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### At-Large Members

Rod Francis

Seth Jensen

Hal Wilkins

Catherine Bryars

Chris Sargent, AICP, CFM

Ravi Venkataraman

## VPA EC Meeting Minutes

January 18, 2019

GoTo Meeting Call-In

*Executive Committee members present:* M. Kane, M. Tuttle, S. Lotspeich, D. Rugh, S. Hadd, M. Tuttle, R. Francis, S. Jensen, H. Wilkins and R. Venkataraman

*VPA Members:* None

*Meeting began at 10:04 a.m.*

### 1. Announcements & Agenda Modifications

None.

### 2. Minutes of November 16, 2018 Executive Committee Meetings

*Action:* Motion to approve minutes of November 16, 2018 Executive Committee meeting as revised by D. Rugh and S. Lotspeich: 1) S. Lotspeich. 2) M. Tuttle.

*Motion passes unanimously.*

### 3. Treasurer's Report for October-December 2018

S. Lotspeich gave the Treasurer's Reports for October, November and December, 2018. In October, there were some catch-up expenses from the VPA Future of Act 250 Conference, as we paid P. Elmer Hough and R. Stone. We also paid Bromley Mountain for catering for lunch for our August EC meeting. For income in October, we also received the \$1,000 NNECAPA Grant and a small membership dues payment. There was no activity in November. In December, VPA paid the \$250 VECAN sponsorship, and C. Sawyer's Downtown Board representative stipend. Any of R. Francis' expenses will be charged to December 2018. The next EC Agenda will include an item to discuss possible renewal or termination of the organization's Vermont Community Loan Fund investment since VPA will likely need some flexibility and/or liquidity as it moves towards reorganization to become a NNECAPA section.

*Action:* Motion to approve October, November and December, 2018 Treasurer's Reports: 1) D. Rugh. 2) R. Francis. *Motion passes unanimously.*

### 4. Old Business

#### A. NNECAPA Next Steps

M. Kane discussed where things stand with reorganization. There is another retreat scheduled for April 5-6, and M. Kane, M. Tuttle and S. Lotspeich will be attending. VPA will need to come out of that retreat meeting with a clear understanding as how the membership transition will work since we'll be moving to APA handling

membership renewals in 2020. There are other aspects of the transition that will need some clarity as a result of this meeting, including the budgeting issues, coordinating policies and possible Committee reorganization. The devil is in the details, and we'll have further discussions regarding this retreat in February and March.

## **5. Committee Check-in Reports**

### **A. Legislative Committee**

A. Weinhagen could not attend the meeting, but the Legislative Committee's first meeting is an in-person meeting on February 1<sup>st</sup> in Waterbury. There will be a social event following. The Legislature's Commission on the Future of Act 250 issued its Recommendations for amending Act 250, but no legislation has been drafted yet. Many of VPA's recommendations were carried forward, which is reassuring. VPA's new legislative intern, Sophie Ehrhardt, has already started her work tracking legislation for VPA, VNRC and VT League of Conservation Voters.

### **B. Professional Development Committee**

Questions were raised as to whether P. Conner was still the Chair of this committee. This committee is important for planning conferences and ensuring that AICP credits get awarded for conferences. We will circle back and evaluate the status of this in February. R. Venkataraman volunteered to join this committee.

### **C. NNECAPA**

M. Tuttle provided an update on where things are with NNECAPA. VPA will be the host of the NNECAPA conference in 2020. There was a discussion of possible locations, and many towns and venues on the east side of Vermont were mentioned, including Lake Morey Resort in Fairlee, White River Junction, Woodstock Inn in Woodstock, Norwich and Hardwick. Organizing for the conference will be the job of the Professional Development Committee, so it's important to reach-out and get the committee reorganized. Often, the Professional Development Committee creates a subcommittee specifically to plan the NNECAPA conference. M. Tuttle suggested a more urban location for the conference, as opposed to a retreat-style, and we'll likely be looking at mid-September, 2020 as a date.

The other NNECAPA item is that we need a NNECAPA Section Representative for 2020-2021 since we need to have a name to put on the ballot in February. M. Kane said he may be interested in the position. A solicitation for the position will be posted on the listserv.

### **D. Awards Committee**

D. Rugh gave the Awards Committee report. He has already prepared nomination forms and begun soliciting nominations. The initial deadline for awards nominations is February 8<sup>th</sup>. The awards ceremony will be held at the Statehouse's Cedar Creek room on Thursday, April 11<sup>th</sup> at 4:00 p.m. D. Rugh mentioned that it would help greatly to have some additional committee members to assist with organizing award letters, certificates and plaques in March, after NHPA has provided its recommendations to VPA, and the EC has decided who the winners will be. D. Rugh encouraged EC members to submit nominations.

## **E. Communications Committee**

S. Hadd gave the Communications Committee report. NNECAPA reports that the new website will be ready to go in March, and our agreement with Thorworks will be terminated as of that date. S. Hadd has begun migrating over our materials. There is a link to a Dropbox for each NNECAPA Section on the new website where many archival materials will be stored like old annual meeting minutes, etc. There are number of different categories on the new website than on the current website, so some reorganization of material will be necessary. The committee is planning a demonstration of the new website at the February EC meeting.

## **F. Nominating Committee**

H. Wilkins gave the Nominating Committee report. See Item 6(C) below.

## **G. Social Committee**

R. Stone is not on the EC and can no longer serve as chair. We'll need a new chair though R. Stone is willing to assist. It was suggested that when a committee has an event, like a conference or a legislative committee meeting, the chair of that committee can organize a social event, so committee may not be needed.

## **H. VPA Act 250 Working Group**

S. Jensen questioned whether the VPA Advisory Working Group should stay together since the Advisory Working Group's mandate has been fulfilled. D. Rugh suggested that the Working Group be disbanded and suggest that all members move to the Legislative Committee to continue to follow the new legislation on changes to Act 250.

*Action:* Motion to disband Working Group, thank them for their service and to transfer oversight of Act 250 legislation to the Legislative Committee 1) D. Rugh; 2) S. Lotspeich. *Motion passes unanimously.*

## **6. New Business**

### **A. 2020 Budget – Review of Budget Priorities for Combined NNECAPA/Section Budget**

S. Lotspeich discussed some of the changes that would be needed to VPA's budget and expenses, including some larger expenses that VPA would be left responsible for when it will receive only a limited amount of income from NNECAPA. The Downtown Board representative and Legislative Liaison are two critical positions that are funded by a stipend that we may not have much money for after the reorganization. It was suggested that we have only one conference per year going forward in the spring and encourage members to attend the NNECAPA Conference in the fall with a small annual meeting around the holidays. Another large expense is the legislative intern, and it's likely that we cannot support that position with the +/- \$4,000 amount that the EC anticipates receiving from NNECAPA annually. M. Kane suggested that it would be possible to reduce some of the amounts of the stipends, but not eliminate them, so it's not an "all or nothing" proposition. It's important to explain to NNECAPA the important role of the Downtown Board Representative, which is a state-wide position that is extremely critical for the organization and for planning in Vermont. M. Tuttle suggested it would be best to focus conferences on one event per year and that

the Professional Development committee's focus be that single event.

There were some questions too about the impact on VPA's non-profit status both in terms of accepting sponsorships to fund certain positions with stipends and also the effect of the reorganization on our non-profit status and relationship with NNECAPA. M. Tuttle will run these items by NNECAPA.

### **B. 2019 Draft Workplan**

M. Kane prepared an updated Workplan for 2019. M. Tuttle suggested and circulated some revisions based on discussions at today's EC meeting. One change in particular was to add a reference to the VPA's project to amend and revise the Title 24, Chapter 117 Plan Goals and Elements.

*Action:* Motion adopt the 2019 Workplan as amended by M. Kane and M. Tuttle: 1). S. Lotspeich. 2) R. Francis. *Motion passes unanimously.*

### **C. Committee Assignments – Vacant Positions!**

Professional Development and Awards Committees need a few bodies, and M. Kane will post a listserv item to solicit members. A separate NNECAPA 2020 Committee will be established later, but S. Lotspeich will help M. Tuttle with finding a venue before forming a larger committee.

### **D. 2019 Membership Renewal Process**

M. Kane discussed the membership renewal process this year. Getting the membership renewals in is a challenge, and it was especially so last year due to website problems. S. Lotspeich will set it up so individual members can register through Constant Contact, which will then link to PayPal for credit card payments. We will try to set up organizational memberships this way too if we can, and if so, we will be able to obtain all the organizational members' information. VPA will need to send out invoices to at least some organizational members because many of those members need an invoice in order to make payment. A problem arises when someone has to make a check payment, as opposed to a credit card payment. This is because PayPal easily handles the credit card payments, but processing the check payments is a paperwork exercise. The issue of how to deal with mid-year membership sign-ups will work with the website transition, and M. Kane and S. Hadd will look into it. It was suggested that we have a mid-year cut-off date for 2018 membership sign-ups.

### **E. VPA Plan Goals and Elements - Discussion**

S. Hadd presented a White Paper on reorganizing the Planning Goals and Elements in Chapter 117 of Title 24 so they're clearer and more organized. This was an item that VPA said it would look at as part of the legislative process that led to amending the deadline for plan expiration from 5 years to 8 years, which change was adopted a couple years ago. S. Hadd's Committee was filled with great volunteers, and they produced a White Paper proposing that the goals and elements be reorganized. It was hard to focus the White Paper on just the goals and elements, as there was some tendency to broaden the Committee's scope, but they tried to stay focused on reorganizing the goals and elements. The Committee wanted to send the current draft to the EC and Legislative Committee for comments since the White Paper is still a work in progress. There is likely some intersection between the proposed changes to Act 250 and the reorganization of plan goals since an amended Act

250 may require town plans to comply with all of Chapter 117's planning goals in order to have regulatory effect. S. Jensen suggested that the Committee keep in mind how different communities use their plans, as rural communities' plans are different than the plans in more urban municipalities with capital budgets, zoning, etc. S. Hadd asked that the EC take a look at the White Paper and get back to her with comments. It will also be forwarded to Legislative Committee.

#### **F. Meeting Schedules**

M. Kane suggested that the March 15<sup>th</sup> meeting be face-to-face and will include an EC meeting and then legislative cracker barrel in Montpelier. The June meeting will also be face-to-face in Burlington area. September will also be in-person in Stowe on September 13<sup>th</sup>. Since the NNECAPA Conference will likely be 11/14-15, the EC postponed the discussion and scheduling of VPA's first Annual Meeting as a NNECAPA Section. It was suggested that VPA's Annual Meeting as a Section follow NNECAPA Annual Meeting.

#### **7. Adjourn**

**Next meeting is a call-in meeting on February 15, 2019 from 10:00 a.m. to noon.**

*Action:* Motion to adjourn: 1) R. Francis. 2) S. Lotspeich. *Motion passes unanimously.* Meeting adjourned at 12:07 p.m.



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## VPA EC Meeting Minutes

February 15, 2019

GoTo Meeting Call-In

*Executive Committee members present:* M. Kane, M. Tuttle, S. Lotspeich, D. Rugh, S. Hadd, M. Tuttle, R. Francis, S. Hadd, C. Sargent and C. Bryars

*VPA Members:* None.

*Meeting began at 10:04 a.m.*

### 1. Announcements & Agenda Modifications

The Awards Committee report moved up because D. Rugh had to leave the meeting early. The VPA Act 250 Working Group agenda item has been removed, as this group has disbanded.

### 2. Minutes of January 18, 2019 Executive Committee Meetings

S. Lotspeich suggested a minor revision to the January 18, 2019 minutes. *Action:* Motion to approve minutes of January 18, 2019 Executive Committee meeting as revised: 1) S. Lotspeich. 2) R. Francis. *Motion passes unanimously.*

### 3. Treasurer's Report for January 2019

S. Lotspeich gave the Treasurer's Reports for January 2019. There was only one membership dues deposit in January, which was \$15 short, but the EC won't require the member to make up the difference. As far as expenses are concerned, VPA paid Thorworx for website maintenance, paid A. Weinhagen's legislative stipend for 2018, made a credit card payment for the food from the Annual Meeting and paid our registration fee as a lobbyist with the Secretary of State's office.

The EC will discuss renewing VT Community Loan Fund investment in March. Because of the NNECAPA transition, VPA may need more liquidity, but the EC will evaluate it next month once more membership dues come in when we'll have a better idea of where our account balance stands.

*Action:* Motion to approve January 2019 Treasurer's Report: 1) D. Rugh. 2) M. Tuttle. *Motion passes unanimously.*

### 4. Old Business

#### A. NNECAPA Progress

M. Kane discussed where things stand with reorganization. The RFP for Chapter administrative services was distributed and responses are due next week. There is concern that what NNECAPA is looking for doesn't line up with the compensation

offered, but NNECAPA has to see where responses to the RFP come in. EC members should think about any questions they have regarding the reorganization that need to be distributed to NNECAPA prior to the April retreat. S. Lotspeich suggested that a draft 2020 budget for the Vermont section of NNECAPA be prepared in advance of the March EC meeting so those going to the retreat have a good idea of what the EC is looking for.

## **B. Committee Assignments – Vacant Positions**

R. Venkataraman will be joining the Professional Development Committee. A benefit of using the Constant Contact membership registration process is that it allows members to sign up for committees when they register. If we don't have enough people signing up, a direct communication will be sent out to membership over the listserv in March.

## **5. Committee Check-in Reports**

### **A. Legislative Committee**

A. Weinhagen presented Legislative Committee Report. There are lots of bills that have been introduced, but the key bill is the Act 250 amendment bill, which doesn't have a number yet and is called a "committee bill." He has provided some testimony, as have S. Murray and S. Jensen.

