addison County Regional Planning Commission present and able to vote voted in favor of passing the Addison County Regional Plan. Adam noted that the delegates present significantly exceeded the supermajority of 60% of seated delegates representing municipalities needed to pass the Plan and confirmed that the Plan passed unanimously. He thanked the Commission for the vote.**
- III. Approval of the July 8, 2026 meeting minutes:** Herb Olson moved approval of the July minutes. Stephen Pilcher seconded the motion. The minutes passed with minor amendments by a voice vote/show of hands, with Hugh McLaughlin, Jonathan Heppell, and Jim Walsh abstaining.
- IV. Executive Board Minutes:** Shannon noted that the Executive Board meeting minutes of July 22, 2026 and August 26, 2026 are included in the package for your information. He offered the opportunity for the Commission to ask questions. Hearing none, he moved forward.

- V. **Treasurer's Report:** Adam presented the treasurer's report. He noted that at the previous Executive Board meeting the group had discussed finances extensively and that discussion is recorded in the minutes. Adam noted that our bank balances are back up significantly, mainly because billings for the end of the quarter have largely been collected. He highlighted the current billings and collections on the accounts receivables page that he shared. He and Rebecca Elder, the Commission's Operations Director, presented a P and L and Balance Sheet for fiscal year end 2026 as they had promised to do in June. Adam noted he believes this is the beginning of getting financial reporting back on a timely basis. Adam and Rebecca reviewed the P and L and Balance Sheet. Adam noted the P and L showed a loss for 2026 of approximately \$57,000. Adam noted that while he is unhappy with any year showing a loss and looks to limit them, he found this year's acceptable given the circumstances. Adam summarized some of the activities that contributed to the loss. They included: Losing EMPG revenue in September of 2025 (-\$40,000), accruing sick time to the books (\$21,000); hiring extra help for the accounting department, and incurring extra expenses to redo the accounting system (\$20,000) and hiring extra staff to help complete the regional plan. After questions and discussion, **Phil Pedlikin moved to accept the Treasurer's report as presented. Nick Causton seconded the motion, which passed unanimously.**

VI. **Committee Reports:**

Act 250/Section 248: Adam noted the committee did not meet.

Energy Committee: Cheryl Brinkman noted the committee did not meet.

Local Government: Shannon Haggett noted the committee did not meet, but he expects a meeting in October to review the Leicester Town plan including its enhanced energy chapter.

Natural Resources: Arrabella Holzapfel reported the committee did not meet.

Transportation Advisory Committee: Mike Winslow, ACRPC's Assistant Director and Transportation Planner, delivered the report. He noted that the TAC met and reviewed grant applications for planning studies submitted by four towns within the Region. They will vote on those applications at their next meeting to be held next week.

Housing: Anna reported that a sub-committee of the Housing Committee met just prior to the Full Commission meeting. They are creating an outreach strategy to speak with municipalities about building housing options in each of their communities.

Economic Development Committee: The committee did not meet. Alex Armani-Munn from Addison County Economic Development noted that it is coming up on time to

submit regional priority projects to their project list and urged all municipalities to submit projects that might need funding.

VII. Old Business:

Maple Broadband Update: Steve Huffaker noted Maple Broadband now has about 771 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.

Town Selection of Delegates, Alternates, and TAC Members: Adam noted we had a great turnout tonight for the Plan vote, thank you again, but also noted that we have one town without delegates and several that have not filled all the seats available to them. He asked the Commission members to help recruit new delegates or alternates in their community and offered to help pursue their suggestions.

Committee Assignments: Shannon that the Executive Board has made its initial committee assignments. They are contained in your packet. Shannon noted the Executive Board tried to give everyone their first or second choice, while also filling all committees. If you are unhappy with your assignment or would like an additional assignment, please speak with Adam or a member of the Executive Board.

Other: None.

VIII. New Business:

Vote to Adopt the Proposed Addison County Regional Plan: Moved to item II above.

Upcoming Educational Meetings: Adam pointed the Commissioners to the newsletter and noted that ACRPC had several educational programs scheduled this fall. He highlighted three: an “Essentials Training” for new planning commission, DRB, or selectboard members conducted as a hybrid meeting here at ACRPC’s offices and online on September 30 from 6 to 7:30 p.m.; A selectboard meetup with VLCT also conducted as a hybrid meeting here at ACRPC and online on October 1 from 5:30 to 7:30 p.m. and a Flood Hazard Bylaws training at ACRPC on October 13 from 12:00 to 2:00 p.m. Adam noted that if Commissioners or member municipalities want ACRPC to provide other trainings, or if Commissioners would like specific programs at our monthly meetings, they should please let Adam or a member of the staff know. Lastly, Adam let the Commission know that Mike Winslow would be running the October Full Commission meeting for them.

Other: None



- IX. Member's Concerns:** John Roberts, the Commission representative from the Otter Creek Natural Resources District, let the Commission know that the District has hired a new District Manager. The new Manager started yesterday, and John noted they looked forward to doing more work with ACRPC.

Cheryl Brinkman noted that the Climate Economy Action Center of Addison County ("CEACAC") is a good organization that sponsors lots of programs like energy navigators and that they are looking for Board members.

Shannon noted that long time Middlebury Town Manager and Lincoln selectboard member and resident, Bill Finger, had recently passed away. Shannon sent the Commission's thoughts and prayers to Bill's family.

- IX. Adjournment:** There being no further business, **Shannon adjourned the Commission by unanimous consent at 8:21 p.m.**

Respectfully submitted,

Adam Lougee, Director