



Executive Committee Meeting Minutes

Friday, January 14, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinhagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section Representative

At-Large Members

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: S. Hadd

Meeting began at 1:00 p.m.

1. Agenda Modifications

None.

2. Announcements

None

3. Minutes of December 11, 2020 Executive Committee Meeting

M. Tuttle suggested revisions to the minutes of the December 11, 2020, Executive Committee meeting.

Action: Motion to approve the minutes of the December 11, 2020 Executive Committee meeting as revised: 1) A. Weinhagen. 2) C. Bryars.
Motion passes unanimously.

4. Treasurer's Report for December, 2020

S. Lotspeich gave the Treasurer's Reports for December. VPA paid C. Sawyer's Downtown Board \$1,000 stipend in December for 2020. VPA ended 2020 on-target with the budget with a balance only \$63.58 higher than anticipated. VPA has yet to receive its share of the profit from the NNECAPA 2020 Conference, which is expected to be roughly \$1,000. This will be on the books as 2021 income. It was clarified that the Downtown Board stipend is paid once per year. S. Lotspeich also explained how the accrual accounting method works and how the numbers are shown on the budget reports.



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 December Treasurer’s Report: 1) D. Rugh. 2) A. Weinhagen.
Motion passes unanimously.

5. Committee Reports & Officer Round Table

A. Awards Committee

C. Bryars gave the report and spoke regarding the transition for the 2021 awards process. The Committee was going to “wait and see” as to whether the ceremony could be held in-person or virtually, depending on whether the NNECAPA Conference is going to be held in-person or virtually. VPA’s awards solicitation and selection process is tied into the NNECAPA awards, so whatever happens with the process and the ceremony in 2021, it would have to be wrapped up by mid-summer, which is roughly when the NNECAPA award process commences. C. Bryars was going to begin the 2021 VPA awards process within the week following the EC meeting.

B. Professional Development Committee

No report.

C. Communications Committee

S. Westa was granted access to the website by APA. However, she hasn’t made any changes since being able to log on and access existing materials. M. Tuttle will give her a website “tutorial.”

D. Nominating Committee

M. Tuttle reported that she has found volunteers for the Nominating Committee, including S. Westa who agreed to be the Executive Committee representative. D. White offered to assist with FAICP nominations.

E. NNECAPA

D. White could not attend but has started organizing a planning committee for the NNECAPA 2021 Conference. If large group gatherings are allowed, we are contractually obligated to hold the conference at the Burlington Hilton. If large group gatherings remain prohibited in the fall, then the contract can be extended by a year. Right now, everyone plans to hold event in-person, though it will likely include some sort of hybrid events with some remote and some in-person components.

NNECAPA is conducting a membership campaign and has reached out to students and other individuals interested in planning throughout northern New England.

NNECAPA is sending out membership invoices this year. For individual members, the dues invoices are coming from APA, and NNECAPA will be sending out membership invoices for

organizational members. With the organizational membership category disappearing for 2022, NNECAPA will need a lot of help reaching out to individuals who had organizational memberships and will need to renew for 2022 individually.

NNECAPA expects a larger number of vacancies in leadership positions due to term limits next year than usual, so it is looking for volunteers for those positions for 2021-22.

F. Legislative Committee

See Item 6(B), below.

G. Downtown Board Report

C. Sawyer had no report.

6. Old Business

A. Committee Assignments

A solicitation went out to members for volunteers with a lack-luster response. M. Tuttle created a committee and appointee reference sheet that lists all the names and locations of committee members. She asked that the EC review to ensure it is correct, and then it is likely the committee roster will be posted on the VPA website, so everyone knows who is volunteering and doing the work.

B. 2021-2022 Legislative Activities

A. Weinhagen gave a summary of the Legislative Committee's composition for 2021. A. Weinhagen is the Chair for now, but he will be divvying up the workload among all committee members, of which there are about 15. The Committee's first meeting of 2021 is the morning of the 15th, but the Committee did meet in December. S. Murray and A. Weinhagen will review new bills and determine whether there is a planning nexus. F. Ingulsrud will then take that information and include it in weekly legislative reports to membership, which F. Ingulsrud will write and distribute to membership.

VPA's legislative intern is Daniel Jarrad, who has started work and has been on the job since January 6th. He is shared between VNRC, Vermont Conservation Voters and VPA. VPA provides intern with information on bills that VPA would like to track, and the intern then listens in on legislative committee meetings and takes notes, which he then forwards to each organization. Based on the content of the notes of legislative committee meetings, the VPA Legislative Committee will evaluate whether VPA should get involved on a particular bill. As far as the intern's workload, the majority of it is tracking bills that VNRC is interested in since VNRC has a greater interest in a broader range of bills, which usually number around 150. Typically, VPA only asks the intern to follow a few dozen bills with only three or four of significant or substantial interest that need to be tracked closely. The Intern provides

surveillance and reporting out from various legislative committee meetings, but the intern does not develop strategy or provide testimony.

The Legislative Committee expects that Act 250 reform and parts of S.237 from last year that did not get passed might be resurrected this year. The intern knows about those two issues, and there may be more but it's still quite early in the legislative session.

The Legislative Committee will discuss how to be more active and stay on top of key bills and issues in 2021-22 session. Roughly half or two-thirds of each Committee meeting will be going through bills that are being considered. The other half of meetings will be a policy discussion regarding which bills or issues VPA will want to get out in front of and take a lead on, including identifying VPA or Committee members who can testify or participate on those issues.

As to actual pending legislation, Governor Scott mentioned Act 250 reform in his "state of the state" address, and we know he is interested in creating an exemption for development in designated downtowns. Something on this may advance in this portion of the biennium. Another pending bill is S. 14 is technical correction to provision in S.237 that prohibits restrictive deeds, covenants and agreements regarding land development, which is too broad, although intent was good. Its language is being trimmed so that the prohibition on restrictive deeds, covenants and agreements apply solely to accessory dwelling units and development of existing small lots, not to all land development as enacted last session. The bill would prohibit HOAs from creating deed restrictions that restricts development of existing small lots and accessory dwelling units any more than state statute. This provision – 27 V.S.A. § 545 - will not apply to home occupations or other types of land development. This will pass out of committee and on to larger Senate tomorrow. It should move over to the House very quickly. There are not too many other "hot button" issues at this point, but EC members should keep an eye on weekly updates for more information.

