



Executive Committee Meeting Minutes

Friday, May 14, 2021
Conference Call

Executive Committee members present: M. Tuttle, A. Weinlagen, S. Lotspeich, D. Rugh, D. White, C. Bryars, R. Francis, C. Sawyer, R. Venkataraman and E. Vorwald.

2020-2021 Officers

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Catherine Bryars, Awards
Chair

Rod Francis
VT Downtown Board Alt.

Chip Sawyer
VT Downtown Board Rep.

Ravi Venkataraman, AICP
Professional Development
Committee Chair

Eric Vorwald, AICP

Sue Westa, AICP

VPA Members: None

Meeting began at 10:02 a.m.

1. Agenda Modifications

None.

2. Announcements

None.

3. Minutes of April 9, 2021 Executive Committee Meeting

Action: Motion approve minutes of April 9, 2021, Executive Committee Meeting: 1) A. Weinlagen. 2) E. Vorwald. *Motion passes unanimously.*

4. Treasurer's Report for April 2021

S. Lotspeich gave the Treasurer's Report for April 2021. There was only one expense in April, and that was payment of the second monthly fee for the legislative survey on Survey Monkey. The Survey Monkey subscription has been terminated now that the survey results have been reported out.

At the beginning of May, S. Lotspeich sent a check to Edward Jones for \$5,000 to increase VPA's reserve funds. This is separate from the other \$8,000 VPA has in a CD and was authorized at VPA's April EC meeting. The current balance of VPA's reserve accounts with Edward Jones \$13,141.88. Basically, VPA has made \$141.88 on its investment, which is not a lot but is better than nothing. S. Lotspeich also reported that he filed the IRS Form 990-N e-Postcard to maintain VPA's nonprofit status.



A section of the
Northern New England Chapter
American Planning Association
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

Action: Motion to approve the April Treasurer’s Report: 1) D. Rugh. 2) C. Bryars. *Motion passes unanimously.*

5. Committee Reports & Officer Round Table

A. Legislative Committee

A. Weinhagen gave the legislative report as the first session of the 2021-22 biennium winds down. May 22nd is the scheduled adjournment date. The Legislative Committee is meeting Monday the 24th for a wrap-up or de-brief of what transpired in the Legislature itself. The Legislative Committee will provide a summary in the coming weeks. Like during other sessions, bills get dropped as the Legislature goes through its process of winding down affairs and passing the “must pass” money bills. S.101 is an example of this, as it was basically stripped of most of its substance and funding; the ultimate fate of the bill is currently unknown. Many bills that have passed both the House and the Senate are now in conference committees to reconcile any differences.

The EC and Legislative Committee will discuss the results of the Legislative Program Survey Summary in June, once the session winds down. Legislative Intern D. Jarrad is wrapping up his work this week. He’s done a good job, was very responsive and did good reporting.

B. Downtown Board

C. Sawyer provided the Downtown Board report. There was a special meeting in April to consider the Berlin New Town Center application. The Board approved the application with the conditions of approval presented by DHCD Staff. One condition requires the Town to develop public road development standards. Some consternation was expressed regarding whether Berlin did all the planning that was needed prior to the designation, though the Town of Berlin has passed some zoning regulation amendments to effectuate the New Town Center. One condition of approval required a review of the New Town Center application in two years instead of four years. Only a portion of proposed area was approved, and there were some pragmatic decisions since there has been a housing project pending that depends on Berlin’s receipt of the New Town Center designation. C. Sawyer voted to approve the partial designation. The Town still has the ability to expand the New Town Center at a later time to its originally proposed boundaries. In the end, the Downtown Board’s review of this application wasn’t the smoothest process, but the Town ultimately received approval of a scaled down designation area. As far as hindsight, it took too long to get the application before the Board, but the Town could have done a little more work up-front to address staff concerns.

At the Board’s regular April meeting, it approved \$500,000 in downtown transportation grant awards with \$700,000 being requested by applicants. All but two applications were approved, and one was partially funded. Also, some additional Village Center designations were approved. The nice thing about the Village Center designation program is that it’s a relatively straight-forward approval process, unlike with some other designation programs.

C. Awards Committee

C. Bryars gave her report. The Awards Committee got the press release out at the beginning of the month. Awards letters and certificates are prepared and ready to be distributed. The awards plaques are going to be ordered soon. C. Bryars and D. Rugh need to make a recommendation on NHPA awards, similar to what NHPA EC does for VPA. The awards ceremony will be held in conjunction with VPA's Annual Meeting in November. It will celebrate 2020 and 2021 winners.

E. Vorwald gave an update on the Vermont Open Space awards process. There were eleven applications, and ten received awards. There will be a virtual awards ceremony on June 8th over Zoom. The intent of awards is to show-case the work communities are doing, instead of having a more paternalistic attitude and focusing on a top-down approach.

D. Professional Development Committee

R. Venkataraman could not attend this meeting, but S. Lotspeich gave the Professional Development Committee's report. The Committee scheduled the first Aging in Place webinar for next Friday. Registration went live yesterday, and there was roughly twenty registrants on the first day. M. Kane at SE Group is hosting and will run the remote webinar platform. There will be some polling as part of this first webinar. F. Ingulsrud will run the second webinar on small-scale dwelling units and aging in place. One interesting aspect of the discussion is how aging in place looks with new immigrants and in their communities. The webinar advertisement was circulated among all NNECAPA Sections, so hopefully there will be some interest region-wide, not just from Vermont. Two more webinars after the first one next week are scheduled.

E. Communications Committee

S. Westa couldn't attend the meeting. M. Tuttle says individuals have been emailing D. Pierce, who's been on leave, so if there are questions or issues, reach out to M. Tuttle. She has now been added as a second manager of the listserv.

F. Nominating Committee

S. Westa had no report. M. Tuttle says that the Committee will soon get started to go over the Slate of Officers for the upcoming year. K. McCarthy will be stepping down from the Committee, so S. Westa and S. Hadd will be looking for new committee members.

G. NNECAPA

D. White reported that the 2021 NNECAPA Conference planning committee has been meeting every couple of weeks. The conference will run from October 13th to 15th at the Hilton Burlington. Registration is open, and the Committee is building the program for the conference, including who the keynote speakers will be. The goal is to get a proposed program out before the end of FY21 so some attendees can sign up in advance before the end of their fiscal years. Also, the Committee is working on soliciting sponsors both for the conference and/or

NNECAPA generally. S. Hadd has been working on social aspects and post-conference social events.

There was no NNECAPA EC meeting in April because the retreat was held over the first two weeks of April. The NNECAPA EC is meeting next Friday the 21st.

6. Old Business

None.

7. New Business

A. Updates to Comprehensive Energy Plan & Act 174 Standards and Policies

S. Lotspeich suggested that Policy and Procedures Manual be on June VPA EC Agenda.

A. Weinhausen suggested re-starting a social committee now that COVID restrictions are lifting

The EC agreed to move the July VPA EC meeting to July 16th from the 9th and to hold it at 3:00 p.m. with a social component starting at 4:00 p.m. for the larger membership.

8. Adjourn

The meeting was adjourned at 10:49 a.m. The next meeting is a Zoom meeting at 10:00 a.m. on June 11th.