



## Executive Committee Meeting Minutes

Friday, May 13, 2022  
Conference Call

*Executive Committee members present:* A. Weinhagen, S. Lotspeich, D. Rugh, M. Tuttle, S. Wraight, E. Vorwald, C. Sawyer and R. Venkataraman.

### 2022 Officers

Alex Weinhagen  
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Catherine (Cat) Bryars, AICP  
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Steve Lotspeich, RLA  
*Treasurer*

David W. Rugh, Esq.  
*Secretary*

Meagan Tuttle, AICP  
*Past President*

Sarah Wraight, AICP  
*NNECAPA Conference Representative*

E. Vorwald, AICP  
*NNECAPA Section Representative*

### At-Large Members

Greta Brunswick

Chip Sawyer  
*VT Downtown Board Rep.*

Ravi Venkataraman, AICP

Sue Westa, AICP

*VPA Members:* None.

*Meeting began at 10:07 a.m.*

### 1. Agenda Modifications

None.

### 2. Announcements

There is a rumor that S. Murray may be retiring from the planning profession, and some VPA members are planning a retirement celebration. Contact P. Hough for more information.

### 3. Minutes of April 8, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of April 8, 2022 Executive Committee Meeting: 1) E. Vorwald. 2) C. Sawyer. *Motion passes unanimously; M. Tuttle abstains.*

### 4. Policies and Operations Manual

A. Weinhagen gave an overview of the draft Policy & Operations Manual. M. Tuttle created a Manual for NNECAPA, and the EC is going to work with that and revise it as needed. D. Rugh went through the Manual and provided comments section-by-section. Portions will be delegated to VPA's standing committees for review. One issue to consider is how often the Manual gets reviewed and by whom. NNECAPA has been flexible with its Manual and amends and updates it as needed. A. Weinhagen will distribute portions of the Manual with the goal of revising the various chapters in July and August and then synthesizing revisions in preparation for the September EC meeting.



A section of the  
**Northern New England Chapter  
American Planning Association**  
[nne.planning.org/sections/Vermont](http://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.*

## 5. Committee Reports & Officer Round Table

### A. Treasurer's Report for April 2022

S. Lotspeich gave Treasurer's Report for April. There was no activity in April. S. Lotspeich reached out to our financial advisor, Bruce Walbridge, about combining the two VPA CDs. B. Walbridge said he would combine the smaller CD with the larger, +/- \$12,000 CD when it rolls over in June. NNECAPA still hasn't made its membership pro-rata payment, but it's still trying to get the Section's membership lists straightened out. VPA's operating balance is healthy.

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

### B. Downtown Board Report

C. Sawyer gave the Downtown Board report. There was more money available for Downtown Transportation Fund grants than was applied for by municipalities. There was \$2.9 million available, and only \$2.1 million requested for various projects. All applications were approved, though some were better than others. The Board had a discussion about whether all applications should be granted if there's money available, despite the lower quality of some applications. There may be a second round of grants this year, or if the amount left over from this year carried over to next year, there would be roughly \$3 million available. Awardees are designated villages that have gone through the Better Places process. Projects are supported not only if they're in designated downtowns, but if they're adjacent thereto and extend into the designated downtown. The Board designated its 222<sup>nd</sup> village center; the latest designated village center is in Wardsboro.

### C. Professional Development Committee

R. Venkataraman said the Committee is focused on organizing VPA's summer workshop on energy issues. The save-the-date email went out just the other day. The workshop is scheduled for June 16<sup>th</sup> in the afternoon in Woodstock. There is a panel discussion and a mobile workshop. There will be a post-conference social event, likely at Worthy Kitchen. There are about 20 registrants so far, which demonstrates a high level of interest in the topic. The Committee's next steps is to solicit sponsorships.

As far as sponsorships are concerned, R. Venkataraman is trying to coordinate with NNECAPA since NNECAPA recently reached out to a number of regional entities to be sustaining sponsors. VPA doesn't want to stack sponsorship solicitation letters with NNECAPA's process, so VPA would like information from NNECAPA as to when it has solicited sponsorships. R. Venkataraman will reach out N. Kilbride can provide us with a list to avoid duplication or stacking of requests. For the workshop, VPA isn't seeking large sponsorships, at most in the \$100-\$200 range, largely because the expenses of this workshop are pretty minimal.

Also of interest to VPA members is that A. Weinhagen has coordinated a cannabis workshop with VLCT on May 24<sup>th</sup>.

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

No report.

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

No report.

#### **F. NNECAPA**

S. Wraight gave a report on NNECAPA and the 2022 NNECAPA Conference.

VPA needs to start planning the 2024 NNECAPA Conference and begin considering a venue. S. Westa and other EC members have suggested a few different venues, including The Equinox, Mt. Snow and others. The venue needs to be able to handle about 300 attendees with rooms for about 200 people. There are limited options available of that size in Vermont. Usually, the only venues with sufficient size to accommodate this conference are more isolated, “destination-style” venues like ski resorts, as opposed to a venues in a town’s downtown area where there are lots of other activities and places to go. The EC will continue brainstorming and will provide other ideas to S. Wraight. As far as days of the week are concerned, the preferred days for the event are Wednesday through Friday, but a lot depends on availability of the chosen venue. As far as logistics are concerned, the question of when VPA provides meals to conference attendees depends in large part on which venue is chosen. Some venues are going to be more “destination-style” or “all-inclusive,” while fewer meals need to be served at other venues that are in downtown locations. S. Wraight will work with N. Kilbride on RFPs and will circle back with the EC at its June meeting.

#### **G. Legislative Committee**

A. Weinhagen provided an update on legislative items. The Committee hasn’t met in a few weeks as the session wound down. Yesterday was the last day of the session, and it appears that the housing bill passed but most of the provisions in the Act 250 reform bill passed but are on-track for being vetoed by the Governor. More results from the session will be available next week. The Committee will work with ACCD and VLCT on a legislative summary to share widely on issues of interest. E. Vorwald suggested revisiting some of the legislative protocols to make sure it’s clear on the process for the EC to approve legislative testimony. The Committee also needs to look at priorities for the 2023 legislative session, likely in late summer, so the EC can review them in the fall.

#### **H. Awards Committee**

D. Rugh gave the Awards Committee’s report. The awards will be presented in June at the summer workshop.

### **6. Other Business**

The EC discussed meeting scheduling for summer and whether to cancel an EC meeting in July or August. A. Weinhagen will circulate an email among the EC to workout scheduling, and a summer in-person barbeque or similar social event was also discussed.

## **7. Adjourn**

The meeting was adjourned at 11:51 a.m. The next meeting is the on Friday, June 10<sup>th</sup> at 10:00 a.m. via Zoom