M. Tuttle discussed the broader legislative process and how to stay on top of things. Communicating to membership seems to be good with weekly legislative reports on bills being tracked and moving forward. The other side of the communication spectrum – i.e., between the organization and legislators themselves – is tentative depending on capacity of Committee members to provide testimony on behalf of the organization, especially since there's no Legislative Liaison this year. While arguably there is a broader base of support as far as now having a whole Committee to pull volunteer from, there is an issue of whether the workload is too heavy. A. Weinhagen is hopeful that Committee has a little more leeway from the EC so Committee members can testify when asked by members of the Legislature.

Current VPA legislative protocols are outdated and from 2007. VPA does indeed engage in some lobbying. Also, it does provide testimony on pending legislation even if not specifically requested from legislators, which is what old legislative protocols say. E. Vorwald expressed the need for clarity on whose behalf VPA members are testifying – e.g., whether on behalf of their employer/municipality or on behalf of VPA. Longer term, these protocols should be updated to reflect current practice for VPA's legislative activities.

The Committee did have question regarding who takes “official VPA positions” on bills. Those positions need to go before the EC, and the positions are usually put in writing and then reviewed by the EC over email when responses are needed faster than our meeting schedule allows. One benefit of not having a Legislative Liaison is that it can empower more members to testify, which may be more effective than just having one VPA member testifying on everything. While many members will testify as representatives of their communities, legislators also recognize them as members of VPA, even if they are not testifying with that particular “hat” on that day.

C. Sawyer remarked that the experience with S.237 last year was a good test, which VPA passed. While lots of individual members testified for their own communities or their employers, VPA was also able to participate and advocate effectively. VPA could assist members in being active and participating on issues of greatest concern. He suggested that VPA members type up their written comments and then include a request to testify at the end and send it to all legislators on the particular legislative committee considering a bill. While members of the Legislature think VPA speaks for all local planners, if local planners and VPA members distributed their comments and provided testimony on behalf of their communities, then it will become clear that there is a difference between VPA’s official position as an organization and the individual opinions of members and their communities. This is largely because VPA typically issues a position paper on a topic in conjunction with any testimony, so it would be relatively easy to compare VPA’s position paper to the comments of VPA members who testify individually. One key that VPA members need to remember when testifying is to clearly identify whether they’re testifying on their own behalf, on behalf of their communities or employers, or on behalf of VPA. The Committee knows how to keep members updated through the legislative reports, question is now how to keep them engaged.

A question was raised as to whether the VPA EC can split the Legislative Liaison stipend among multiple people. Unfortunately, this doesn’t really work because there is only one registered lobbyist on behalf of the organization. Also, the Legislative Liaison position has a benefit in that legislators know that the Liaison is the point person for VPA and that they should reach out to the Liaison when the legislators want a particular perspective on the bills they are considering. So, the question remains about what to do about volunteer lobbyists. The organization needs to investigate what responsibilities it needs to comply with as far as lobbying registration when there’s more than one person representing the organization or testifying on the organization’s behalf. The Secretary of State has some knowledge about these issues, and it is debatable whether someone who is volunteering to testify really is considered a lobbyist. R. Francis suggested we use the Legislative Liaison stipend to reimburse mileage for those who would travel for in-person testimony. Also, the money could be used for some legislative research or to take a position paper and turn it into a presentation to catch legislators’ attention.

As far as priorities are concerned, the EC’s priority is Act 250 reform and that is what we want to be tracked most heavily. The EC suggested that a Legislative Committee member be designated to stay focused on this legislation. It would be good to have someone to also track housing issues. The issue there is that it will be tough for VPA to come to an organizational consensus on housing issues, but that may be because housing legislation always raises zoning issues, and within VPA there is a great diversity of membership viewpoints on zoning issues, not to mention

a host of zoning problems in members' communities. M. Tuttle will follow-up with A. Weinhagen and EC members on the Legislative Committee after its meeting tomorrow.

A draft survey to membership on legislative priorities has been circulated for EC review and eventual distribution. M. Tuttle developed an action plan for next steps as far as VPA's legislative activities are concerned. It will start with the survey, then will involve items like discussing views of past Legislative Liaisons, consultation with other partner organizations, exploring the role of the legislative intern, etc. M. Tuttle asked EC members to provide feedback to C. Bryars and R. Francis on the survey, as well as feedback on how to move forward to improve and clarify the organizations activities.

From there, the EC expressed general support for evaluation of VPA's legislative program by using a new, ad hoc committee. A. Weinhagen, C. Bryars, M. Tuttle, R. Francis and C. Sawyer volunteered for the ad hoc committee, and the legislative program evaluation will become a regular agenda item going forward as there are updates. Most of the work will be shifted to the new committee, however, which frees up the EC to address other business.

7. New Business

A. NNECAPA Administrative Support for 2021

The NNECAPA EC leadership conducted a review of the contract for the Chapter Administrator. S. Marchant then met with N. Kilbride to go over her scope of services in her contract and whether it needs to be updated or revised. S. Marchant and N. Kilbride are currently engaging in contract negotiations. VPA can expect N. Kilbride will assist with membership management, renewal of organizational memberships and direct billing for the same. She also will assist with generating the Treasurer's Report and transferring funds to and from NNECAPA. N. Kilbride will also likely be able to support conference registrations for Section-level events like webinars or a spring conference if given sufficient notice. The bulk of her contract work is her support and assistance with the NNECAPA conference.

Generally, N. Kilbride is providing more work than what NNECAPA is compensating her for. As a result, the parties are fine-tuning the contract now and trying to set out very clear expectations on job duties and what she can and cannot do for each State section's events. There was a challenge over the term of the last contract with dividing labor up with many volunteers to assist N. Kilbride than the volunteers would drop large tasks on her at almost the last minute. It is important to remember that N. Kilbride's job is as an event planner, so she has other clients and other events that need to take priority at certain times of the year, especially since she plans her event calendar roughly a year in advance. As a result, it is best if VPA can plan events when it will need her assistance well in advance. If people want her help doing something more than running a Constant Contact database, then planners need to be cognizant of her workload and be better about alerting her to the need for assistance well in advance.

B. 2021 Chapter Retreat

M. Tuttle gave some background on the spring NNECAPA retreat, which has been going on for 3 or 4 years now. Originally it was held to discuss the reorganization, but it has continued every year since. Usually it is held in-person in the White Mountains, but it's now going to be held virtually on April 1 & 8, 2021, from 8:30 a.m. to noon. M. Tuttle is working with other section presidents to discuss the agenda for the retreat. One topic will be the structure of NNECAPA's EC with respect to legislative liaisons since the legislative liaisons in NHPA and MAP are also up in the air. From a workload perspective, that simply may not be the best organizational structure.