A. Weinhagen gave a run-through of the Act 250 amendment bill after reviewing it with the legislative committee. One thing the bill does is beef up the state's Capability and Development Plan, which VPA supports. It is proposed that State draft the resource and development maps to support this plan, which then get distributed to RPCs for comment. VPA's Legislative Committee feels this is backwards, and RPCs should develop maps then send to State for review and approval. The RPCs and VPA generally agree on this issue. Also there needs to be guidance that maps are not appropriate for site-specific reviews. There are concerns that the state data is out of date and wouldn't be accurate, and that the Existing Settlement Patterns are a major issue for regional input.

A second issue is updating Act 250 to address climate change and adaptation for climate change. The proposed language for the climate change criteria in Criterion 1 is problematic. S. Jensen expressed the concern of some legislative committee members regarding the expansion of Criterion 1(D) to cover river corridors because that may threaten promotion of development in existing village centers, many of which are located in floodplains. The bill should include an exemption from Criterion 1(D) for existing settlements. There's a lot of debate regarding how to address climate change, and the feeling is that VPA should not advocate in favor of the current language of the climate change criterion but instead call for further study and development on this criterion's language.

A third issue is whether to address ecosystem protection through protection of forest blocks and connecting habitat. The Legislative Committee had some comments on this point and believes the definitions of forest blocks and critical habitat be improved before moving forward. It's also proposed that the jurisdictional threshold for ridgeline protection be reduced from 2,500 feet to 2,000 feet. This seems somewhat arbitrary, and the legislative committee feels that further study is necessary. The goal is sensitive habitat and not necessarily ridgeline aesthetics issues. This also relates back to mapping and land capability analysis, and whether and what impact this would have on existing settlements above 2,000 feet in elevation.

A fourth issue is alleviating jurisdiction for development in “enhanced” designation areas where sufficient municipal staff exists and planning has been conducted. A new bill was introduced along those lines labeled H. 197, which is the Administration’s Act 250 reform bill. There’s been lots of discussion about this on the Legislative Committee, and many believe Act 250 should not apply in designated downtowns. This is especially true because many municipalities would not seek designation, though there’s a question of whether such designation should be appealable and to whom. M. Tuttle expressed concern that existing designations aren’t permitted to cover all areas planned for growth (i.e., Burlington is identified as a growth area in the Chittenden County regional plan, but the current designations can’t apply to whole city). In short, this is a bit of a morass with various opinions. Also there is a question of whether this new enhanced designation needs to be consistent with Regional Planning determinations.

Another issue is where Act 250 permit appeals should go, whether to a new citizen board or to the Environmental Court. All agree that the current process doesn’t work very well. The downside of changing the appeals process would be the elimination of consolidated reviews of appeals for both local zoning and Act 250 permits. Positives of a new citizen board are that more people are involved in decisions, and there’s an opportunity to have planning expertise in appeal process rather than just legal. A. Weinhagen doubts there will be a consensus among VPA members on this topic. M. Kane expressed that the appeals process is never going to be ideal regardless, but if jurisdiction is better defined, then it may reduce some of these issues. Also, it may be beneficial to have a board of professionals more well-versed in natural resource protection, etc., to consider appeals. A. Weinhagen acknowledged that the preferred solution depends on what you think the problem is.

A. Weinhagen will prepare a draft of his proposed testimony to the Legislature, send it out to the EC for review and comment over the weekend, then the EC will vote on approving the proposed testimony via email on Tuesday the 22<sup>nd</sup>.

## **B. Professional Development Committee**

R. Venkataraman and S. Hadd are willing to be on the committee to take over for P. Conner and L. Krohn. R. Venkataraman will chair the committee, and S. Hadd will assist with obtaining AICP credits.

*Action:* Motion to appoint R. Venkataraman to lead the Professional Development Committee: 1) C. Sargent. 2) S. Lotspeich. *Motion passes unanimously.*

## **C. NNECAPA**

M. Tuttle provided an update on where things are with NNECAPA. L. Krohn is willing to continue serving as Assistant Professional Development Officer for NNECAPA unless the new Professional Development Committee representatives would like to take over. NNECAPA is working on developing the slate of officers for the 2020-2021 elections. The APA National Ballot will not include Section Representatives and Legislative Liaisons, but a general call to membership on March 1<sup>st</sup> will provide information on how to become involved in those elections if desired. It was noted that the Vermont Legislative Liaison will always be a year off the term of APA national cycle due to the Vermont Legislative Liaison being electing to represent the organization through the legislative biennium. The 2019 NNECAPA Conference will be at Mt Washington, NH, on November 14-15. The conference theme will likely be around outdoor economy/outdoor recreation, planning for place and maybe planning’s role in public health issues. Any thoughts on the 2019 NNECAPA Conference

theme are welcome. S. Lotspeich has started looking into options for the 2020 NNECAPA Conference in Vermont. APA has issued policy guides on housing, transportation and equity, and NNECAPA is looking for input on those guides for NNECAPA's delegate at the national conference.

#### **D. Awards Committee**

D. Rugh gave the Awards Committee report. There nomination for Citizen Board of the Year was not contested, and there was no nominee in the Citizen Planner of the Year category. There were three nominees for the Plan of the Year award, three nominees for the Mark Bucher Professional Planner of the Year award, and two nominees for the Project of the Year award. D. Rugh said he hadn't heard of any interest for awarding a career achievement award this year but asked EC members to think if anyone should be considered this year, as there is still time for the organization to give out that special award.

A discussion ensued on whether to continue with Section awards program after NNECAPA reorganization. D. Rugh expressed personal bandwidth concerns. M. Kane said he'd like to continue "state" awards in some capacity. NNECAPA awards committee has offered to have a traveling awards ceremony if winners can't make it to the NNECAPA annual conference. Also there's a difference between VPA's awards and the NNECAPA awards because NNECAPA doesn't have Citizen Board category. It was suggested that the NNECAPA Citizen Planner of the Year category be expanded to include entire boards, not just individuals. Moving the awards process up to the Chapter/Section level lowers the burden on VPA members since the awards process will be handled by members of all three state sections.

#### **E. Communications Committee**

S. Hadd gave the Communications Committee report. VPA needs to unlock its domain name so that it can be forwarded to the new NNECAPA site effective in March. VPA's historic documents are all uploaded to the new website. The committee is just waiting for a cutover date, though it will wait until after the membership renewal period so that there is no issue with that. This will end VPA's contract with Thorworx.

#### **F. Nominating Committee**

There was no update. An item needs to be added to the discussion at NNECAPA Retreat regarding the role of the nominating committee in the context of the NNECAPA elections process.

#### **G. Social Committee**

There was no update.

### **6. New Business**

#### **A. Interest of VTALSA to Participate in Legislative Initiatives**

J Donovan asked whether VTASLA could compensate VPA to assist with the Legislative Liaison's stipend and the costs of the Legislative Intern shared by VPA and VNRC to gain access to VPA legislative initiatives and reports. M. Kane indicated there are some questions around how they

access the listserve, if they do, and whether this will reduce the value of this service to VPA members. M. Kane, S. Lotspeich and M. Tuttle expressed interest in this as a solution to increase revenue for section functions, especially after the reorganization with NNECAPA, but all want to ensure that the revenue received equates to the value of this service since the legislative updates and reports are one of the most valued benefits of VPA to its members. M. Kane also suggested this could be a way to maintain a connection to allied professionals that may no longer pay dues to VPA as it becomes more formally associated with APA. A. Weinhagen asked if there anything stopping this from happening now. M. Kane will talk to J. Donovan and VTASLA about how much they are willing to contribute and then we decide from there about process if needed.

## 7. Adjourn

**Next meeting is an in-person meeting on March 15<sup>th</sup> in Waterbury at the Municipal Building from 2:00 to 3:00 p.m. with an informal legislative discussion to follow from 3:00 p.m. to 5:00 p.m. with a social event following the meeting.**

*Action:* Motion to adjourn: 1) S. Lotspeich. 2) M. Tuttle. *Motion passes unanimously.* Meeting adjourned at 11:53 a.m.



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Seth Jensen

Hal Wilkins

Catherine Bryars

Chris Sargent, AICP, CFM

Ravi Venkataraman

## VPA EC Meeting Minutes March 15, 2019 In-Person at Waterbury Municipal Building Waterbury, Vermont

*Executive Committee members present:* M. Tuttle, S. Lotspeich, D. Rugh, A. Weinhalten, S. Hadd, C. Bryars, H. Wilkins and R. Venkataraman  
*VPA Members:* S. Fillion, J. Hemmerick

*Meeting began at 2:08 p.m.*

### 1. Announcements & Agenda Modifications

M. Tuttle led the meeting in M. Kane's absence

### 2. Minutes of February 15, 2019 Executive Committee Meetings

D. Rugh and R. Venkataraman suggested a minor revision to the February 15, 2019 minutes. *Action:* Motion to approve minutes of the February 15, 2019 Executive Committee meeting as revised: 1) A. Weinhalten. 2) S. Lotspeich. *Motion passes unanimously.*

### 3. Treasurer's Report for February 2019

S. Lotspeich gave the Treasurer's Reports for February 2019. A. Weinhalten's legislative stipend was paid. We have a significant amount of income from membership dues, but most of it will be reflected in the March Treasurer's Report. S. Lotspeich also discussed whether to remove VPA's reserve fund investment from the Vermont Community Loan Fund. This is being done to ensure VPA has sufficient liquidity in anticipation of the NNECAPA reorganization and for NNECAPA 2020.

*Action:* Motion to withdraw and not renew Vermont Community Loan Fund investment: 1) D. Rugh. 2) A. Weinhalten. *Motion passes unanimously.*

*Action:* Motion to approve February 2019 Treasurer's Report: 1) D. Rugh. 2) R. Venkataraman. *Motion passes unanimously.*

### 4. Old Business

A. None

### 5. Committee Check-in Reports

A. Legislative Committee

Tabled. To be discussed as New Business.

## **B. Professional Development Committee**

R. Venkataraman spoke with L. Krohn, and some clarification is needed with respect to L. Krohn's role with the committee. A. Weinhalten then discussed the historical role of Chair of the Professional Development Committee. The primary role will be to lead VPA's spring workshop so as to allow members to get AICP credits. After reorganization NNECAPA conference will take over in the fall, but VPA will lead a spring workshop. It was emphasized that many hands make for light work, so getting as many members involved in conference planning as possible is key. The topic of conference comes first, then you reach out to get AICP credits, but AICP credits don't control organizing the conference. S. Lotspeich will circulate a membership list in the hopes of getting more individuals on the committee, and S. Hadd will circulate latest committee sign-up sheet.

## **C. NNECAPA**

M. Tuttle provided an update on where things are with NNECAPA. For the 2020 NNECAPA Conference in Vermont, M. Tuttle, M. Kane and S. Lotspeich discussed possible venues, mostly on the eastern side of the state so it's more accessible to those from NH and ME. There were some logistical challenges with smaller towns because it's hard to find economic lodging options for 200 attendees and a conference space for that number of people. So, they shifted to discussing topics as that might assist with picking a venue/host location. One issue is use of technology in, and how that would affect, planning. Other possibilities include the sharing economy (VRBO/AirBnB) or discussing new transportation options. The committee is honing in on more urban locations, including possibly Brattleboro, Burlington, Middlebury and Montpelier. S. Fillion volunteered to help if Brattleboro becomes an option. They are shooting for holding the 2020 conference on the weekends of 9/16-18 or 9/23-25.

S. Lotspeich summarized where things stood with reorganization. Everyone is preparing for retreat in April, but the Treasurers of the sections are working on a new, draft NNECAPA 2020 budget, which might be ready to share at the April meeting. The good news is that there isn't too much of a gap between expected income and expenses, except for conferences and events. Any gaps will get filled with sponsorships from events and programming.

Responses to the RFP came back for administrative services, and the NNECAPA Executive Committee scheduled a meeting to discuss the responses. Three proposals came back, but we don't have the specifics as of the March VPA EC meeting

## **D. Awards Committee**

D. Rugh led the Awards discussion.

*Action:* Motion to give the Plan of the Year award to Berlin 2018 Town Plan as recommended by the NHPA Executive Committee: 1) A. Weinhalten. 2) S. Lotspeich. *Motion passes unanimously.*

*Action:* Motion to give the Citizen Board of Year award to the Jericho Planning and Conservation Commissions as recommended by the NHPA Executive Committee: 1) A. Weinhalten. 2) M. Tuttle. *Motion passes unanimously.*

*Action:* Motion to give the Project of Year award to FREDI project: 1) S. Lotspeich. 2) R. Venkataraman. *Motion passes 6-1-1.*

*Action:* Motion to give the Mark Blucher Professional Planner of Year award to Kate McCarthy as recommended by the NHPA Executive Committee: 1) S. Hadd. 2) A. Weinhagen. *Motion passes unanimously.*

The Executive Committee discussed giving the Vermont Planners Association Career Achievement Award for Excellence in Planning to K. Belliveau in recognition of his numerous accomplishments and significant contribution to planning in Vermont.

*Action:* Motion to give the Vermont Planners Association Career Achievement Award for Excellence in Planning to K. Belliveau: 1) A. Weinhagen. 2) R. Venkataraman. *Motion passes unanimously.*

#### **E. Communications Committee**

S. Hadd gave the Communications Committee report. B. Saxton changed the website from Thorworx to the new one under NNECAPA. One issue with the transfer is that those with vermontplanners.org email addresses were affected by the transfer. So, M. Tuttle, A. Weinhagen and M. Kane probably have check on their accounts individually, and some emails may not go through. There are also some issues with the membership drive and registration. The good thing is the website works, and B. Saxton did a great job. All our archival materials are in a Dropbox that NNECAPA paid for as part of the reorganization. At some point the Communications Committee may disband since NNECAPA is taking control of the website. The chief duty of the Communications Committee is press releases, which are infrequent but do go out.

#### **F. Nominating Committee**

H. Wilkins could not attend the meeting but distributed the Nominating Committee report via email. The Committee has gotten an early start this year, and H. Wilkins has begun to make contacts to with individuals in Southern Vermont regarding serving on the board next year. Next year will be significantly different than previous years with the NNECAPA reorganization, so it's good to gauge interest now. The focus of the Nominating Committee is both to nominate people for the EC but also to nominate members for the FAICP award through NNECAPA, as well as putting together a roster for those who are eligible.

