



## Executive Committee Meeting Minutes

Friday, October 14, 2022  
Conference Call

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

### 2022 Officers

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Treasurer

David W. Rugh, Esq.  
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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

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

### 1. Agenda Modifications & Announcements

There have been a fair amount of job changes and openings recently for planners in Chittenden, Lamoille, Bennington and Washington Counties. The EC discussed many of the recent moves, and congratulations to those members with new opportunities.

### 2. Minutes of September 9, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of September 9, 2022 Executive Committee meeting: 1) E. Vorwald; 2) A. Weinhagen. *Motion passes unanimously.*

### 3. Draft 2023 Budget

S. Lotspeich presented the draft budget for 2023. The most significant changes from the 2022 budget were to reduce the amount of funding in the Legislative Expenses item since it's not anticipated that there will be a Legislative Liaison representing VPA in 2023. S. Lotspeich also added \$500 to Legislative Support to increase the pay for VPA's and VNRC's legislative intern.

The EC discussed whether it expects having a Legislative Liaison next year and whether to include funding for it in the budget for 2023. The Legislative Committee will discuss the Liaison situation and whether the new Committee Chair is willing to take on more responsibility just like the other Committee members. The legislative intern has taken on an important role in the absence of the Liaison since the intern reports directly to Legislative Committee members, who receive the daily reports. The Committee then sends a weekly report to membership based on the



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.*

intern's reports. In the past, when there was a Liaison, the Liaison oversaw the intern and directed them which bills to track, which hearings to attend, etc.

Other than funding for legislative issues, A. Weinhagen suggested allocating more in the Sponsorships line item under Expenses, perhaps \$250, to fund other conferences and events, similar to what was in the 2020 budget. For example, we received a request from VECAN to sponsor its conference in December. The EC feels that the organization has a healthy balance, so even increasing the Sponsorship Expenses item to \$500 would be acceptable and would help get VPA's name out there. In the past there were two, \$250 sponsorship requests, so putting \$500 in this Expense line item would be consistent with past VPA budgets pre-pandemic.

#### **A. NNECAPA Conference Revenue Sharing Haitus**

Typically, NNECAPA retains 70% of conference revenue, and each of the three state sections receive 10% of the remainder. For the 2023 NNECAPA Conference, NNECAPA has asked that the Sections not receive their 10% share in order to assist the Chapter with re-building its reserve funds, which have been depleted throughout the 2018-2022 reorganization. Agreeing to NNECAPA's proposal would lead to a revenue drop of roughly \$500. This would be for NNECAPA's 2023 Conference, not the 2022 Conference being held next week. The general consensus of the EC is that VPA is fine with foregoing this source of revenue.

#### **B. Legislative Intern Contribution Increase**

VNRC has asked that VPA increase its contribution to the shared legislative intern by \$500 for 2023. The intern is shared with VNRC and Vermont Conservation Voters (VCV), and at least based on compensation paid to past interns, VNRC pays about two-thirds of the intern's compensation, and VPA pays approximately one-third. The Legislative Committee will discuss this in more detail, but the EC appeared to support this request.

Additional discussion of the 2023 budget will be on the November EC meeting agenda for approval and forwarding on to membership.

#### **4. Annual Business Meeting Planning – discuss date, venue, etc.**

The EC discussed locations and dates for the Annual Business Meeting with a happy hour/holiday celebration following the meeting. Locations discussed included Montpelier, Middlebury and Waterbury. The consensus choice was to have it in Middlebury. S. Westa will contact J. Murray and potential venues. Date would be December 9<sup>th</sup> in the afternoon, which is when our EC Meeting is scheduled for, and 3:00 p.m. is the proposed time. It would be great if J. Murray could give a walking tour or summary of Middlebury's train tunnel project to allow for Amtrak to come to Burlington. The intent of this tour is to be fun, not necessarily CM credit-worthy.

## **5. Committee Reports & Officer Round Table**

### **A. Treasurer's Report for June, July and August**

S. Lotspeich gave Treasurer's Reports for June, July and August. It's been a little tough recently to get statements and monitor the account because of the People's United – M&T Bank merger. In June, VPA took in \$500 in sponsorships for the June workshop in Woodstock. In July, there were some additional expenses for the Workshop and no expenses in August.

S. Lotspeich discussed September expenses, which were not part of this report. In September, VPA paid for its Capitol Copy mailbox and paid VNRC for the 2022 Legislative Intern. At some point, VPA may want to move its mailbox because R. Venkataraman will be taking over as Treasurer and going to Montpelier will be inconvenient. S. Lotspeich will also see to transferring VPA's credit card into A. Weinhagen's and R. Venkataraman's names. Currently, the credit cards were issued to S. Lotspeich and M. Tuttle, but the cards should be updated to reflect the 2023 Treasurer and President.

*Action:* Motion to approve the Treasurer's Reports for June, July and August, 2022: 1) D. Rugh; 2) E. Vorwald. *Motion passes unanimously.*

### **B. Downtown Board Report**

C. Sawyer gave Downtown Board report. There was a new Village Center approved in Vershire. There were some boundary changes for some Village Centers including St. Alban's Town. Berlin has applied for a Neighborhood Development Area in addition to its New Town Center. NDAs can be 1/4 mile from boundaries of the New Town Center. One issue that came up with this was having a pedestrian connection between the NDA and the NTC, and there's a stream that needs to be crossed between the two. It wasn't clear whether River Corridor Rules will allow for this or not. The Board recommended that Berlin plan for the pedestrian connection near the westerly section of the NDA.

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

R. Venkataraman said that the Committee is focused on the upcoming NNECAPA Conference next week.

### **D. Communications Committee**

S. Westa gave her report. She made some updates to the website, including recent EC minutes. She also solicited news for the Yankee Planner, and the deadline for news for the next issue is soon. A. Weinhagen still plans to reach out to others about membership status, but that project has not really gotten underway yet.

### **E. Nominating Committee**

S. Westa gave the Committee's report. There will be two open At-Large EC positions in 2023. R. Venkatarman is moving to Treasurer, and S. Wraight becoming Conference Rep, so she doesn't need to be an At-Large EC member. M. Boulanger has volunteered, as well as A. DeNamur, who is the Zoning Administrator in Norwich and a recent UVM Graduate.

The EC discussed potentially having multi-year terms for At-Large members with alternating terms. This will be an agenda item at a future meeting

#### **F. NNECAPA**

NNECAPA 2022 Conference is next week. N. Kilbridge has asked that EC members visit sponsors at the Conference so that sponsors feel welcome and become partners year after year. NNECAPA received roughly \$17,000 in sponsorship income for the 2022 Conference. S. Wraight will have an initial conference organizing committee meeting for the 2023 NNECAPA Conference at Wentworth by the Sea in New Hampshire on Tuesday at the NNECAPA Conference.

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

A. Weinhagen provided the Committee report. The Committee is reviewing position papers, but there's no Committee Chair. A. Weinhagen is trying to pinch-hit as Chair for now, but there is a real need for a Chair. One thing that may come up as an issue in the next session is that the maximum MPG award does not provide sufficient funding to interest consultants, making it difficult for grant recipients to proceed with the work approved by the grant.

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

No report.

#### **6. Other Business**

None.

#### **7. Adjourn**

The meeting was adjourned at 11:35 a.m. The next meeting is scheduled for Friday, November 11, at 10:00 a.m. via Zoom, but that will be changed because it's the Veteran's Day holiday.