8. Adjourn

The meeting was adjourned at 3:10 p.m. The next meeting is a Zoom meeting at 10:00 a.m. on February 12th.



Executive Committee Meeting Minutes

Friday, February 12, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinhagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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 10:00 a.m.

1. Agenda Modifications

None.

2. Announcements

None

3. Minutes of January 14, 2021 Executive Committee Meeting

M. Tuttle, S. Westa and A. Weinhagen suggested revisions to the minutes of the January 14, 2021 Executive Committee meeting.

Action: Motion to approve the minutes of the January 14, 2021 Executive Committee meeting as revised: 1) A. Weinhagen. 2) R. Venkataraman.

Motion passes unanimously.

4. Treasurer's Report for January 2021

S. Lotspeich gave the Treasurer's Reports for January 2021. N. Kilbride and S. Lotspeich tried up the balance forward in the budget from the end of 2020. There was no activity as far as income and expenses were concerned in January. In the past month, VPA had to sell and buy a new three-month CD in the amount of \$8,000 with Edward Jones Investments since the previous CD was up for renewal. The CD has an interest rate of 1.7% APR with a yield to maturity of 0.18%. Any accrued interest goes into a separate cash account, which currently has about \$50 in it.

Action: Motion to approve the January Treasurer's Report with: 1) A. Weinhagen. 2) D. White. *Motion passes unanimously.*



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.

5. Committee Reports & Officer Round Table

A. Awards Committee

C. Bryars gave the report and said she received two nominations for VPA awards. She expects three more to come in before the deadline for a total of six nominees in all categories. So far, she expects nominees in the Plan of the Year, Project of the Year and for Mark Blucher Professional Planner of the Year categories. She has yet to receive or hear of any nominations for Citizen Planner or Citizen Board of the Year. The awards process has a hard deadline on Monday the 15th because she needs to get nominations to the NHPA Executive Committee, which acts as the jury and recommends award winners to the VPA Executive Committee. NHPA EC members need time to review the nomination materials before their meeting at the end of February.

B. Professional Development Committee

R. Venkataraman has been working with S. Jensen on scheduling a retail cannabis workshop for the spring, but despite lots of interest among membership on this topic, there are very few resources and educational materials out there, even with municipalities voting on the issue on Town Meeting Day in March. There is a good chance a retail cannabis workshop will be moved to August and maybe later, depending on when the Cannabis Control Board Rules are issued. A. Weinhagen recommended that the Committee get in touch with VLCT, who has been on the “frontlines” of this issue. Because of the level of interest and apparent lack of information out there, R. Venkataraman said he would share whatever information and white papers he can pull from VLCT and others with the EC on this topic.

Instead of a retail cannabis workshop, the Committee is planning a webinar workshop in May or June on “Aging in Place.” The Committee is reaching out to partners like AARP, Cathedral Square and others to assist. There will be more on this potential webinar in next month’s report. The Committee is also looking into mentorship possibilities and opportunities and what it might take to set up a mentorship program in consultation with NNECAPA.

C. Communications Committee

S. Westa has been working on familiarizing herself with the website. She and M. Tuttle have been reviewing and updating website content.

D. Nominating Committee

S. Westa had no report. S. Hadd volunteered to serve on the Nominating Committee. It includes S. Westa, S. Hadd and K. McCarthy. D. White will be assisting this Committee with FAICP nominations and NNECAPA.

E. NNECAPA

D. White reported that 2021 NNECAPA Conference planning is on-going. The tentative theme is virtual reality and planning with vision, which was the original theme of the postponed, in-person 2020 Conference. There are a number of subcommittees for conference planning that have been organized and that are working on various items like speakers, conference sessions, etc.

M. Tuttle reported that at the last NNECAPA EC meeting the membership drive and membership outreach was discussed. There was a bump in VPA's membership over the last quarter of 2020, particularly in student members from Middlebury. There were also a few former VPA members that rejoined. These new members all likely resulted from the NNECAPA membership drive.

NNECAPA is looking for volunteers for positions on the NNECAPA EC. There are six elected leadership positions, and it would be best if VPA had proportional representation on the NNECAPA EC. A. Weinhagen suggested that a number of former VPA EC members might be interested in running for the positions. It is unknown which positions will be open yet, but soon we will know who will be re-running for their current positions. The standing NNECAPA EC positions include President, Vice President, Secretary, Treasurer, Professional Development Officer and Public Information Officer. C. Sawyer questioned whether NNECAPA EC meetings would continue to be held by phone or virtually, which NNECAPA had been doing since before the pandemic. M. Tuttle said everyone expected that virtual meetings will continue predominantly but with two or three face-to-face meetings per year.

S. Lotspeich noted that NNECAPA had not paid the Section's share of the 2020 NNECAPA Conference revenue yet. The conference made roughly \$13,000, so that will be split with NNECAPA taking 50% and then the Sections sharing 1/3 of the remaining 50%. M. Tuttle reported that there was still some work to be done on closing out the financials from the conference, which was the reason for the delay, as opposed to NNECAPA's challenging financial condition, which persisted through 2020. On that front, things have stabilized, and there is no concern that NNECAPA wouldn't be able to make the Section payments for 2021. Items like NNECAPA's reserve balance may be low, but the overall financial situation has improved from where things stood six or twelve months ago.

F. Legislative Committee

A. Weinhagen reports that there are Committee meetings twice monthly. This schedule and the overall process has worked well. Recently, S. Jensen provided testimony on the project-based TIF Bill (S.33), which testimony the VPA EC supported. VPA's Intern, Daniel Jarrad, is attending lots of Committee meetings and providing daily reports.

Regarding other bills that have been introduced, S.200 is a short-term rental bill. This proposal contains a residency requirement for those who plan to rent rooms or buildings on their properties short-term like through AirBnB or VBRO. This bill may not move this year.

There is also a subcommittee of the Legislative Committee working on the Act 250 Reform Bill (H.120) and reviewing that as compared to last year's similar legislation. There will be a more focused meeting on this legislation in the next couple weeks.

Committee member B. Saxton distributed information to various legislative committees on housing barriers and designation program issues, including some of her concerns with neighborhood development areas.