#### **G. Social Committee**

There was no update.

### **6. New Business**

#### **A. Legislative Discussion**

A. Weinhagen led a wide-ranging discussion of current happenings in the Statehouse. Today is the cross-over deadline, so any non-fiscal bills that don't get passed out of committee to be considered by the full House or Senate and then go to the other chamber will not get passed this year. The deadline for cross-over of fiscal bills is 3/21.

The Legislature has produced a lot of bills this session with roughly 600 different bills introduced. Roughly 500 bills were introduced in the House and 100 in the Senate. Only a couple dozen of the 600 bills will actually get passed. VPA is tracking 40 bills in the House and 10 in the Senate with a planning nexus. Very few will make cross-over, let alone get voted out of committees, so many will be taken up again in the second year of the biennium.

The principal bill that VPA is focused on is the Act 250 reform bill. This is a “committee bill” in House Natural Resources Committee. 19-0040 is the bill number. Despite the amount of discussion and testimony, this bill is unlikely to make cross-over. The Committee has heard a lot of testimony, but VPA doesn’t have much of an idea of where Committee members stand on this bill. Pieces of the Administration’s Act 250 reform proposal have made it in the Committee bill, but the Governor’s proposal is unlikely to make cross-over. VPA provided testimony on the Committee bill, and this week the focus of testimony was on appeals with input from many members of the Vermont bar providing testimony.

S.96 – the Clean Water Funding bill will make cross-over this year. C. Baker has been monitoring this. The current proposal is to fund Lake Champlain clean up with a lump sum, as opposed to the \$40 per parcel fee. One piece of concern in this bill is that it puts RPCs in a regulatory role for enforcing compliance with water quality standards for those discharges that are not currently regulated (non-point source pollution for example).

VPA has stayed out of the discussion on cannabis legalization, which passed the Senate. At least, marijuana will not be considered an agricultural product and subject to a zoning exemption. The Speaker of the House is not too wild about this bill, so it may not go anywhere.

Of note, H.467 was introduced, which relates to enabling municipal regulation of wind generated energy. This bill may not go anywhere, but it may also get swept into a different bill. For example, regulation of energy-generation facilities in critical natural areas is being discussed, including as part of the Act 250 reform bills.

From here on out through the legislative session, A. Weinhagen will be more focused on specific bills and advocacy now that we’re beyond cross-over. A. Weinhagen will keep an eye on the number of telecom and broadband bills that are circulating.

## **7. Adjourn**

Kudos to S. Lotspeich for hosting the EC at the new Waterbury Municipal Offices.

**Next meeting is call-in meeting on April 19th.**

*Action:* Motion to adjourn: 1) D. Rugh. 2) A. Weinhagen. *Motion passes unanimously.* Meeting adjourned at 4:15 p.m.



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Sarah Hadd, AICP

#### At-Large Members

Rod Francis

Seth Jensen

Hal Wilkins

Catherine Bryars

Chris Sargent, AICP, CFM

Ravi Venkataraman

## VPA EC Meeting Minutes

April 19, 2019

GoTo Meeting Call-In

*Executive Committee members present:* M. Kane, M. Tuttle, S. Lotspeich, A. Weinhausen, S. Hadd, C. Bryars, H. Wilkins, R. Venkataraman, R. Francis, C. Sargent, S. Jensen

*VPA Members:* None.

*Meeting began at 9:02 a.m.*

### 1. Announcements & Agenda Modifications

The Legislative Report was moved to follow the Treasurer's Report.

### 2. Minutes of March 15, 2019 Executive Committee Meeting

S Lotspeich and R Venkataraman suggested minor revisions to the March 15, 2019 minutes. *Action:* Motion to approve minutes of the March 15, 2019 Executive Committee meeting as revised: 1) A Weinhausen. 2) R Venkataraman. *Motion passes unanimously.*

R Venkataraman noted to please take care to spell his name correctly throughout all documents.

### 3. Treasurer's Report for March 2019

S. Lotspeich gave the Treasurer's Reports for March 2019. In addition to membership revenues in Report, made another \$1,300 deposit on 4/18, bringing total revenue to-date to \$9,815; estimate was \$8,000. S Lotspeich extended apologies that credit card accrued a late fee and interest due to timing of mail delivery and his vacation; S Lotspeich will look into setting up e-statements.

S Hadd noted that we will need more info on most recent member payments; number numbers seem considerably lower than in previous years, but it's hard to tell because the organizational members don't always fill out the membership form completely. A membership spreadsheet is in the Vermont DropBox folder.

*Action:* Motion to approve March 2019 Treasurer's Report: 1) C Sargent. 2) A Weinhausen. *Motion passes unanimously.*

The Vermont Community Loan Fund investment went back into checking account per March vote to liquify the funds during the transitional period with NNECAPA. Primary reason is anticipating payment of deposits for venue for 2020 NNECAPA conference, though we need to clarify with NNECAPA who will pay this deposit. S Lotspeich recommended converting \$5,000 of the VCLF investment funds into a

three-month bank CD through Edward Jones. The CD will auto-renew unless we need to cash out. The interest rates range from 2.3-2.7%; early withdrawal of the CD forfeits interest only.

*Action:* Motion to authorize S Lotspeich to invest \$5,000 in a three-month bank CD through Edward Jones: 1) S Jensen. 2) A Weinhagen. *Motion passes unanimously.*

#### 4. Old Business

##### A. NNECAPA Retreat

M Kane reported the retreat was very helpful, outlined some key transitional issues VPA EC will need to make decisions on in the coming months: budget alignment, organizational structure, elections and officer terms, meeting schedules, financial management, and membership renewal process. M Kane sees opportunity to rethink how we do what we do, including not only re-working the organization structure to satisfy the mission of VPA and provide meaningful and valuable services, but also to maximize alignment with NNECAPA and other sections to take advantage of efficiencies. Some of this may ultimately require bylaw changes.

S Lotspeich expressed concern that we need to make sure VPA continues to provide value to its members, especially those that don't participate at the tri-state level. M Tuttle noted that taking better advantage of the efficiencies gained by restructuring will ensure that the EC can focus efforts on providing those services of value.

S Hadd stated the importance of communications to the members about the transition and how it will roll out. M Kane noted it shouldn't be just the individual state section EC's doing it, but there's a need for collaboration among NNECAPA and the Sections, specifically regarding the logistics for member renewal for 2020. S Lotspeich suggested asking NNECAPA to create a document/graphic with a status update to provide a unified message.

M Kane noted that NHPA and VPA do not handle organization memberships the same way, and in the future, APA will not support this membership type. NNECAPA and Sections will need to decide: 1) how to create parity among organization memberships in the short-term, and 2) in the long-term whether or not to continue to offer and manage them. This is a major communication item for members and something VPA will need to be active in the discussion about. All items that follow are ones that will keep EC up-to-date on over summer, and will have further discussions around.

##### **Regarding 2020 Budget:**

S Lotspeich showed draft 2020 budget based on the model being used by all Sections to align more closely with NNECAPA. Three revenue sources: fixed base membership payment from NNECAPA, additional pro-rata payment based on % of NNECAPA membership in the Section, and Section-generated sponsorships and/or other income. NNECAPA will make a dues payment to Sections in January of each year, regardless of when individual members renew. The amount of the pro-rata payment will always be an uncertainty, especially in the first year.

M Kane noted that the budget model depends on conferences making money to support other Section functions. M Tuttle noted that skills of NNECAPA's selected Administrative Coordinator were 1) experience with conference planning, and 2) helping organizations

create sponsorship programs. M Kane challenged the EC to consider elements of the budget that are mission critical to Vermont planning community, and those elements that can be part of a “best case scenario” budget if revenue projections are exceeded.

C Sargent stated that legislative updates are one of the most valuable; the opinion is that VPA must sustain the investment in the legislative stipend for this program. S Lotspeich noted that under the working budget model, we could continue to support the VNRC intern and Legislative Liaison stipend as currently budgeted in 2019. M Kane noted that VPA may want to talk to VNRC about cost sharing of intern, as we have had mixed success over time; VPA may also want to see if there are other organizations, such as VTALSA, that may want to get involved in sponsoring the legislative program. M Tuttle noted some issues may have a short-term and long-term approach, such as maintaining the current legislative stipend as-is, but reassessing it in the future if APA’s legislative tools, such as those to make bill-tracking easier, become available to Sections.

### **2020 Elections**

Currently, VPA has its own elections while NNECAPA/APA elections happen separately every 2 years. M. Kane wants the EC to consider whether: 1) VPA EC should mirror the NNECAPA EC positions for collaboration and coordination, and 2) one- or two-year terms for VPA EC positions. Two-year terms may enable use of the APA ballot process. M Tuttle recommended electronic balloting regardless of the platform to increase participation in election of VPA EC positions. It was noted that this would require a bylaw change to establish quorum in electronic voting.

### **Meeting Schedules**

NNECAPA’s Administrative Coordinator will support the NNECAPA Conference and one Section event each per year. However, the Sections must align schedules so as to not overburden the Administrative Coordinator. The Sections agreed to tighten up the window for the NNECAPA Conference and the timeframe for Section-level events. VPA should think about how the PDO and the Sections’/Assistant PDO’s could help to cross-promote each other’s events and coordinate on scheduling issues. In order to most effectively utilize the Administrative Coordinator, VPA will need to engage in more advanced planning and provide a longer lead-time for Section events.

### **VPA Organization Structure**

M Kane asked the EC to consider whether it should align more closely to NNECAPA’s, especially for the Communications and Professional Development Committees. VPA’s officers would have counterparts in the other Sections and at the Chapter level to offer support, advice, resources/templates, coordinate events/activities/professional development. VPA already needs to coordinate with NNECAPA’s PDO to get CM credits logged, PIO on website. S Hadd stated that the website work has solidified how this model can work fairly well, but the challenge now is just communicating about what’s being expected; she noted that B Saxton has been doing a good job but need to get the word out to the members. M Tuttle noted that this could help with succession planning and on-boarding for officers; NNECAPA is creating an Operations & Policy manual built on Sections’ policies that could be adapted and used by Sections as well.

## **Financial Management**

The NNECAPA and Sections' treasurers met with the Chapter Administrative Coordinator (Nancy Kilbride, Events Your Way) about financial responsibilities and methods. S Lotspeich reported that each Treasurer will maintain check writing, deposits and report revenue/expenditure to the Administrative Coordinator to do detailed bookkeeping and financial reporting for each state's EC. The Administrative Coordinator's job will include more complete budget management and to-date budget comparison for each line item. The NNECAPA 2019 Conference will test the conference planning process with the Administrative Coordinator, who will handle all registrations, be responsible for sponsorship management, and prepare day of conference nuts and bolts. NNECAPA will still need member volunteers to support the first steps, such as identifying themes, vetting sessions, initial outreach to sponsors and speakers, etc. S Jensen noted that the Administrative Coordinator will free up a lot of volunteer time to seek out sponsors, etc.

## **B. Membership Renewal Update**

S Lotspeich and S Hadd will coordinate and report at a later date. M Kane needs records in order to reconcile the membership list against APA list to determine how many people will become new members of NNECAPA.

## **5. Committee Check-in Reports**

### **A. Legislative Committee**

A Weinhagen gave the Legislative Committee report. Very few bills with a planning nexus made cross-over. Continue tracking marijuana tax & regulate, water quality funding, housing safety and rehab, and misc. tax bill. VPA hasn't provided comments on any of these.

Act 250 Bill is very slow going, didn't make cross over, and unclear if it clear House Natural Resources Committee this session. Committee is doing some markups this afternoon related to recent testimony by P Gregory and P Elmer Hough (as individuals). A Weinhagen suggests reaching out to Rep Sheldon to offer VPA support over summer/fall with the committee if the bill doesn't move this session. M Kane thinks we should be involved, but need to be careful to reflect the balance of membership perspectives.

S Hadd asked about the Legislative Committee's support and expressed concern about relying too much on organizations like VNRC who have different perspectives than VPA's at-large membership. A Weinhagen reiterated that House Natural Resources Committee hasn't spent much time on issues VPA commented on other than Environmental Court vs Environmental Review Board issue; noted that VPA didn't have a clear position on this issue, so the members of the Legislative Committee haven't been at the State House much.

M Kane asked A Weinhagen and EC to think about how to include the membership in creating a VPA policy position. A Weinhagen recommends discussion at May EC Meeting after Legislative session ends, when we'll know more about how Rep Sheldon may want engage VPA; we may need to re-engage both the VPA Legislative Committee and the Act250 Working Group as the leaders on this.

M Tuttle, R Francis, S Hadd expressed opinion that regardless of whether VPA brought to the table

by Rep Sheldon, VPA needs to be more proactive with testimony/positions next session. A Weinhagen noted that going into 2020 session there will already be a draft bill to work with, unlike 2019 when VPA's role largely was to point out positives and potential problems. M Kane noted that VPA and EC will need more time to flesh out the policy issues to endorse for the EC to feel comfortable.

H Wilkins disclosed that he will be representing western VT slate quarry advocacy groups to oppose any new regulation of those resources.

S Hadd thanked A Weinhagen for all of his work on a very busy legislative session.

## **B. Professional Development Committee**

R. Venkataraman began formulating a committee, discussing goals and objectives for the coming year, including a workshop next spring and any other programming. Some tasks ahead include engaging NNECAPA and Lee Krohn on the CM credit process, and creating a shared resource for AICP exam materials for members. Also the Committee wants to coordinate VPA/NNECAPA events for CFM credits, which are applicable to a lot of VT planners.

S Hadd noted that there is already a Vermont Dropbox through NNECAPA for sharing info and recommended coordinating with NNECAPA about the location of exam materials. S. Hadd offered to help with coordinating more CFM credit opportunities.