A. Weinhagen gave kudos to S. Westa and M. Tuttle for posting the weekly legislative reports on VPA's website and suggested that any formal VPA testimony should also be uploaded to the website, such as S. Jensen's testimony on S.33. One issue that was discussed was that previously legislative reports were distributed only to VPA members, instead of being available to all like they are now on the website. These legislative reports have been seen as one of the most valuable benefits of VPA membership. The reason these reports were not placed in a "members only" section of the website is that VPA organizational members have not been able to access the "members only" section of the NNECAPA website. As a result, the legislative updates are currently publicly available, but this will not be the case in 2022 when organizational memberships disappear. At that point, all VPA members will have an individual log-in ID and password, so the legislative reports can then go back into a "members only" section. Because of the relatively high value that members place on these reports, it was recommended that VPA attempt to keep distribution limited going forward.

In addition to current pending legislation, S. Lotspeich provided an update on the lobbying rules after a discussion with Liz Harrington, who is in charge of lobbying at the Secretary of State's Office. VPA's lobbying registration lapsed at the end of 2020. The organization needs to re-register as a lobbyist, but there is no need for the organization to make the lobbyist disclosure at this point. That is because there is a \$500 upper limit for expenditures on lobbying activities before registration is needed, and it is unlikely VPA will spend that amount this year since there's no Legislative Liaison. If VPA spends more than \$500 on legislative activities in a year, then it needs to register as a lobbyist. As part of that registration, VPA will need to report its compensation to individuals and expenditures for lobbying activities.

G. Downtown Board Report

C. Sawyer provided a report on the January Vermont Downtown Board meeting. There was a "bonus" round of historic tax credit awards since the Legislature did not wrap up its activities and allocate funding until the fall of 2020. In all, there were 19 applications for \$779,000, and roughly double that figure was requested. The Downtown Board approved eight applications and assigned the full amount of tax credits requested, while it gave one partial tax credit to a project in Randolph. C. Sawyer also distributed a Joint Fiscal Office report on the tax credit program. It is seen as generally successful, but in some cases the tax benefits are outweighed by limited economic benefits of specific projects. Overall, it appears there is not a fiscal benefit to the State for the program, but the results are not entirely clear because there are limited reappraisals in close proximity to the date that projects receive tax credits. The Joint Fiscal Office focuses primarily on growth in property value and grand list, not so much job growth or business development. The Joint Fiscal Office's report painted a pretty rosy picture of the

program, but C. Sawyer noted that it was difficult to do a quantitative, or exacting, analysis of the tax credit program because so many benefits are qualitative.

The EC generally discussed the tax credit programs and various members' experiences with it. The EC also discussed future of Municipal Planning Grant ("MPG") funding, and it was suggested that VPA advocate for an increase in funding given that it has generally been level-funded for the last decade or so, while planning consultants' and other related fees have increased over that time. It was noted that the Agency of Commerce and Community Development ("ACCD") has generally advocated strongly for increasing the funding for this program, and as a result, funding for the MPG program has not even kept pace with inflation. A. Weinhagen will take this issue to the Legislative Committee for discussion and evaluation. It is not clear whether there's any role VPA can play in advocating for increasing funding of the MPG program in the Governor's budget.

Lastly, C. Sawyer noted that ACCD staff provided a legislative update to the Downtown Board at its January meeting but did not say that anything from the previous year's housing bills were being pushed for passage this year. Instead, the Scott Administration is focusing on COVID-related economic recovery legislation. Other than the report on tax credits, there were no other reports on the designation programs.

6. Old Business

A. Legislative Program and Ad Hoc Committee Update

M. Tuttle reports that the Ad Hoc Committee will soon meet to discuss results of legislative survey. The survey was distributed to membership about three weeks ago, and today is the deadline for responses. There have been 55 responses already through the morning of the meeting, which is pretty good, and roughly half reported that they had no involvement in the EC or Legislative Committee. A reminder of the deadline for responses to the survey will be distributed today. Members will be given another week to respond, and then the survey will be closed.

B. NNECAPA Retreat

M. Tuttle reported that planning for the NNECAPA retreat scheduled for two half-days in April is moving forward. The Section and NNECAPA presidents are focusing on setting the agenda and what the topics for discussion will be.

7. New Business

A. VPA Policy and Procedure Manual

M. Tuttle discussed updating VPA's policies and procedures manual now that NNECAPA has updated its own similar document. The document would compile VPA's various policies and organizational structure into one document. This includes a financial management policy, legislative policies, committee charges and amicus briefing policy. M. Tuttle will take first crack

at reviewing NNECAPA Table of Contents to see what VPA may need for its own similar manual. S. Lotspeich and D. Rugh volunteered to assist M. Tuttle in this effort.

8. Adjourn

The meeting was adjourned at 11:40 a.m. The next meeting is a Zoom meeting at 10:00 a.m. on March 12th.



Executive Committee Meeting Minutes

Friday, March 12, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinhausen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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 10:00 a.m.

1. Agenda Modifications

None.

2. Announcements

M. Tuttle will be running for NNECAPA President in 2022, and as a result, will be stepping down as VPA President at the conclusion of this year. Also, the NNECAPA is still looking for a VPA member to serve on the EC this coming year, so if any members are interested, they should contact M. Tuttle.

3. Minutes of February 11, 2021 Executive Committee Meeting

S. Lotspeich suggested some revisions to the minutes.

Action: Motion to approve the minutes of the February 11, 2021 Executive Committee meeting as revised: 1) A. Weinhausen. 2) C. Bryars. *Motion passes unanimously.*

4. Treasurer's Report for February 2021

S. Lotspeich gave the Treasurer's Reports for February 2021. There was some activity in February. The Capitol Copy mailbox fee increased from \$60 to \$90 for six months. Also, M. Tuttle subscribed to Survey Monkey for one month at \$99 for the legislative activities survey. The checking account balance is still very healthy. S. Lotspeich explained how the Edwards Jones CD worked since the Treasurer's Report makes it look like the CD is losing money, but it is not. Instead, VPA has to pay a fee to



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.

purchase the CD, which is then invested by Edward Jones in the bond market. This in turn generates the yield on the investment. M. Tuttle noted that VPA has not received the membership dues payment from NNECAPA yet, but it will be coming soon.

Action: Motion to approve the February Treasurer’s Report: 1) D. White. 2) D. Rugh. *Motion passes unanimously.*

5. Committee Reports & Officer Round Table

A. Awards Committee

C. Bryars gave the report and aside from recommending award winners, she noted that A. Graminski is stepping off the Awards Committee to take a new position in Sommerville, MA. As a result, C. Bryars and D. Rugh are the only two members on the committee, but more are needed to assist with the awards process.