S Lotspeich proposed a September event or the annual meeting as an opportunity for professional development focus on CFM. R Venkataraman will report back after discussing with the Committee.

## **C. NNECAPA**

M Tuttle had no further update.

## **D. Awards Committee**

M Kane reported the awards process and reception were great successes and extended a big thank you to D Rugh for all his work. D. Rugh thanked all for their assistance in pulling off the awards process again for 2019. In the future we'll discuss a couple items, including whether to continue with the State-sponsored awards, but most feel there's value with recognizing Vermont-only plans, people and projects, as opposed to just having the NNECAPA awards.

## **E. Communications Committee**

S. Hadd reported the new NNECAPA website is up and running with pages for each Section; VPA hasn't terminated the ThorWorks contract yet, but it can do so anytime now. Some people were having trouble with new emails, which are being sorted out. A Weinhagen should be able to post Legislative reports directly to the website now.

M Kane noted Vermont content on the website is very robust and thanked Sarah for her great work.

**F. Nominating Committee**

H. Wilkins reported that the Committee will start coordinating on elections soon, determining who might want to run again for next year and beginning to come up with a slate of officers.

**G. Social Committee**

No report.

**6. New Business**

No new business items. Next meeting is call-in meeting on May 17th.

**7. Adjourn**

Meeting was adjourned by M Kane at 11:01am.



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#### At-Large Members

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Seth Jensen

Hal Wilkins

Catherine Bryars

Chris Sargent, AICP, CFM

Ravi Venkataraman

## VPA EC Meeting Minutes

May 17, 2019

### GoTo Meeting Call-In

*Executive Committee members present:* M. Kane, M. Tuttle, S. Lotspeich, D. Rugh, A. Weinhausen, S. Hadd, C. Bryars and R. Venkataraman

*VPA Members:* None.

*Meeting began at 10:02 a.m.*

#### 1. Announcements & Agenda Modifications

The NNECAPA 2020 Conference will be discussed as part of the NNECAPA Committee Check-In report

#### 2. Minutes of April 19, 2019 Executive Committee Meeting

*Action:* Motion to approve the minutes of the April 19, 2019 Executive Committee meeting as revised: 1) A. Weinhausen. 2) M. Tuttle. *Motion passes unanimously.*

#### 3. Treasurer's Report for April 2019

S. Lotspeich gave the Treasurer's Report for April 2019. April was very active with significant income from membership dues, roughly \$1,325. Other income in April included the deposit from terminating the VCLF investment, which funds will be moved to a short-term CD. As far as expenses, VPA paid C. Sawyer's Downtown Board stipend, VNRC for the legislative intern, Initial Ideas for the award plaques and A. Weinhausen's legislative stipend and expenses for March.

Total membership dues income in 2019 was \$10,192.62. This was an increase of roughly \$2,000 over the budgeted amount of dues, which is great. Kudos to all who beat the proverbial bushes to ensure everyone paid their membership dues.

S. Lotspeich will reach out to Edward Jones next week regarding converting the funds that were in the VCLF investment to a CD. The latest yield on a 3-month CD is 2.7% interest. S. Lotspeich says this is a good investment for the organization, and it should be all set up by the middle of next week. M. Kane and M. Tuttle will also be on the bank account.

S. Lotspeich also submitted VPA's 990-N postcard to the IRS for the organization's non-profit status, which was due on May 15<sup>th</sup>. VPA was able to use the easier, on-line process because VPA has income of less than \$50,000. If we missed deadline, VPA would have had to file a tax return, which is a significant undertaking, so kudos to S. Lotspeich for getting this done on-time.

M. Kane asked if we should put more money in CD over our previous investment

of roughly \$5,600 given our healthy fund balance of \$21,000, including the funds that were previously invested. While we will have some upcoming fall conference expenses, it is possible NNECAPA will be paying the deposit for the 2021 NNECAPA Conference, which can be a lot of money – roughly \$10,000

*Action:* Motion to authorize S. Lotspeich to increase VPA’s investment in a short-term CD to \$8,000 if NNECAPA confirms that it will pay deposit for NNECAPA 2020 Conference: 1) D. Rugh. 2) R. Venkataraman. *Motion passes unanimously.*

*Action:* Motion to approve April 2019 Treasurer’s Report: 1) D. Rugh. 2) A. Weinhagen. *Motion passes unanimously.*

#### **4. Old Business**

##### **A. Membership Renewal Update + NNECAPA Roster**

M Kane reported the current membership is 149 members with quite a few organizational members. Special thanks go to M. Kane, S. Lotspeich, S. Hadd and a few others for their significant efforts in encouraging people to pay their membership dues at the new, increased level. An interesting discovery from comparing the VPA and NNECAPA membership rosters is the number of VPA members who are also NNECAPA members. It appears there will be fewer people that need to become “new” NNECAPA members as part of the transition, and there are a number of NNECAPA members in Vermont who aren’t VPA members. The biggest membership challenge as part of the transition will be keeping up with organizational members and making sure they are transferred to NNECAPA next year. Almost all old members have paid, except one organizational member, so very few new members are anticipated in the remainder of 2019.

##### **B. VPA + Act 250**

A. Weinhagen reported that the Act 250 Committee bill was not going to move out of Committee during the 2019 portion of the legislative biennium. The consensus of the EC was that VPA should be proactive over the summer to ensure that this bill moves in the 2020 legislative session. S. Murray and Rep. Sheldon met to discuss the Committee bill and VPA’s willingness to provide assistance. It’s not clear that the bill will go anywhere even next session. Rep. Sheldon said one problem is that legislators get mired in the details, as opposed to the larger principles of land use regulation in the 21<sup>st</sup> Century. A. Weinhagen recommends that he coordinate VPA’s upcoming activities with respect to the bill over the summer with the Legislative Committee and members of the prior Future of Act 250 Working Group with a goal of submitting a proposal to the EC in mid-fall.

S. Lotspeich reported that from other discussions outside VPA that there’s very little consensus on what should be in the bill, even at a grassroots level. There was a discussion regarding whether it was worth breaking out parts of the bill, for example breaking off some of the procedural aspects of land use regulation from substantive changes to the criteria. Rep. Sheldon’s position, however, is that the bill needs to contain strong protections for climate change, energy efficiency, environmental protection issues, etc., and there’s a focus on the bigger picture items, not the minutia of the procedure. A. Weinhagen suggests VPA stay focused on advocating for the items that VPA sees as important, instead of re-hashing VPA’s previous discussions on points of disagreement, for example on appeals or even larger “big ticket” items like how climate change gets factored into development

review. S. Hadd proposed possibly combining VPA's work on plan goals and elements and factor that into a VPA proposal on enhanced designated areas, mapping and existing settlements. It was pointed out, however, that Rep. Sheldon was not in favor of enhanced designations and neither was VPA. M. Tuttle was hoping that VPA could promote certain items it was in favor of by participating in larger discussions over the summer, though Rep. Sheldon was not enthusiastic about another summer study committee.

It was suggested that VPA focus on issues like existing settlements, capability and development plans and natural resource mapping. An issue is Rep. Sheldon's Committee is focused on bigger picture items, and A. Weinhagen is not so sure that VPA is the best group to look at some of those larger issues. There's not a clear path forward, but M. Tuttle suggested that VPA focus on the Committee bill as it now stands since prior discussions focused on items without an actual bill being proposed. Since actual legislation is now being discussed, VPA's Legislative Committee can review it and provide a recommendation to the EC so it can decide which specific items to focus on.

A. Weinhagen will organize a Legislative Committee meeting, including some Future of Act 250 Working Group members and members of the group that worked on plan goals and elements, to analyze the Committee bill and choose items that VPA should really focus on. This meeting would occur in June with Legislative Committee members choosing topics to review and assess over the summer and then re-convene in September. A. Weinhagen will also reach out to membership to alert them that we're trying to schedule the meeting. S. Lotspeich proposed meeting in-person in Waterbury with others participating by phone. M. Kane congratulated A. Weinhagen on all the work he's put in in the 2019 legislative biennium and thanked him in advance for his continued work on the Act 250 legislation.

### **C. Fall Conference**

R. Venkataraman and S. Lotspeich have been organizing the Professional Development Committee, which had a conference call in late-April. A workshop in the fall was discussed as the most feasible, probably in conjunction with VPA's Annual Meeting. The Professional Development Committee issued a survey on possible topics. The Professional Development Committee wondered whether the EC would be open to moving the Annual Meeting earlier in September, instead of in November as usual. M. Tuttle pointed out that there may be some issues with having VPA's Annual Meeting before the NNECAPA Conference and Annual Meeting. This is because NNECAPA will approve a budget at its meeting in November, and then VPA will be asked to approve a budget that at least is similar in form to NNECAPA's as part of the reorganization. M. Kane suggested that VPA approve a provisional budget that reflects NNECAPA's proposed budget at an Annual Meeting held in conjunction with the Fall Conference in September. Another item that will be considered at this Annual Meeting would be amending VPA's bylaws to allow electronic voting. If this bylaw amendment passed, VPA could then approve an actual budget after the NNECAPA annual meeting electronically later in November/December.

The Professional Development Committee distributed a survey on possible topics for the conference earlier this week, and there have been a few responses already. The results of the survey will be discussed at a Professional Development Committee meeting next week, but many members of VPA are interested in CFM/floodplain items in particular. The Professional Development Committee will make a recommendation on a possible date for the conference at the June EC meeting. M. Kane suggested that the Professional Development Committee also needs to focus on obtaining sponsorships for the workshop in light of VPA's new, more limited budget for workshops like this.

S. Lotspeich asked whether NNECAPA's Administrative Coordinator could assist VPA with obtaining sponsorships for its conference. Due to the timing of the NNECAPA Conference and the Administrative Coordinator's responsibilities to solicit sponsors for that particular conference at this early stage in her contract, it may be difficult. M. Tuttle can report back on this after today's NNECAPA conference call, but it doesn't appear too optimistic. VPA does have the sponsorship list from the NNECAPA conference in Manchester, and that list can be used to contact potential sponsors. M. Kane reminded the Professional Development Committee that NNECAPA needs to be a sponsor to ensure that CM credits are offered for the fall workshop. At the June EC meeting, the EC will receive an update from the Professional Development Committee, but the Professional Development Committee may solicit the EC for feedback via email in the meantime, as needed.

## **5. Committee Check-in Reports**

### **A. Legislative Committee**

A Weinhagen gave the Legislative Committee report. The end of the 2019 legislative session is near, and there are only three bills with a planning nexus that may advance. Previously, there were only four bills, but now the cannabis legalization bill will not pass this session. See Item 4(B), above, for a discussion on the status of the Act 250 Committee bill.

### **B. Professional Development Committee**

See Item 4(C), above, for report.

### **C. NNECAPA**

M Tuttle reported that there's a NNECAPA call this afternoon, so there's not too much of an update. NNECAPA is focusing on following up on items that were discussed at the April retreat on the reorganization. There was a lot of discussion on transitioning financial reporting, developing a policies and procedures manual and getting the Administrative Coordinator up to speed. Hotel registration for the NNECAPA 2019 Conference is open, and conference registrations will be open soon.

VPA's NNECAPA 2020 Conference planning continues, though the biggest issue is finding a venue. The last NNECAPA Conference in Burlington was in 2011, but it appears that's floating to the top as the best location given capacity issues with other locations. Most other locations and towns in Vermont would have a difficult time accommodating the NNECAPA conference because of the large number of attendees. A benefit to hosting it in Burlington is that it is at the fore-front of a number of planning issues, so there are plenty of opportunities for case studies and mobile workshops. Also, given the locations of the past few NNECAPA Conferences in rural locations, Burlington will be a nice change since it's a more urban location.

### **D. Awards Committee**

D. Rugh gave Awards Committee report. He discussed an issue that came up regarding RPC approval of the Plan of the Year winner and whether Plan of the Year nominees need to meet the statutory goals. In this instance, there was one item where the plan didn't conform, so RPC approval was given with some modifications suggested to the plan. On its face, the Awards Committee might want to confirm that the Plan of the Year nominee has been adopted and approved by the

RPC, but the Awards Committee should not worry about conformance with the plan goals specifically. D. Rugh stated that the Awards Committee will add “check boxes” on the awards nominations forms so the Committee can get basic information about whether plans were adopted by their towns and whether and RPCs approved them. It was pointed out that adoption and approval is very political, but this shouldn’t have an impact on VPA’s awards process. VPA will not make municipal or RPC approval a prerequisite for winning the Plan of the Year award, but it will seek information about adoption/approval as part of the application process.

#### **E. Communications Committee**

S. Hadd reported that the website now has a “news and events” page so things that get posted to the listserv also get posted on the new VPA website. It was proposed that the EC discuss reorganizing the Communications Committee into simply having a Professional Information Officer (PIO). S. Hadd has already become the *de facto* PIO, and the Communications Committee is almost non-existent. Instead of a committee approach, S. Hadd has simply been coordinating with NNECAPA and B. Saxton on website and communications issues. M. Tuttle and M. Kane will discuss this change from a committee approach to having a PIO with NNECAPA too. Also, it was noted that VPA’s bylaws weren’t on the website, but B. Saxton is trying to coordinate and get consensus between NH, ME and VT on what’s on their respective section websites to try and achieve some uniformity.

#### **F. Nominating Committee**

H. Wilkins was not available. There was a concern about the number of members on the committee as it was believed there were only two members – H. Wilkins and R. Amore. It was suggested that at least a third member is needed.