B. Professional Development Committee

R. Venkataraman reported that the Committee is planning three webinars. The first will likely be on Aging in Place. The second is likely to focus on Rural Aging in Place, which will look at planning for and developing accessory dwelling units. The last topic will probably relate to comprehensive planning for aging in place, such as at senior and assisted living communities.

C. Communications Committee

S. Westa has been updating VPA’s website with Legislative Committee and EC minutes. M. Tuttle said that she and S. Westa are seeking news, notes and other information for the next edition of NNECAPA’s Yankee Planner newsletter.

D. Nominating Committee

S. Westa had no report.

E. NNECAPA

D. White reported that 2021 NNECAPA Conference planning is on-going. A survey was distributed to poll membership to see if there is interest in traveling to Burlington for the conference. Early results indicate that the NNECAPA membership is optimistic about attending the conference, so the conference planning committee will continue its work with the expectation that the conference will be held in-person as planned. Calls for sponsors and programming are to go out in the coming weeks.

F. Legislative Committee

A. Weinhagen reports that there was a flurry of activity at the Statehouse this past week because the date of the EC meeting is the Legislature’s “cross-over deadline” for non-financial

legislation. Next week is the cross-over deadline for financial bills. After this week, the Committee will have a better idea of which bills will be more likely to pass this year. As part of his work on the Committee, R. Francis is compiling a summary of VPA's past positions on the Act 250 Reform legislation to assist with future testimony on that legislation. The Committee is tracking H.140, which is an Act 250 Reform bill, but it will not make crossover and won't pass this year. Another bill being tracked is S.133, the project-based TIF bill. S. Jensen has been testifying on this legislation, and it is expected that this will make cross-over because Sen. Sirotkin is pushing for it to move forward. C. Bryars commented that the format of the new, weekly Legislative Committee reports has been excellent, and the "group effort" in creating the Committee's reports has not gone unnoticed.

G. Downtown Board Report

C. Sawyer stated that the February Vermont Downtown Board meeting was cancelled at the last minute somewhat without explanation. There were a few Village Center designations to be considered, and Berlin's New Town Center application was also up for consideration. M. Tuttle reported that at least one VPA member expressed a concern about the procedure for how applications get before the Board, especially when DHCD Staff does not necessarily agree with an application either in whole or in part. Also, there were concerns expressed that some board members from State agencies participate both in review of the application and then can vote for it as a member, or designated member, of the Board – e.g., some parties act as a reviewer of applications and as voting Board members. It was suggested that VPA discuss this process with other organizations on the Board because some feel there are issues with how the Board handles applications.

However, C. Sawyer noted that there have been a number of applications that the Board has considered that DHCD has expressed concerns about prior to their reaching the Board. It was suggested that after the Board hears the Berlin New Town Center application, C. Sawyer should note that VPA membership has raised these concerns with the Board's process, specifically regarding DHCD Staff's role in determining when an application is complete. The statute is not clear who gets to decide whether an application is complete, and in some instances, DHCD has been a stronger "gate keeper" than in other instances, depending on the nature of the application. The Town of Berlin's application was complete at the end of 2020, but it still has not had a hearing before the Board. The timing of awarding a designation also affects project's eligibility for funding, so there are real impacts from DHCD Staff's or the Board's delay.

6. Old Business

A. Legislative Program and Ad Hoc Committee Update

M. Tuttle reports that the Ad Hoc Committee has survey results. There were seventy-three total respondents, and about half said that they did not participate in legislative activities. M. Tuttle is working on a summary report. In general, the survey results indicated that respondents have significant levels of trust in, and support of, VPA's legislative activities and its sense of planning policies. Responses did not raise concerns regarding VPA's activities on some of the more controversial legislation last year. In general survey responses indicated that VPA was on the

right track, and it was apparent that the organization's efforts to keep membership informed of pending legislation is valuable from the respondents' perspective. Interestingly, survey respondents view VPA as both a planning technician organization and a planning advocacy organization. Of the respondents that only chose one, they viewed VPA as more of an organization for planning technicians. A third track was evident too. Some said VPA can be a technical advisor and then advocate for "good planning" such that its role was not really one or the other. The responses will next be shared with the Legislative Committee and then the entire membership. Overall, when it comes to VPA's legislative activities, there is a lot of support for the course VPA leadership is following.

B. NNECAPA Retreat

M. Tuttle reported that planning for the NNECAPA retreat scheduled for two half-days in April is moving forward.

On April 1st, there are three topics. The first is to streamline the process for finalizing the reorganization and combining all of the different aspects from each section into one, universal system for all sections. Also, making the transition from organizational memberships to individual memberships is also going to be key in the coming year or so. The EC is discovering that the NNECAPA EC's process for items like tracking membership and organizing events is not as smooth as it could be. Different systems can be integrated, or the organization can select different software for organizational and membership management. From the perspective of APA, NNECAPA has organizational categories that do not quite match up with APA's membership categories. However, when organizational memberships are phased out at the end of 2021, the NNECAPA and APA membership tracking/registration systems should become more integrated. Also, VPA has a separate rate for retired members that does not match APA's membership registration categories.

The second topic is financial policies. It is less significant, but leadership wants a policy for group rates for things like NNECAPA webinars that is consistent across the board.

Membership management is the last piece, especially as NNECAPA moves to phase out organizational memberships at the end of 2021. Also, there will be a discussion of what the dues amount will be in 2022. The \$80/year rate was only agreed to until the end of 2021. The new rate will be an important factor as NNECAPA plans for losing organizational memberships and trying to get those who are currently members through an organizational membership to renew as individual members.

For the April 8th session of the NNECAPA Retreat, the discussion will focus on structure of the NNECAPA EC and how the NNECAPA EC members are selected by the Sections. This will include a focus on how Section Representatives are selected. Also, there will be a discussion of how best to integrate student members into the organization now that VPA has 10 new student members.

The Retreat will also discuss a contingency plan for the 2021 NNECAPA Conference especially if reimbursements are needed. There's also unfinished work regarding the awards process. The

NNECAPA Awards and APA Awards processes do not exactly match up from a category perspective because APA made a number of changes. While VPA and NNECAPA aligned their two awards process about 5 or so years ago, so VPA's award winners can seamlessly transition to NNECAPA awards nominees, the same is not true for NNECAPA winners being nominated for APA awards. Lastly, there will be a discussion regarding NNECAPA scholarship for AICP exam and two sponsorships. D. White, R. Venkataraman, S. Lotspeich will all join M. Tuttle at the Retreat.

C. VPA Policy and Procedure Manual

M. Tuttle discussed updating VPA's policies and procedures manual now that NNECAPA has updated its own similar document. S. Lotspeich and D. Rugh will review. A number of "legacy VPA members" will be assisting to fill out the VPA history section of the policies and procedures manual.

7. New Business

A. 2021 Awards Selection

C. Bryars led off the discussion and stated that normally the EC follows NHPA recommendations as to award winners absent special circumstances. This is to assist in insulating the EC from allegations of favoritism. During this discussion, the EC members voted on the recommended winners from NHPA and decided to bestow a "Career Achievement" award in 2021 too. A number of EC members abstained from voting for award winners in certain categories when they were connected to the nominee or submitted the nomination.

8. Adjourn

The meeting was adjourned at 11:56 a.m. The next meeting is a Zoom meeting at 10:00 a.m. on April 9th.



Executive Committee Meeting Minutes

Friday, April 9, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinhausen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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 10:03 a.m.

1. Agenda Modifications

None.

2. Announcements

None.

3. Minutes of March 12, 2021 Executive Committee Meeting

Action: Motion approve minutes of March 12, 2021, Executive Committee Meeting: 1) S. Lotspeich. 2) R. Venkataraman. *Motion passes unanimously.*

4. Treasurer's Report for March 2021

S. Lotspeich gave the Treasurer's Report for March 2021. VPA received its two annual income payments from NNECAPA in March. One was the \$3,000 Section "base payment" with the pro-rata membership payment of \$564. The other check was for VPA's share of the 2020 NNECAPA conference revenues in the amount of \$1,273.19.

S. Lotspeich described the status of VPA's CD with Edward Jones. D. Rugh asked about extending the CD or adding additional funds now that the operating account balance is quite healthy. If VPA was making another type of investment, other than a certificate of deposit, VPA would need an investment policy. S. Lotspeich said it appeared appropriate to add some additional funds to the CD. The EC discussed whether to increase amount of CD and/or invest in a CD with a longer term. Interest rates are so low that the benefit of a longer term CD is minimal compared



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.

to the flexibility afforded to VPA by a short-term CD. The consensus from this discussion was to keep the short-term CD but add funds to it.

Action: Motion to add \$5,000 to VPA’s short-term CD: 1) A. Weinhagen. 2) D. Rugh. *Motion passes unanimously.*

Action: Motion to approve the March Treasurer’s Report: 1) D. Rugh. 2) D. White. *Motion passes unanimously.*

5. Committee Reports & Officer Round Table

A. Legislative Committee

A. Weinhagen noted that VPA has been asked to testify on H.306/S.96. This bill proposes a study committee for a State Planning Office. Proposed testimony was in the VPA EC agenda packet. The Legislative Committee produced a one-page presentation on the bill and summary of VPA’s proposed testimony. D. Schibler will take the lead on circulating VPA’s position paper and testifying before the Legislature.

Action: Motion to approve position paper and testimony on H.306/S.96: 1) E. Vorwald. 2) R. Francis. *Motion passes unanimously.*

A. Weinhagen next described VPA’s proposed testimony on S.101. This bill pertains to the modernization of housing and municipal bylaws. VPA testified on this bill back in February before the Senate. Since then, the bill has passed the Senate and is being considered in the House Natural Resources Committee, which asked for VPA to testify again. S.101 establishes a new focus within existing statutes for the Municipal Planning Grant program. It endeavors to encourage municipalities to update their bylaws to promote more housing. Originally there was new funding tied to the bill to fund these municipal bylaw improvement efforts; however, the Senate Appropriations Committee stripped the funding from the bill before it passed the Senate. Some have asked what the point of the bill was if it lacks funding to encourage municipal bylaw improvements since the Agency of Commerce and Community Development could just add housing promotion as a priority in the MPG application process. Beyond the bill’s focus on bylaw modernization, there’s new provisions to handle duplicity between municipal and State wastewater permitting in towns where there is municipal sewer service. The EC discussion then shifted to the density standards in the bill because the bill ties the receipt of funding to certain standards that are intended to promote housing. Such standards include allowing duplexes where single-family dwellings are allowed uses, addressing walkability and adopting a minimum density standard of four units per acre or 0.25-acre minimum lot sizes. These numbers are carried over from S.237 which was considered in the 2019-2020 legislative session. DHCD would like to see more density than 4 units per acre, but EC members noted that the standard works in some places, but not in others. Nonetheless, it has become the “de facto” standard DHCD has relied on as a minimum density for compact settlement patterns and award of funding.

The EC also discussed the timing of American Rescue Plan Act (“ARPA”) funding and whether the deadlines are sufficient to allow municipalities to go through the statutory planning process, which can take a year or more. In addition, if ARPA funding is allocated to RPCs, their assistance to towns needs to be timely in order for municipalities to take advantage of the funding. The EC felt that re-instatement of the funding portion of the S.101 is significant and that the organization needs to advocate heavily for it. It was noted that VPA’s position and testimony would make Sen. Sirotkin happy, as well as VPA’s other partners like VLCT, especially since MPG program funding has been essentially flat over the last 7 or 8 years. In addition to the funding piece, the Legislative Committee and the EC suggested a few other tweaks to the bill language that provides standards or criteria for eligibility for funding. For example, currently communities are eligible for funding if they have both water and sewer service in the area, but the Legislative Committee and EC would like to see that eligibility be based on a municipality’s provision of either water service or sewer service, but not both. The EC also discussed that S.101 expands the Downtown and Village Center Tax Credit Program to include Neighborhood Development Areas. This expansion allows developers to access tax credits through the Neighborhood Development Area program, but in the process, the legislation does not raise the cap on the amount of tax credit funding available. The problem with not raising the cap is that the bill would increase competition and pit requests for tax credit funding in more urban communities that have Neighborhood Development Areas against requests from rural communities that do not have Neighborhood Development Area designations.

Action: Motion to approve proposed VPA testimony on S.101 1) E. Vorwald. 2) R. Francis.
Motion passes unanimously.

B. Downtown Board

C. Sawyer submitted his report via email. The Town of Berlin’s New Town Center application is going to be considered by the Downtown Board at its April meeting after being first reviewed at the Board’s March meeting when voting was deferred. D. Rugh noted that C. Sawyer was going to evaluate Berlin’s New Town Center application against statutory standards, which is the correct analysis and the proper way to reach a decision. D. Rugh also noted that the EC designated C. Sawyer to make these decisions, and that we trust his judgment to reach the right conclusion as VPA’s representative on the Board.