### **6. New Business**

#### **A. PDO Discussion**

Recently questions were raised about what the Professional Development Officer (PDO) does and how does that relate to the Professional Development Committee and the structure with NNECAPA. It’s important to have clarity on this issue because obtaining CM credits through NNECAPA is critical. Vermont needs its own PDO for various state-specific things. M. Tuttle provided a comparison between NNECAPA’s board members and VPA’s EC members. For example, NNECAPA has a PDO, which is an elected position, and they are automatically the Chair of the Professional Development Committee. NNECAPA President also has the authority to appoint an assistant PDO from each State Section. L. Krohn was the Assistant PDO that was appointed by NNECAPA, while VPA has its own Professional Development Committee Chair, who is not elected and has no ties to the NNECAPA PDO. The prior system had value for VPA because the Professional Development Committee Chair did not have to be a NNECAPA member, but now going forward, the Professional Development Committee Chair will be a NNECAPA member. As a result, shouldn’t VPA shift the role of the Chair of the Professional Development Committee to become the State Section PDO, which is an elected position and a member of the EC? This is one of the outstanding items that have to be discussed as part of the reorganization.

M. Tuttle reported that NNECAPA tries to break out the significant responsibilities and roles of the PDO and Assistant PDOs among CM credits, AICP certification, etc., because there’s such a big

workload. M. Tuttle proposes that NNECAPA still appoint an Assistant PDO, but the issue is whether that person should be the Professional Development Committee Chair or whether it should be someone different who works with the Professional Development Committee Chair and is on the State Section's Executive Committee. Right now the NNECAPA Assistant PDO (L. Krohn) isn't even on VPA's Professional Development Committee.

In her role as NNECAPA Representative, M. Tuttle has been fielding a lot of questions regarding obtaining CM credits; however, in many cases individuals just reach out to L. Krohn because he's been handling CM credits for VPA and NNECAPA for a long time. It would be preferred to have more integration between the Professional Development Committee and NNECAPA, especially with respect to obtaining CM credits. It was suggested that NNECAPA's Assistant PDO either be a member of the VPA Professional Development Committee or be the Chair of the Committee. This may require a Bylaw change to integrate the PDO within both NNECAPA and VPA going forward. M. Tuttle will raise this issue with NNECAPA.

## **7. Adjourn**

Meeting was adjourned by M Kane at 12:01 p.m. Next meeting is June 21<sup>st</sup> in-person at 9:00 a.m. – 11:00 a.m. at SE Group's office in Burlington.

*Action:* Motion to adjourn: 1) S. Lotspeich. 2) D. Rugh. *Motion passes unanimously.*



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#### At-Large Members

Rod Francis

Seth Jensen

Hal Wilkins

Catherine Bryars

Chris Sargent, AICP, CFM

Ravi Venkataraman

## VPA EC Meeting Minutes

June 28, 2019

GoTo Meeting Call-In

*Executive Committee members present:* M. Kane, S. Lotspeich, D. Rugh, S. Hadd, R. Francis, H. Wilkins, C. Bryars, R. Venkataraman and S. Jensen

*VPA Members:* S. Westa.

*Meeting began at 10:02 a.m.*

### 1. Announcements & Agenda Modifications

None.

### 2. Minutes of May 17, 2019 Executive Committee Meeting

*Action:* Motion to approve the minutes of the May 17, 2019 Executive Committee meeting as revised: 1) S. Lotspeich. 2) R. Venkataraman. *Motion passes unanimously.*

### 3. Treasurer's Report for May 2019

S. Lotspeich gave the Treasurer's Report for May 2019. May was a light month. There were two membership dues deposits and a withdrawal for A. Weinhagen's legislative stipend. There is a very healthy fund balance of approximately \$21,000. On June 12<sup>th</sup> VPA's invested in a short-term CD in the amount of \$8,000, which is not reflected in the May Treasurer's Report. This CD will roll over every three months unless VPA needs to make a withdrawal

*Action:* Motion to approve May 2019 Treasurer's Report: 1) D. Rugh. 2) C. Bryars. *Motion passes unanimously.*

### 4. Old Business

#### A. Fall Conference and Annual Meeting

R. Venkataraman reported that the Professional Development Committee had a conference call last week. The Committee has booked VTC's Judd Hall on September 27<sup>th</sup> for the Annual Meeting and Fall Conference, which will run from 10:00 a.m. to 4:00 p.m. The venue fee is only \$600, and food will be \$25 per person. It's planned that the Annual Meeting will be from 10-noon, then a lunch break, and then the workshop will run from 1:00 – 4:00. Topics for the workshop being considered are affordable housing and energy planning. The Committee is still considering panelists for the workshop.

The EC discussed whether two hours is more time than necessary for the Annual

Meeting. The amount of time needed greatly depends on what VPA will need to do at its Annual Meeting as part of the NNECAPA reorganization, such as approval of the budget, any VPA bylaw amendments, etc. NNECAPA is there to support VPA for its Fall Conference through Nancy McBride, who's assisting NNECAPA. It may be a light lift on her part because she'll be busy focusing on NNECAPA's Annual Meeting in November, but at least the Committee should reach out to her so she knows what's going on and so she can assist as she has availability. The plan is for VPA to handle conference registration through its Constant Contact site for now, but events in 2020 will be run through NNECAPA. The Committee's next meeting is on July 9<sup>th</sup>.

M. Tuttle passed along a few items from NNECAPA as far as professional development is concerned. NNECAPA agreed that VPA's Professional Development Committee Chair should be the NNECAPA's Assistant Professional Development Officer to ensure consistency between the two organizations. NNECAPA's Professional Development Chair, Carl Eppig, will reach out to R. Venkataraman to ensure he's included in NNECAPA's professional development discussions.

## **B. NNECAPA 2020**

S. Lotspeich, M. Tuttle and M. Kane have spoken about the 2020 NNECAPA conference to be held in Vermont. Location has been chosen – Burlington – due to limited availability of large conference venues in Vermont. NNECAPA will pay the entire conference deposit. S. Lotspeich gave Nancy McBride the specifications for the venue that will be needed, and she'll handle negotiations with the venue. Theme is still to be determined.

### **5. Committee Check-in Reports**

#### **A. Legislative Committee**

A Weinhagen was not available so there was no report, though discussions on the Act 250 Committee bill are on-going.

#### **B. Professional Development Committee**

See Item 4(A), above, for report.

#### **C. NNECAPA**

M. Tuttle was not available to give the NNECAPA report, though M. Kane updated the EC on a few issues. Communications to members regarding 2020 NNECAPA membership should be coming in late June (soon). There are three categories of member letters – one to current NNECAPA and VPA members; one to VPA organizational members; and one to individuals who are only VPA members. NNECAPA will send out emails in a somewhat staggered timeframe so current NNECAPA members will get their letters first, then those that are only VPA members and then organizational members in the fall. M. Kane also reported that B. Saxton will be stepping down as NNECAPA PDO after 2019.

NNECAPA voted to approve giving the right to vote to all current non-NNECAPA section members in the upcoming NNECAPA election in August for 2020 board seats. VPA members will receive an email about these elections in the next month or so.

## **D. Awards Committee**

D. Rugh did not have a report, except to note that we received the invoice for catering at the Awards reception. The budget line item for the Awards Committee should increase in 2020 to bring it in line with relatively consistent increases in non-discretionary costs over the past few years.

## **E. Communications Committee**

S. Hadd had a short report in that she updated website so it includes VPA policies. The new website is quite stable, which is important.

## **F. Nominating Committee**

H. Wilkins did not provide a report, though Susan Westa who recently joined the Windham Regional Commission introduced herself to the EC and stated that she was interested in becoming an EC member next year.

# **6. New Business**

## **A. VPA 2020 Budget**

S. Lotspeich gave an overview of a draft VPA budget for 2020 since the EC will need review and approve it in July or August advance of the Annual Meeting in September. The proposed 2020 budget is pretty consistent with our 2019 budget, except it does not include Legislative Liaison expenses. It does include a stipend for the Legislative Liaison. The Awards line item should be increased to \$750-\$800 to reflect recent experiences for cost of awards plaques and the reception. The sponsorship income is anticipated at \$1,750, and sponsorship expenses were listed at \$0 because they will be handled by NNECAPA. VPA may want to increase the sponsorship expense amount so it can sponsor key partners' conferences and events. The Downtown Board Representative expense item is listed at \$500, and the Legislative Liaison expense line item is listed as \$0. It's possible that we could split the Downtown Board representative's expense line item between the Legislative Liaison expenses at \$250 and the Downtown Board expenses at \$250. S. Lotspeich will check with the two representatives to see if \$250 will be sufficient. Also, it's questionable whether VPA will really need a line item of \$250 for postage and mailings, or whether we can move that money elsewhere. There was also \$300 in the Board Expense line item, which VPA doesn't really use. As a result, we can combine the NNECAPA Conference Expense line item of \$300 and \$200 from the Postage/Mailing line item to restore the \$500 in VPA-only sponsorship line item.

M. Kane suggested that the VPA EC conditionally approve the budget. This will allow the VPA EC to dip into reserves if anticipated income is less than what NNECAPA forecasts currently for Section income. When NNECAPA develops its budget, it will include the expenses for payments to the Sections, so we'll have a better idea of what NNECAPA proposes to pay VPA for income.

S. Lotspeich will also add back in FY2018 and FY2019 Actuals into the proposed budget. He'll distribute an updated budget before the July EC meeting.

## **B. Proposed VPA Bylaw Amendments**

Discussion was whether we do electronic voting for membership wide elections and whether to

amend VPA Bylaws in December 2019 to include electronic voting. The EC will reach out to Ben Frost at NHPA to see if he has model bylaw language.

### **C. Miscellaneous Items**

There was a request from the Agency of Commerce and Community Development for VPA to participate in ACCD's "Housing Ready" Committee. M. Tuttle is interested, but if anyone else is, please let F. Inglesrud know.

### **7. Adjourn**

Meeting was adjourned by M Kane at 11:00 a.m. Next meeting is June 19<sup>th</sup> at 10:00 a.m.

*Action:* Motion to adjourn: 1) S. Lotspeich. 2) D. Rugh. *Motion passes unanimously.*



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Rod Francis

Seth Jensen

Hal Wilkins

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Chris Sargent, AICP, CFM

Ravi Venkataraman

## VPA EC Meeting Minutes

July 19, 2019

### GoTo Meeting Call-In

*Executive Committee members present:* M. Kane, M. Tuttle, S. Lotspeich, D. Rugh, R. Francis, H. Wilkins, C. Bryars, R. Venkataraman and S. Jensen

*VPA Members:* None

*Meeting began at 10:11 a.m.*

#### 1. Announcements & Agenda Modifications

None.

#### 2. Minutes of June 28, 2019 Executive Committee Meeting

*Action:* Motion to approve the minutes of the June 28, 2019 Executive Committee meeting as revised: 1) S. Lotspeich. 2) R. Francis. *Motion passes unanimously.*

#### 3. Treasurer's Report for June 2019

S. Lotspeich gave the Treasurer's Report for June 2019. June was a light month with a \$400 deposit from membership dues. On June 12<sup>th</sup> VPA's invested in a short-term CD in the amount of \$8,000. This CD will roll over every three months unless VPA needs to make a withdrawal. On the expense side, VPA paid A. Weinhausen a portion of his legislative stipend and ordered new checks.

*Action:* Motion to approve June 2019 Treasurer's Report: 1) D. Rugh. 2) R. Venkataraman. *Motion passes unanimously.*

#### 4. Old Business

##### A. Fall Conference and Annual Meeting Update

R. Venkataraman sent out the "save the date" for the 2020 Fall Conference and Annual Meeting, which is scheduled for VTC's Judd Hall on September 27<sup>th</sup> from 10:00 a.m. to 4:00 p.m. The panels for the workshop are on affordable housing and energy planning, and the Committee is reaching out to prospective panelists now for the workshops. Some panelists confirmed for the affordable housing panel, but the Committee is still working on panelists for the energy planning panel. R. Venkataraman will be reaching out to B. Saxton or S. Hadd to get a conference-specific website page up and running.

There was a question on scheduling and whether the two hours of time allotted for the Annual Meeting was too much. Having a short brown-bag presentation either at lunch or just before lunch on the new Act 250 bill or any other legislative

activities may be an option to fill some of the time. A. Weinhagen could lead this brief discussion. We could also start the conference later, say at 10:30, or provide about 30 minutes for networking at the beginning of the Annual Meeting.

The Committee anticipates that roughly 50-60 people will attend the meeting, and that the registration fee will be \$40, so the budget is roughly \$2,000. The Constant Contact registration page will be up prior to the August EC Meeting. At the August EC meeting, the EC will also plan and map out the business portion of the Annual Meeting, including Slate of Officers, Budget, and possible VPA Bylaw changes.

## **B. VPA + ASLA + VNRC Intern for 2020**

M. Kane described the status of the discussion over whether VPA and VNRC can share the legislative intern with VT ALSA. As part of this discussion, VT ALSA's biggest focus is seeking access to VPA's legislative reports and being able to distribute VPA's legislative reports among VT ALSA's members. VPA spends roughly \$2,000 per year for the legislative intern, plus roughly \$1,000 for A. Weinhagen's time as the Legislative Liaison. S. Jensen clarified that the intern just gathers information and doesn't provide testimony or advocacy for either VPA or VNRC. A discussion ensued about whether VT ALSA should pay VPA a fee for being able to benefit from VPA's legislative reports, or whether VT ALSA should share in the costs of the intern, which VPA should run by VNRC. It was noted that VPA's legislative reports are publicly available for free on VPA's website. If the intern is to be shared among all three organizations (VT ALSA, VPA and VNRC), there are questions that need to be answered regarding whether sufficient capacity exists for the intern to assist a third organization, about who will control/direct the intern's duties, and about whether and how the intern will be paid by the three organizations. There were also some questions about the impact of A. Weinhagen's lobbying activities for VPA and whether and/or how that would change if VT ALSA gets involved. It's likely the impact would be for VT ALSA to determine, not VPA, since VPA already reports and compensates A. Weinhagen for his lobbying activities. After discussion, VPA will first try and keep its legislative reports private, and M. Kane will follow-up with VNRC and circle back with VT ALSA. M. Kane will report back to the EC in August on these discussions.

## **C. NNECAPA 2020 Update**

M. Tuttle updated the EC on the 2020 NNECAPA conference to be held in Vermont. The location has been chosen – Burlington. S. Lotspeich and M. Tuttle have spoken to Nancy Kilbride on preparing a RFP for hotel and conference hosting in Burlington. Once this has been responded to, M. Tuttle will create a local conference committee and begin brainstorming topics for the conference. M. Tuttle will also send out an email to the entire membership regarding joining the local conference committee.

# **5. Committee Check-in Reports**

## **A. Legislative Committee**

A Weinhagen submitted his report via email. VPA was invited by the Agency of Commerce and Community Development to participate in planning for a new housing bill in the 2020 legislative session that includes Chapter 117 changes. While it may be unlikely that such a bill will get passed in the upcoming legislative session, VPA should still be at the table for any discussions. The source

of doubt that a housing bill will pass is due to the Legislature's focus on the new Act 250 bill.

## **B. Professional Development Committee**

See Item 4(A), above, for report. In addition, R. Venkataraman is now the NNECAPA Assistant PDO, and proposed that the Professional Development Committee Chair will always be the NNECAPA Assistant PDO, unless the individual is already the NNECAPA PDO. Technically, NNECAPA's President appoints the Assistant PDOs, so it's really up to NNECAPA; however, NNECAPA agrees to appoint the Section Professional Development Committee Chairs as Assistant PDOs.

## **C. NNECAPA**

See Item 4(C), above, for report.

## **D. Awards Committee**

D. Rugh did not have a report.

## **E. Communications Committee**

S. Hadd had no report, but she'll be asked to assist with creating a webpage for the Fall Conference.

## **F. Nominating Committee**

H. Wilkins will need to develop a Slate of Officers for the next EC meeting and asked if any EC members plan on stepping down. M. Kane states that he is stepping down as President but will stay on the EC as Past President. It is presumed that M. Tuttle will become President next year.

# **6. New Business**

## **A. ACCD + Housing Legislative Efforts**

M. Kane discussed ACCD's proposal to start a discussion on a new housing bill for the 2020 legislative session. R. Francis attended the kick-off meeting, but there's not a whole lot to discuss as far as substance is concerned. The goal is to provide zoning and regulatory tools to communities to encourage development of new housing, though there's also a discussion surrounding what is appropriate messaging to promote housing development. A lot of materials have been distributed that are currently under review by stakeholders. The goal of this project is not to develop model bylaws but rather to provide a "toolkit" to communities to remove perceived barriers to development of housing in municipal regulations. Some feel that this bill may actually move faster than the Act 250 bill even though there's some cross-over between the two bills.

## **B. Electronic Voting VPA Bylaw Amendments**

Discussion was whether to amend VPA Bylaws in to include electronic voting both for officer elections and bylaw amendments, or either one or the other. The EC reached out to Ben Frost at NHPA, and he provided NHPA's bylaw language authorizing electronic voting, which only pertains to officer elections. M. Kane suggests that we allow electronic voting for both categories.

*Action:* Motion to approve VPA proposing bylaw amendments to enable electronic voting for officer elections and bylaw amendments: 1) S. Lotspeich. 2) H. Wilkins. *Motion passes unanimously.*

### **C. Draft VPA 2020 Budget**

S. Lotspeich presented a revised draft 2020 VPA Budget. The awards line item was increased, and sponsorship line item was moved to \$500. No changes were made to Legislative Liaison and Downtown Board Liaison stipend and expenses. There's also a proposed transfer to reserves of \$1,000. It's a little difficult to balance the budget against the checkbook's balance, and the two don't quite match up, even though we did reconfigure the budget to reflect the checkbook balance a few years ago. The numbers in the proposed 2020 VPA Budget are based on a model budget NNECAPA provided. S. Lotspeich proposes to split the \$3,000 allocated to Legislative Support so that the Legislative Expense line item will be \$250, and the Legislative Support item is \$2,750. Some EC members were inclined to consider voting on this budget with the small change to the Legislative Support line item. Instead, the EC will reach out to NNECAPA to see if it has revised its numbers for the Section base payment in advance of our August meeting. Once the EC hears back on that, it will update any figures in the draft budget and vote to submit it to membership at the August EC meeting.

### **7. Adjourn**

Meeting was adjourned by M Kane at 11:43 a.m. Next meeting is August 16<sup>th</sup> at 10:00 a.m.



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Sarah Hadd, AICP

#### At-Large Members

Rod Francis

Seth Jensen

Hal Wilkins

Catherine Bryars

Chris Sargent, AICP, CFM

Ravi Venkataraman

## VPA EC Meeting Minutes

August 16, 2019

GoTo Meeting Call-In

*Executive Committee members present:* M. Kane, M. Tuttle, D. Rugh, A. Weinhausen, R. Francis, R. Venkataraman, C. Sargent and S. Jensen

*VPA Members:* None

*Meeting began at 10:04 a.m.*

### 1. Announcements & Agenda Modifications

The EC sends its best wishes to H. Wilkins as he continues healing.

### 2. Minutes of July 19, 2019 Executive Committee Meeting

*Action:* Motion to approve the minutes of the July 19, 2019 Executive Committee meeting as revised: 1) R. Francis. 2) R. Venkataraman. *Motion passes unanimously.*

### 3. Treasurer's Report for July 2019

S. Lotspeich could not attend the meeting.

### 4. Old Business

#### A. VPA + ASLA + VNRC Intern for 2020

M. Kane described the status of where things stood with VPA sharing access to VPA's legislative reports with VT ALSA so VT ALSA can distribute VPA's legislative reports among VT ALSA's members. The EC needs to decide what the value is of this service so it can determine what to charge VT ALSA. Also, the question came up of whether this would cause issues as far as VPA's report on lobbying activities is concerned. Most concluded that charging a fee to VT ALSA for VPA's legislative reports would be unlikely to cause any issues. M. Kane and S. Lotspeich will check in with the Secretary of State on this.

It was noted that VPA's legislative reports are no longer publicly available, but unfortunately there is no "members only" section currently on the NNECAPA Section website. Eventually, however, there will be a log-in as part of the transition to APA, and VPA through NNECAPA will be able to limit access to certain information on the website by making it available only to those who log-in.

On the cost side, the EC generally felt that charging VT ALSA \$750 for a year's worth of legislative reports was fair, and M. Kane will use that figure after general agreement of the EC.

## **B. Fall Conference and Annual Meeting Update**

R. Venkataraman reported on the status of preparations for the 2020 Fall Conference and Annual Meeting, which is scheduled for VTC's Judd Hall on September 27<sup>th</sup> from 10:30 a.m. to 4:00 p.m. The panels for the workshop are on affordable housing and energy planning. Most panelists are confirmed for the panels. R. Venkataraman has set up the CM credits for the event and has set up the Constant Contact registration page. The fee is \$45. He's also working on getting speaker bios together.

The Committee is working on the details of the panel discussions and soliciting sponsorship requests. So far, responses to sponsorship requests have been promising. There was a request by ACCD to give a report to the conference on their progress with the "Zoning for Great Neighborhoods" housing initiative, and that update will be part of the affordable housing panel.

The specific timing of the annual meeting portion of the conference was a bit up in the air, as two hours has been scheduled for the annual meeting, which is too long. M. Kane thinks the annual meeting will only run for one hour, so the conference will now start at 10:30 a.m. for a welcome, then the annual meeting will run from 10:45-11:45, and we'll then have a 15-minute break before lunch.

## **C. VPA Annual Meeting – Slate of Officers, 2020 Budget and Proposed Bylaw Amendments**

The EC went over the proposed agenda for the Annual Meeting. As part of the Call to Order there will be a discussion of the upcoming transition to NNECAPA, demonstrating the new website and clarifying certain elements of the transition, such as the fact that the entity to which members will be paying dues will change for 2020. There will also be an update for the NNECAPA 2020 conference in Vermont and a solicitation for volunteers to assist with NNECAPA 2020 conference planning.

VPA was to discuss the budget, but S. Lotspeich was on vacation and M. Tuttle was still waiting for NNECAPA to update its budget numbers for 2020. Since VPA has yet to receive updated figures, the EC felt it was appropriate to wait to approve the budget until S. Lotspeich returns from vacation. Voting on 2020 Budget will be approved by August 30<sup>th</sup> through electronic voting.

D. Rugh went through the proposed bylaw amendments to enable electronic and mail-in voting. D. Rugh proposed electronic or mail-in voting for approval of the Slate of Officers, approval of the budget and for approving bylaw amendments. Voting would occur by using Survey Monkey for the electronic voting. A. Weinhagen suggested some changes, including dropping the proposal for electronic voting for the budget because it is more likely to be amended at the Annual Meeting. Electronic voting will still be allowed for approval of the Slate of Officers and for bylaw amendments. Other EC members generally agreed with A. Weinhagen's suggestion to remove the possibility of electronic voting on the budget.

*Action:* Motion to approve sending the proposed bylaw amendments as revised to allow electronic and mail-in voting on the Slate of Officers and proposed bylaw amendments for approval by the membership at the annual meeting: 1) D. Rugh. 2) C. Sargent. *Motion passes unanimously.*

We are waiting for the proposed Slate of Officers, but due to H. Wilkins' illness, we haven't seen the Slate yet. This will also be approved electronically.

## **D. Act 250 and ACCD Housing Legislative Efforts**

R. Francis attended the kick-off meeting for the “Zoning for Great Neighborhoods” program, but there’s not a whole lot to discuss as far as substance is concerned. The initiative’s goal is to provide zoning and regulatory tools to communities to encourage development of new housing, though there’s also a discussion surrounding what is appropriate messaging to promote housing development. Some items were sent out for review by consultants, and everyone on the task force is waiting to hear back from the consultants.

A separate proposal to foster increased development of new housing that is being advanced by the Governor’s office includes proposed legislative changes to 24 V.S.A. Chapter 117 to foster housing growth, and the administration may try to include some Act 250 changes, though that would muddy the waters of the on-going legislative Committee process that is working on changes to Act 250. M. Kane proposed moving the discussions on legislative changes into and under the purview of the legislative committee, which A. Weinhagen was okay with. The bill that comes out of this may ultimately only propose some small changes, but there’s still a lot of unknowns. This is separate from ACCD’s “Zoning for Great Neighborhoods” program.

A. Weinhagen provided an update on the Act 250 amendment bill. The former working group reconvened on August 1<sup>st</sup> and worked towards developing a more refined commentary on the current Act 250 amendment bill prior to the start of the legislative session.

### **5. Committee Check-in Reports**

#### **A. Legislative Committee**

See Item 4(D), above, for report.

#### **B. Professional Development Committee**

See Item 4(B), above, for report.

#### **C. NNECAPA**

M. Tuttle provided an update on NNECAPA 2020 conference. Nancy Kilbride at NNECAPA received responses to the RFP, but the dates didn’t work for the one respondent. The possibilities for a principal venue in the City of Burlington are limited but include Main Street Landing and Champlain College. M. Tuttle will solicit volunteers for a conference committee from VPA membership in the near future and at the annual meeting. If the conference were held principally at Main Street Landing, conference attendees will stay at the hotels a few blocks away and walk to the venue. M. Kane suggested possibly having an outdoor venue with a tent at Waterfront Park, maybe as part of a brown bag lunch presentation. Also, the awards dinner could be at the Echo Center, or even on the Spirit of Ethan Allen, though there are a lot of different venue possibilities for the awards reception near the waterfront.

#### **D. Awards Committee**

D. Rugh did not have a report.

**E. Communications Committee**

S. Hadd had no report.

**F. Nominating Committee**

H. Wilkins did not have a report.

**6. New Business**

None.

**7. Adjourn**

*Action:* Motion to adjourn: 1) R. Francis. 2) A. Weinhagen. *Motion passes unanimously.*

Meeting was adjourned by M Kane at 11:43 a.m. The next meeting is September 13<sup>th</sup> at 10:00 a.m. either by phone or possibly at Barnes Camp on Route 108 in Stowe, just past the ski resort's entrances.



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*Secretary*

Jim Donovan, FASLA  
NNECAPA Section  
*Representative*

#### At-Large Members

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*Past President*

Catherine Bryars

Rod Francis  
VT Downtown Board Alt.

Seth Jensen

Chris Sargent, AICP, CFM

Ravi Venkataraman, AICP  
Candidate  
Professional Development  
Committee Chair

## Executive Committee Meeting Minutes

Friday, October 18, 2019  
via Conference Call

*Executive Committee members present:* M. Tuttle, A. Weinhausen, S. Lotspeich, D. Rugh, M. Kane, R. Francis, C. Bryars, R. Venkataraman and S. Jensen

*VPA Members:* C. Sawyer

*Meeting began at 10:04 a.m.*

### 1. Agenda Modifications

None.

### 2. Announcements

M. Tuttle expressed her excitement at leading the organization and realizing the benefits of becoming a NNECAPA State Section. One task item in the future is the review of the organization's strategic plan. By merging with NNECAPA, we've realized some of the goals of that plan, and now, five years later, the EC intends to re-consider the strategic plan.

### 3. Minutes of August 16, 2019 Executive Committee Meeting

*Action:* Motion to approve the minutes of the August 16, 2019 Executive Committee meeting as revised: 1) R. Francis. 2) M. Kane. *Motion passes unanimously.*

VPA's draft 2019 annual meeting minutes will be posted on the website in the coming weeks.

### 4. Treasurer's Report for July, August and September, 2019

S. Lotspeich gave Treasurer's Report for July, August and September, 2019. In July, VPA paid for food for the awards ceremony, paid stipend for the Downtown Board representative and paid the annual mailbox renewal fee. VPA received some membership dues income in July too.

In August, membership dues income tailed off, but revenue from membership dues came in above where we anticipated prior to the start of 2019. Income in August we received a sponsorship for the fall workshop but had no expenses.



In September, there was income for the fall workshop sponsorships and registrations. Also in mid-September VPA's CD rolled over for another 3-month period.