C. Awards Committee

C. Bryars gave her report. Due to workload reasons, the Committee has been slow in getting award winner and nominee letters and certificates together. The award winners have been notified, and the Committee has a goal of getting the letters, certificates and press release out the door by the next EC meeting, if not sooner.

D. Professional Development Committee

R. Venkataraman is organizing three Aging in Place webinars in the coming months. The Professional Development Committee is gathering speakers, and a handful have been lined up for all three sessions. The Committee was curious about whether it would be acceptable for

sponsors to allow VPA to use their webinar platform to host the webinars. The Committee was also curious about whether to charge fees for the webinars. The EC thought that offering the webinars for no charge was fine because it makes them more accessible and equitable, especially if the webinar is going to be shared with other state sections for free. Also, offering the webinars for free would be a great membership benefit that could be advertised as a membership benefit. For example, by becoming a member of VPA, you will get access to at least __ number of webinars that are eligible for AICP credits. It was noted that this year offering webinars for free is not problematic because the overhead is so low. M. Tuttle noted that in future years, however, VPA needs to be cognizant that its operating budget usually shows a +/- \$1,500 per year loss, and these types of events are typically looked at as needing to be either revenue-neutral or revenue-generators. One option in the future is to make webinars free for members, but non-members need to pay a fee. Another option is to generate some income through sponsorship of the webinars.

E. Communications Committee

S. Westa has been updating website and has solicited four articles for the Yankee Planner newsletter and a few updates for its Grapevine.

F. Nominating Committee

S. Westa had no report.

G. NNECAPA

D. White reported that the 2021 NNECAPA Conference planning committee has been meeting every couple of weeks. A call for proposals and ideas has been distributed, as well as a call for sponsors. N. Kilbride also had a meeting with the Hilton to be sure the parties are on the same page, and the meeting went well. In addition, Governor Scott's recent changes to cross-state travel restrictions and re-opening the economy means that things appear to be on-track for an actual live conference event. For NNECAPA Retreat discussion, see Section 6(A) below.

6. Old Business

A. NNECAPA Retreat – Post Retreat Updates

M. Tuttle described retreat that was held via Zoom over the last two Thursdays. The structure of officers on the NNECAPA EC was discussed at the Retreat. Right now, the Section Representative and Legislative Liaison are voting members of the NNECAPA EC. Because the Legislative Liaison position more state-oriented, as opposed to region-wide, it didn't make sense for them to be voting members of the EC. Instead, since NNECAPA has placed the Section Representative in charge of conference organizing, it recommended splitting the position and giving one position a new title, likely as Conference Representative. This will mean the Conference Representative will take the place of the Legislative Liaison as a voting member and then the Section Representative will remain a voting member, but with different duties.

Other issue that was discussed at the Retreat was the NNECAPA and VPA document library and how best to store historic resources. VPA had been using Dropbox for this, but there are some limitations to it as a tool for the resource library, especially due to the size of the library. Instead, NNECAPA will likely begin to use Google for Non-Profits as the platform for storing such materials instead of Dropbox. As part of this effort, S. Hadd has offered to close the loop on VPA's historic files and library, including past financial records, tax reporting and other related documents. The timeline of any platform migration is still to be determined.

The NNECAPA Policy and Procedure Manual was also discussed at the Retreat, as well as the need for the Sections to have their own such Manuals. M. Tuttle, S. Lotspeich and D. Rugh have agreed to take up this task in the coming months.

7. New Business

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

C. Bryars stated that the Department of Public Service is commencing the process of updating the statewide Comprehensive Energy Plan as well as the Act 174 standards for renewable energy goals. C. Bryars wondered how best to reach members for their input on this update and whether she should use the EC, reach out to the broader membership, or conduct more targeted outreach to solicit thoughts from those planners who have specific expertise and interest in energy standards and energy planning. It was suggested that more targeted outreach was appropriate now, but if response was tepid, then reaching out to the broader membership would be acceptable.

8. Adjourn

The meeting was adjourned at 11:45 a.m. The next meeting is a Zoom meeting at 10:00 a.m. on May 14th.



Executive Committee Meeting Minutes

Friday, May 14, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinhausen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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. Weinhausen. 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.



Executive Committee Meeting Minutes

Friday, July 16, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinlagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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 3:03 p.m.

1. Agenda Modifications

None.

2. Announcements

Some agenda items were moved. D. Rugh said he would prepare updates to revise the VPA bylaw soon.

3. Minutes of May 14, 2021 Executive Committee Meeting

Action: Motion approve minutes of May 14, 2021, Executive Committee Meeting: 1) A. Weinlagen. 2) C. Bryars. *Motion passes unanimously.*

4. Treasurer's Report for May and June 2021

S. Lotspeich gave the Treasurer's Report for May and June 2021.

In June, VPA paid the Legislative Intern stipend. In May, VPA invested an additional \$5,000 in a new short-term CD. VPA's balance in short-term CDs is now \$13,076.35. Two CDs have just matured, and one more will mature on Monday. S. Lotspeich is hoping to roll all three CDs into one.

Action: Motion to approve the May and June Treasurer's Reports: 1) D. Rugh. 2) A. Weinlagen. *Motion passes unanimously.*



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.

5. Committee Reports & Officer Round Table

A. Downtown Board Report

C. Sawyer gave the Downtown Board report. The Board met in June, and it approved an expansion of Bennington's Downtown Designated District. A local developer is interested in re-developing the old Bennington High School building, so 20 properties were added to the District, which were similar to other properties within the District. The Board also approved a few more Village Center designations.

Legislative updates were provided by DHCD. Staff said there will be \$5 million for downtown transportation improvement projects. These funds must be spent in the next 3 years. For this round of tax credit funding, the Board received 48 applications. This worked out to \$4.6 million in requests for \$3.2 million in tax credits available, which is pretty similar to previous years.

C. Sawyer also discussed whether he would attend Board meetings in-person, and said he intended to Zoom in to Board meetings unless there are a large number of in-person attendees. He will probably be in-person in September since that's the first in-person meeting in roughly eighteen months.

B. Professional Development Committee

R. Venkataraman gave the Professional Development Committee report. Over the last few months, the Committee hosted two webinars focused on aging in place. Attendance was good at the first webinar. There were a lot of registrants for the second webinar, but only 25 participants. The Committee is currently setting up third webinar and organizing the speakers. The date of the third webinar should be announced in the coming week or two, and it will likely be held in late-August.