M. Kane suggested that we cross-reference the membership dues to the membership list so we have an accurate list of members to compare against when we go through membership renewals through NNECAPA and APA. S. Hadd has been making regular updates to the membership list, which is current as of June 2019 and which is located in VPA's "Vermont" Dropbox. As a result, we should be able to get a pretty accurate picture of how many current VPA members become NNECAPA members in 2020.

Also, there was a discussion of transferring VPA's credit card from M. Kane's name to M. Tuttle's since she's the new president, which they will work on with S. Lotspeich.

*Action:* Motion to approve the Treasurer's Reports for July, August and September: 1) M. Kane. 2) D. Rugh. *Motion passes unanimously.*

## **5. Old Business**

### **A. 2019 Annual Meeting Follow-Up**

R. Venkataraman gave a report on the results of the annual meeting or conference, which was overall a success. The survey R. Venkataraman sent out has received a number of responses, and the only real concern that was raised had to do with the venue, which was a comparatively large and spacious gym for the number of attendees. That said, Judd Hall is a good value compared to other venues.

As far as the conference budget is concerned, VPA earned roughly \$2,400 after sponsorships and paying VTC for event space and food. There were 54 or 55 registrations, and about 47 attendees. It was good to pair the meeting with the workshop for attendance, but an issue was raised regarding the fact that there was a fee to attend the Annual Meeting portion of the conference. The EC discussed that there should be a way to attend the Annual Meeting for free, and the EC discussed possibly streaming the next Annual Meeting so all can attend.

Another follow-up from the Annual Meeting relates to the issue with the budget and making sure VPA splits out lobbying expenses in the budget so we can clearly satisfy the expenditure limits on lobbying to retain VPA's 501c3 non-profit status. M. Kane reported on the Secretary of State's definition of "lobbying," and it didn't sound like the intern's work satisfied the criteria of that definition, even though the intern is registered as a lobbyist. It was noted, however that the State's definition of lobbying is broader than the IRS's definition. Under IRS rules, VPA needs to have 20% of expenditures or less go to lobbying to maintain 501c3 status, which is roughly \$2,000. A. Weinhagen reports that after speaking with VNRC, the intern did not do much lobbying, as defined by the IRS, and VNRC does not report intern's activities as lobbying. Instead the intern is primarily responsible for taking notes on pending legislation and committee hearings, then reporting back to VPA and VNRS. The IRS website clearly states that organizations can participate in public policy without it being considered lobbying. Most of what intern and legislative liaison do is education of members, not lobby legislators, though if

that happens, it's mostly the Legislative Liaison's responsibility. What the intern does is not lobbying in the sense of encouraging legislators to take a specific action. Only a very small part of the Legislative Liaison's role is actual lobbying. A good way to break the budget out is to split Legislative Liaison and intern's expense line items in budget. That makes it very clear that VPA does not go above the IRS's threshold for lobbying expenses.

M. Tuttle suggested that we revise the budget to clean-up some old items of revenue that won't exist in 2020, like grants and interest. VPA will need to check with NNECAPA's Treasurer to ensure its budget matches those of the other state sections. It may be best for each section to have an "Other" category for revenue to capture things like grants. Each state section should have that, and then income sources can be more accurately tracked.

M. Tuttle also raised the need, following up on an item from Annual Meeting, for the EC to re-evaluate the proposed bylaw amendments to allow electronic voting of officers so we can keep that item on the EC's radar.

## **B. VT ALSA Sponsorship**

M. Kane talked about the fee VPA will charge VT ALSA for distribution of legislative reports. The fee will be \$500. We'll need to enter into a MOU with VT ALSA with disclaimer language, etc. We're waiting for final confirmation from VT ALSA before negotiating a simple MOU. S. Lotspeich offered to provide some sample MOUs so the EC doesn't have to re-invent the wheel, so-to-speak.

## **6. New Business**

### **A. VECAN Conference Sponsorship**

VPA has been asked to sponsor the VECAN 2020 conference again this year. Typically VPA sponsors at the \$250 level, which includes part of a table and a free conference registration. If no EC members are interested in attending the conference, then M. Tuttle will put it out to the listserv to see if any members want to use the free registration.

*Action:* Motion to authorize VPA sponsor VECAN 2020 conference at \$250: 1) M. Kane; 2) R. Venkataraman. *Motion passes unanimously.*

### **B. Donation in Memory of H. Wilkins**

There is a desire among the EC to make a donation in H. Wilkins' memory to the organizations that are listed in his obituary. Either VPA can do it as an organization, or individual EC members could do it. The EC thought it best that the organization make the contribution out of the miscellaneous line item in the budget. The EC members discussed which of the organizations identified in the obituary should receive the donation. Members thought it best to give \$100 to the Town of Windham for expenses associated with operation and upkeep of the community building known as the Windham Meeting House. M. Tuttle will also send out a note on the listserv to encourage others to donate in his memory.

*Action:* Motion to donate \$100 in H. Wilkins' memory to the Town of Windham for operation of the Windham Meeting House: 1) D. Rugh; 2) A. Weinhausen. *Motion passes unanimously.*

## **7. Committee Check-in Reports**

### **A. Downtown Board Representative**

C. Sawyer gave report on activities of the Vermont Downtown Board over last year. He said there's a surprising amount of business that happens at Downtown Board meetings. Much of the business deals and discussion addresses applications for village center designations.

Occasionally there's a difference between a community's views of its village boundaries and the statutory definition of a village center. Also, some growth center designation items are often on the agenda, as well as the occasional application for neighborhood development area approval.

Some of the more controversial items relate to the original growth centers, which some Downtown Board members feel were not correctly defined, at least as far as their boundaries are concerned. Also, some issues arise due to at least a perceived lack of funding. Generally, there are more applications for funding than the amount of funding that is available, but State grants do award communities extra points in grant application review for projects to be constructed in designated areas. One other time-consuming matter for the Downtown Board is scoring communities' applications for tax credits. This year there were 43 applications seeking \$3.7 million in tax credits, but there was only \$2.8 million in available funds.

C. Bryars shared some communities' frustration with respect to the issue of village center designation boundaries. Sometimes communities she works with are concerned that the Downtown Board reduces the size of these areas, which are proposed for good reasons. For example, proposed boundaries might include a historic home that a village wants to rehabilitate, but the house is not linked to interior of village by bike or pedestrian facilities. Since there is no sidewalk connection to the rest of the village, the statute does not allow the home to be in the designated village. C. Sawyer reports that this is indeed "chicken-and-egg" problem, but that there's often a symbolic aspect to a village's boundaries in a community, as opposed to the statutory definition of the boundaries for a village center. To in part address this issue, the Downtown Board encourages communities to come back to update the designation's boundaries if there have been changes since original approval of core designation area. The Downtown Board focuses on boundaries because of the significant ramifications they have for other designations, such as how a village center's designated boundary lines then allow for neighborhood development areas to be created immediately adjacent to the designated village center's boundary. ACCD and others also have different perspectives on the boundaries, but as S. Jensen noted, the exact boundary lines matter because other agencies, like ANR, rely on the boundaries of the designated areas to allow for the enhancement of certain things like infill development in floodplains.

### **B. Legislative Committee**

A. Weinhausen gave update regarding the work of Act 250 focus group to finalize the language for VPA's position on what changes in the new Act 250 bill are significant. The focus group is

narrowing down the issues, but it includes a focus on the State's capability and development plan.

A. Weinhagen also discussed that DHCD is working on some proposed changes to Chapter 117. DHCD is stretched with the Zoning for Great Neighborhoods project, which is currently in consultants' hands, so there hasn't been much movement on proposed changes to Chapter 117. No draft bill language or other proposals have been distributed. As far as case-study communities, DHCD has not formally announced which communities will become the case study, though St. Albans and Brattleboro are at least up for consideration.

The EC discussed the distinction between what the market builds and prefers versus what is preferred on the regulatory or policy landscape. For example, really great bylaw language could be written to encourage housing growth, but unless there's an impetus to build in the market, nothing will happen. VPA could push the State to review other policies and rules, like wastewater rules, etc., to encourage even more housing. R. Francis said he would reach out to J. Hemmerick at ACCD about where things stand on its housing initiatives. The sense is DHCD only has a very rough outline of a proposal, and that nothing specific has developed yet. To the extent there may be changes to Chapter 117 proposed in the near future, the sense is that the proposed revisions are targeted and small, not wholesale.

### **C. Professional Development Committee**

See Item 5(A), above, for the discussion of the Annual Meeting and Fall Conference. R. Venkataraman is trying to get slides from conference and upload them to a Dropbox account, and there's a link from the NNECAPA website to those slides. R. Venkataraman talked to Tim Terway at VCGI about instructing members on how to maximize VCGI's GIS database. T. Terway and R. Venkataraman will discuss how VPA can help organize workshops to train people on how to navigate the database. Hopefully workshops will be smaller and can be scheduled for places like town halls where conference space may be free. S. Lotspeich mentioned that ANR also does workshops on web-based maps and what you can do with them, as there's a presentation on that at ANR's municipal day.

Members of the committee for annual meeting included D. Schibler, C. Rock and C. Bryars, but it's unknown whether they're permanent committee members. C. Bryars also wanted to work with the Committee on making sure AICP study and exam materials are available and easily accessible state-wide. This might include a relatively central repository and facilitating study groups for those who are taking the exam. M. Tuttle mentioned that one job of NNECAPA's PDO is to help disseminating those AICP exam materials and assisting with organizing webinars. She will check in with the NNECAPA and other Sections' PDOs to connect with R. Venkataraman on resource sharing and ideas.

### **D. NNECAPA**

J. Donovan is VPA's NNECAPA Section Rep, but he is out of town for a few months. M. Tuttle provided an update on the NNECAPA 2019 conference in New Hampshire, which is a couple weeks away. There are over 200 registrants for the NNECAPA conference, which is good.

Vermont has a state cocktail at the conference, being a maple bourbon old fashioned. The conference committee is trying to promote people staying to end of the conference by holding a raffle at the conclusion of the conference on Friday. State sections have been asked to produce a basket of local, state-specific products.

As to the 2020 conference, M. Tuttle reports that the contract with Hilton Burlington on Battery Street was signed for September 30 and October 1<sup>st</sup>, 2020. J. Donovan will take lead on the conference with M. Tuttle co-chairing. The first conference committee meeting is October 30<sup>th</sup>. They will start discussing food and theme. The EC packet includes a monthly update from Nancy Kilbride outlining the support she provided to the Chapter. M. Tuttle will share this report with the EC in the future so it can see what she's doing and what the value is to VPA from the reorganization. Right now, NNECAPA's resources are focused on 2019 conference because that's the biggest lift.

Also, NNECAPA is starting to stream-line various website and other subscription services, transferring them from the individual states as registrants to NNECAPA being the registrant. For example, NNECAPA will have a Constant Contact registration, and VPA should not renew its membership for the next year.

#### **E. Communications Committee**

This Committee has no chair at the moment, but S. Hadd has been assisting with website management and is willing to continue doing that. S. Hadd wants to step back from managing documents and other items like that, however. EC members are encouraged to let M. Tuttle know if they are interested in chairing this committee, and she will also reach out to the membership on the listserv.

#### **F. Nominating Committee**

This Committee also lacks a chair due to H. Wilkins' passing. R. Amore was working with H. Wilkins. M. Kane volunteered to chair this committee and will let R. Amore know.

#### **G. Awards Committee**

D. Rugh gave a brief report, principally about NNECAPA awards and the timeline for the 2020 awards process.

Also, M. Tuttle reported that NNECAPA has a new award category for Planner Emeritus to recognize planners with 30+ years of service or more. There are no criteria for the award other than length of time in the profession, but it's just a general recognition for those who are nearing retirement. Nominations will be open all year long, and it will be a simple nomination form on-line.

### **8. Meeting Schedule**

VPA needs to move the November meeting and discussed whether to cancel December meeting because the NNECAPA conference is November 15<sup>th</sup> when we have a regularly scheduled VPA meeting. The EC will have legislative issues and the work plan to discuss at its next meeting, but there's little other pressing business. Subject to A. Weinhagen's plan for comments on the Act 250 legislation, the EC will tentatively meet on December 6<sup>th</sup> in the afternoon as in-person retreat and holiday party. The EC will discuss the 2020 meeting schedule at that time.

## 9. **Adjourn**

*Action:* Motion to adjourn: 1) S. Lotspeich. 2) D. Rugh. *Motion passes unanimously.*

Meeting was adjourned by M. Tuttle at 11:54 a.m.



## Executive Committee Meeting Minutes

Friday, December 6, 2019

In-Person at Vermont Natural Resources Council  
9 Bailey Ave., Montpelier, VT

*Executive Committee members present:* M. Tuttle, A. Weinlagen, S. Lotspeich, D. Rugh, M. Kane, R. Francis, C. Bryars, R. Venkataraman and S. Jensen

*VPA Members:* K. McCarthy, C. Sawyer, J. Hemmerick, C. Cochran and P. Hough

### 2019-2020 Officers

Meagan Tuttle, AICP  
*President*  
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Alex Weinlagen  
*Vice President*  
VT & NNECAPA Legislative  
*Liaison*

Steve Lotspeich, RLA  
*Treasurer*

David W. Rugh, Esq.  
*Secretary*

Jim Donovan, FASLA  
*NNECAPA Section*  
*Representative*

### At-Large Members

Mark Kane, ASLA  
*Past President*

Catherine Bryars

Rod Francis  
*VT Downtown Board Alt.*

Seth Jensen

Chris Sargent, AICP, CFM

Ravi Venkataraman, AICP  
*Candidate*  
*Professional Development*  
*Committee Chair*

*Meeting began at 2:04 p.m.*

### 1. Agenda Modifications

The ALSA VT Update was removed from the agenda.

### 2. Announcements

R. Venkataraman announced that he will be moving to Richmond as the Town Planner. Former Richmond Town Planner Jessica Draper, moved to Plattsburg. It was also announced that K. McCarthy won NNECAPA Planner of Year 2019. There will be a ceremony at the Dec. 18th Montpelier City Council meeting where a Resolution will be presented in her honor.

### 3. Minutes of October 18, 2019 Executive Committee Meeting

M. Tuttle reviewed and suggested to revisions to the October 18, 2019 EC meeting minutes. *Action:* Motion to approve the minutes of the October 18, 2019 Executive Committee meeting as revised: 1) A. Weinlagen. 2) R. Francis. *Motion passes unanimously.*

### 4. Treasurer's Report for October, 2019

S. Lotspeich gave Treasurer's Report for October 2019. It's been a relatively slow month as far as VPA's bank accounts are concerned. VPA paid C. Sawyer's downtown board expenses, and his stipend will be paid in November. S. Lotspeich also paid the Capitol Copy mailbox fee and a box for name-tag forms for future conferences. There was no income in October as we wait for the NNECAPA transition. VPA's stipend from NNECAPA will be coming in January, which is a \$3,000 base stipend and our pro-rata share of a \$1,500 split with the other State Sections based on the number of VPA members who are now NNECAPA members.



S. Lotspeich also reported that VPA's 3-month CD with Edward Jones was renewed at the end of September, and VPA has earned roughly \$45 in interest. In September, there was income from the fall workshop sponsorships and registrations.

S. Lotspeich is setting up a new protocol with Events Your Way (N. Killbride) for processing income and expense payments, so N. Killbride will be producing new Treasurer's Reports starting in December. Going forward, all Section Treasurers will run all requests for expenses and for deposits through NNECAPA.

Also, there was a discussion of transferring VPA's credit card from M. Kane's name to M. Tuttle's since she's the new president, which they will work on with S. Lotspeich.

*Action:* Motion to approve the Treasurer's Reports for October: 1) D. Rugh. 2) S. Jensen. *Motion passes unanimously.*

## **5. Old Business**

### **A. VT ALSA Sponsorship**

Tabled until next meeting.

## **6. Committee Check-in Reports**

### **A. Downtown Board Representative**

C. Sawyer gave a report on activities of the Vermont Downtown Board at their October meeting. The Board took a tour of Bethel's designated village center and recent growth that's occurred in that area of the town. As a result of the hard work of many volunteers, Bethel's village center is now more of a downtown. At its October meeting, the Downtown Board approved a few designated villages and conducted the four-year reviews of Montpelier and Poultney. The Board also heard that ACCD may propose a broadening of legislative tax credits to expand housing in designated downtowns. C. Sawyer reported that the Board isn't meeting in November and December.

### **A. Legislative Committee**

Other than what is discussed under Items 7(A) and (B), below, A. Weinhagen only provided brief update. He will schedule a legislative cracker barrel in mid-January once some early bills have been introduced.

### **B. Professional Development Committee**

R. Venkataraman is working on putting together a GIS Workshop. He is scheduling workshops based on the survey that was completed about a month ago. There were over 100 respondents with 80-90 full responses, which is very impressive. There were a number of requests for LIDAR training and a VCGI training to learn how to navigate the website and use the data. One

of these trainings would be in conjunction with the spring workshop/conference but it won't be the entire workshop. There would be multiple trainings and respondents have a wide range of skillsets. For example, many Zoning Administrators don't have much training in ArcView GIS and VCGI, whereas planners have at least some experience creating maps and using data to assist in municipal planning. It's envisioned that there will be trainings at various levels like an ArcView 101, 201, 301; Google Earth 101 and 201, and VCGI orientation. QGIS and LIDAR are two other data formats that respondents wanted help with as far as training is concerned. Tim Terway at VCGI will assist R. Venkataraman.

R. Venkataraman is also working on creating a centralized location and file for information for AICP exam materials, including study materials and resources. J. Hemmerick has been helpful, and R. Venkataraman has reached out to the other NNECAPA PDOs for assistance with this project. NNECAPA also produces a +/-300-page AICP study guide that's available to NNECAPA members, and C. Eppig should have it sometime in the spring of 2020.

### C. NNECAPA

J. Donovan is VPA's NNECAPA Section Rep, but he is out of town for a few months. M. Tuttle provided an update on the results from the NNECAPA EC December call. The NNECAPA fall conference at Mt. Washington in NH was quite successful. The number of attendees was 242. There were about 150 people that attended all three days, which is a pretty good turnout. There were 75 people at the tiny houses and temporary living seminar. During the business meeting, there was an update on NNECAPA's bylaws that clarified voting privileges for NNECAPA "Section Only" members. Based on APA bylaws, "Section Only" members cannot vote for Section officers. Also, NNECAPA passed a 2020 budget at the business meeting. There was a pretty conservative forecast of what NNECAPA membership dues will be next year. By the first quarter of 2020, NNECAPA will have a good idea of what VPA's membership will be since "Section only" members will have renewed in the 4th quarter of 2019. Money was included in NNECAPA budget for the 2020 NNECAPA conference, which lessens the financial burden on VPA since NNECAPA will be paying for almost everything up-front. With the job N. Killbride is doing, M. Tuttle is confident there will be no problem with reimbursements and payment for conference expenses. It's still not clear how NNECAPA conference revenue, if any, will be split between NNECAPA and the State Sections, and whether State Sections share in both revenues and conference losses, or if State Sections will only share revenues. Most Sections don't have resources or reserves to share in losses. This will be worked out at Spring NNECAPA Retreat where M. Tuttle, S. Lotspeich and A. Weinhagen will be in attendance.

M. Tuttle also discussed that NNECAPA has created a new NNECAPA Planner Emeritus award that will be awarded to any planner with more than 30 years of service to planning in a particular state. It's not a competitive award, but anyone with 30 years of experience is eligible. This will be given out at 2020 Conference for the first time.

M. Tuttle also reported that she and J. Donovan have had two NNECAPA 2020 conference planning meetings, and they're close to announcing the theme of the conference. The American Institute of Architects also has a big New England-wide conference in the fall of 2020, and they may be interested in coordinating on a theme or workshop. It was noted that VPA should look

into working on collaborating so that AIA continuing education credits are available at NNECAPA conferences and vice versa.

#### **D. Communications Committee**

S. Hadd has asked to step off the Committee, though she's been helping with the website. EC members are encouraged to let M. Tuttle know if they are interested in chairing this committee. VPA and NNECAPA have also been working on unifying their Constant Contact membership and then adding all VPA members into NNECAPA's Constant Contact list. NNECAPA is focused on entering emails and names into the database since VPA's contact list is very large.

#### **E. Nominating Committee**

M. Kane did not have a report. Pretty soon there will be a discussion about whether VPA will encourage or assist anyone in applying for FAICP at the end of 2020.

#### **F. Awards Committee**

D. Rugh gave a brief report, principally about the timeline for the 2020 awards process.

### **7. New Business**

#### **A. DHCD Draft 2020 Legislation**

C. Cochran and J. Hemmerick attended the VPA EC meeting to discuss the Agency of Commerce and Community Development's ("ACCD") potential legislative reforms for the 2020 legislative session. Businesspeople are saying housing is a big economic development problem. A key issue is how to align zoning with the way housing is developed in Vermont. For example, the bylaws required by Neighborhood Development Areas designation has been a real barrier to communities interested in the designation. ACCD is talking about a "clean" Act 250 exemption for development in designated downtowns. Also a process will be proposed on how to extinguish irrelevant Act 250 permit conditions (silt fences, hours of operation, etc.). ACCD hopes to expand downtown and neighborhood development areas tax credits and to exempt Act 250 from NDAs. Expanding downtown tax credit program is also a possibility by investing general funds into grand list which then goes to education fund.

Another ACCD goal is to reduce double permitting, including for wastewater connections that often need both a State connection permit and a local sewer connection permit. Rules that have been drafted have been objectionable, so ACCD is proposing a "clean" exemption for new residential connections to municipal sewer systems. To get this change, ACCD is looking to expand small-scale development opportunities in and around downtowns and villages. The State would preempt minimum lot sizes greater than 1/8th or 1/4 acre in designated downtowns, and would provide more flexibility for creating accessory dwelling units ("ADUs") by removing the 30% area standard for ADUs as compared to the appurtenant single-family dwellings. Another area where ACCD hopes to promote housing growth is by creating more opportunities for duplex housing. ACCD proposes adding a new exemption in Chapter 117 that would eliminate the

“character of the area” criterion of conditional use review for small multi-family projects of up to four-unit dwellings. The last area ACCD is focusing on for promotion of housing growth relates to minimum parking requirements and how to reduce the amount of required parking. ACCD will propose allowing landlords to lease parking spaces separately from apartments themselves in multi-family housing in mass transit-served areas. This change wouldn’t affect zoning districts that don’t have minimum parking requirements, and it would only allow for the reduction in the number of spaces by up to half if the spaces are “unbundled” from the dwelling units. None of these proposals would apply in SFHAs or FEH zones.

ACCD also hopes to add flood-proofing work as an expense eligible for tax credits if the buildings are in the SFHA. ACCD also proposes the creation of the Vermont Housing Improvement Program, which would issue grants to rehab unsafe, blighted and vacant rental units so they be brought up to code and then re-rented.

Finally, ACCD is proposing a “Better Places” crowd-granting framework, which pulls together multiple grant sources from private foundations for “placemaking” in municipal centers. Eligibility for grants would be based on the ability of project leaders to crowd-source funds, and once a certain amount of funds are donated by a certain amount of participants, and then the project would be eligible for the grants. This is the most likely new initiative to pass.

## **B. Act 250 Working Group Recommendations**

Act 250 Working Group is trying to hone down VPA’s message on the outstanding items in the Act 250 bill. The Working Group has focused on three areas: 1) Capability and Development Plan - Coordinating Act 250 and State Land Use Policy; 2) Act 250 Criteria Updates to allow for conformance with State Land Use Policy so as to address emerging issues like climate change, resource fragmentation, planned settlement patterns, alternative transportation; and 3) Jurisdiction and Exemptions, limiting Act 250 jurisdiction within defined “existing settlement” areas.

A. Weinhagen reminded the EC of its legislative protocol and the process of taking recommendations from the Legislative Committee to the EC, which then approves the recommendations and positions for testimony in the Legislature. At certain times, bills may move faster than this, so the Legislative Liaison occasionally will jump straight to the EC for input on certain policy positions.

The EC was generally agreeable that the Legislative Liaison continue to focus on major items like development of good, detailed planning maps for the Capability and Development Plan and less on the nitty-gritty of the legislative language. While ANR does have the maps, they’re insufficiently detailed in most instances to truly regulate development on a site-by-site basis or at the local level. It will take a significant amount of resources to ensure the maps are good enough to use in a regulatory fashion. In addition, legislators have a hard time conceptualizing the role of maps in planning and in the Capability and Development Plan, so VPA will need to clarify the difference between State Land Use Policy versus the Capability and Development Plan.

One issue seems to be that legislators do not fully understand the Capability and Development Plan and whether VPA wants to continue to advocate for it if it would mean the bill might fail under its own weight. Instead, VPA would say the new bill has to address resource mapping and the importance of the Capability and Development Plan, but that the Plan should not hold up the larger bill and could be pushed to a study committee for refinement at a later date. The bill as currently being modified appears to be dropping discussion of state-level planning coordination.

On the second area relating to criteria changes, VPA was recommending some small, targeted language changes for climate change criteria, transportation and encouraging good building siting for things like passive heating by orienting structures on an east-west axis so as to take advantage of efficiencies. This would help Vermont meet its energy and climate change goals by reducing the need to use energy for heat through good siting. There's also the "conflict" between the proposed Criterion 1(D) language on river corridors and how that would apply to existing settlements.

On the third area relating to the jurisdiction and exemptions, it's not clear the Legislature is focusing on this issue, other than for example, slate quarries and in existing designated areas. It's probably best for VPA to focus on the "off-ramp" for projects that are proposed for development on land that have prior permits but when the specific project itself wouldn't normally be subject to jurisdiction. The other issue regarding jurisdictional exemptions is the proposed exemption for development in designated areas (downtowns, village, neighborhood development areas) and the difference in how that will function in more urban versus rural areas. There's not only an issue in developed cities - Burlington, Winooski, Rutland, etc. - but also in more rural villages, which have issues that are different than when development occurs in the rural countryside. Where individuals get tripped up in these circumstances is with the 5-mile radius jurisdictional trigger. One change that may be suggested is to focus on involved land or disturbed land, but it's tough without a plan. M. Tuttle suggested bifurcating the discussion on jurisdictional triggers so we advocate for moving forward on the "designated area" exemption versus the "5-mile radius" or other jurisdictional triggers that need to be fixed and that have more impact on rural areas going forward. On the rural areas, it's not so much of an exemption but rather a change to the triggers to focus on development that would benefit most from Act 250 review (3 acre projects in rural areas for example, instead of 1 acre projects).

The EC discussed that A. Weinhagen will circle back to his committee and the Working Group before touching base with the EC on future testimony. It's likely that all will have to wait a couple weeks after the start of the session to see what emerges before taking specific positions on certain aspects of the bill.

### **C. Strategic Plan Review & 2020 Work Plan**

Tabled for the January meeting. In 2020, VPA EC will look at an update or adjustment to the strategic plan since it's been 5 years since the EC originally adopted it. Also, many of that plan's recommendations were realized with the NNECAPA reorganization, so it's time to revisit future organizational goals.

### **8. 2020 Meeting Schedule**

M. Tuttle suggested moving our regularly scheduled meetings to the second Friday at 10:00 a.m., except for January 2020, since NNECAPA meets on the third Fridays of the month. She will propose a meeting schedule for 2020 via Outlook Calendar invite in the coming days.

## 9. **Adjourn**

*Action:* Motion to adjourn: 1) D. Rugh. 2) R. Venkataraman. *Motion passes unanimously.*

Meeting was adjourned by M. Tuttle at 4:30 p.m. Next meeting is in-person on January 24<sup>th</sup> at 2:00 p.m. in Waterbury at its Municipal Office building.