S. Westa discussed the mechanics regarding how and where to post webinars and related materials on the VPA website. There's a "News and Events" section on VPA website, and S. Westa would like to split those sections into "News" where newsletters would go and then an "Events" page with materials from VPA's webinars and conferences.

C. Communications Committee

S. Westa was waiting on the EC to finalize the legislative priorities before they are posted to the website.

D. Nominating Committee

S. Westa will get started with developing a Slate of Officers for next year's EC. S. Hadd will assist S. Westa on the Committee.

E. Awards Committee

C. Bryars gave the Awards Committee report. She needs to get plaques and award certificates and letters out the door in the coming weeks. The Awards ceremony is at Annual Meeting in November.

F. NNECAPA

M. Tuttle said that the last few NNECAPA EC meetings have been canceled due to lack of attendance and schedule conflicts. The next meeting is late-August.

As far as the NNECAPA Conference is concerned, the draft program has been released, and the early registration deadline is August 1st. S. Lotspeich and J.B. Hinds will provide entertainment at the conference.

6. New Business

A. Equity Planning

C. Bryars raised question of how planners have been attempting to integrate equity planning into the existing planning process. She wanted to see who else has received lots of questions about this from citizen planners and regional planning commission members, and whether there are some examples out there. BCRC had Suzanne Davis give a 45-minute presentation to discuss bringing equity into the planning process. Also, she was curious whether there was anything that VPA should do as an organization to promote equity. The consensus was that VPA should not get caught on the sideline and should actively work to incorporate these concerns into its work.

S. Lotspeich reported that a significant concern relates to housing and existing inequities in zoning that limits high density or multi-family housing. He was curious whether DHCD can assist with this and what State staff is doing to address equity concerns. S. Lotspeich also suggested this as a good topic for a Spring Workshop.

R. Venkatarman noted that equity is a broad issue that relates to almost everything in zoning and planning since zoning and planning historically was a process that worked to protect existing inequalities in land use and environmental planning. He suggested a broad, wide-ranging discussion as part of a workshop with breakout groups may be best to ensure the issue is part of everything that's done in planning.

M. Tuttle noted that CCRPC has an equity plan. The Urban Sustainability Directors Network also has a guide for planners doing climate action planning and how to center equity in climate change planning. She suggested that planners review these resources.

S. Westa noted that she receives correspondence from Connecticut's APA Section, and it has been working to "desegregate Connecticut" in partnership with other organizations. She reports that she's happy to share those resources as they are sent along.

B. In-Person Meeting & Social

M. Tuttle discussed the proposal that VPA get together in Hartford, which was planned for this or a subsequent meeting and which is a somewhat inconvenient location for all. The consensus was that the EC will have an in-person meeting at the NNECAPA Conference and before the November Annual Meeting such that planning an additional in-person meeting at this time wasn't necessary. Bringing back a semi-annual or quarterly in-person EC meeting in 2022 will be a topic for future discussion.

7. Old Business

A. Legislative Program & Committee Priorities

A. Weinhagen discussed the Legislative Committee's priorities for next Legislative session: advocate for state-wide planning process (Act 250 updates, State Planning Office Study and Capability & Development Plan), propose Chapter 117 updates related to housing and then advocate for more funding for planning (Municipal and Regional Planning Fund has basically been level funded). Climate Action Planning will be a big issue in the foreseeable future both from both energy planning and transportation planning perspectives. P. Hough noted that the Climate Action Council will likely come out with recommendations for legislation in November, so VPA should be prepared for that too. The Committee also wanted to discuss the goals for the legislative program overall.

The priorities document did a good job of identifying the big issues and priorities for the upcoming legislative session. The EC discussed whether to continue with the former practice of having a single Legislative Liaison, versus a Committee approach, and it is going to be part of a larger discussion at a Legislative Committee meeting that the EC members will be invited to attend in September.

8. Adjourn

The meeting was adjourned at 4:20 p.m. The next meeting is Zoom meeting on Friday, August 13th at 10:00 a.m.



Executive Committee Meeting Minutes

Friday, August 13, 2021
Conference Call

Executive Committee members present: M. Tuttle, A. Weinhagen, S. Lotspeich, C. Bryars, R. Venkataraman, E. Vorwald and S. Westa.

VPA Members: None

Meeting began at 10:04 a.m.

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinhagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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

1. Agenda Modifications

None.

2. Announcements

VCGI has put together [Census 2020](#) population-level change mapping at the municipal level for entire state. Housing data is now available, but not mapped by VCGI.

3. Minutes of July 16, 2021 Executive Committee Meeting

Action: Motion approve minutes of July 16, 2021, Executive Committee Meeting: 1) E. Vorwald. 2) A. Weinhagen. *Motion passes unanimously.*

4. Treasurer's Report for July 2021

S. Lotspeich gave the Treasurer's Report for July 2021. July was a slow month. Financial advisor at Edward Jones purchased two more short-term (1-month) CDs with Citibank and Westfield Bank MA. There is interest from VPA in consolidating these funds and moving them to a longer-term CD if interest rates improve for the longer-term CDs. Currently have a little over \$10K in the checking account.

Action: Motion to approve the May and June Treasurer's Reports: 1) C. Bryars 2) A. Weinhagen. *Motion passes unanimously.*



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.

5. Committee Reports & Officer Round Table

A. Downtown Board Report

C. Sawyer sent the Downtown Board report to the EC by email. No questions or comments.

B. Professional Development Committee

R. Venkataraman gave the Professional Development Committee report. Committee is in process of planning the third and final webinar in this year's series. The session is called, "Aging in Place: Affordable Housing in Downtown – Not Just a Planners Pipe Dream" and will attempt to wrap together previous topics and provide a conclusion. Panelists from VHFA, Waterbury, and Brattleboro. Next week details will be released for registration. Planned for Sept 2nd at 10am.

PD Committee composition is R. Venkataraman, D. Schibler, S. Lotspeich, S. Haiju, and C. Damiani.

C. Communications Committee

S. Westa reported. PD webinars are now posted on the website under trainings.

D. Nominating Committee

S. Westa reported. Outreach has commenced for new EC slate. Current EC members and full VPA membership have been polled for interest and have received one inquiry about interest in at large position. Most of EC members wish to remain, except for R. Francis who will step down. EC will need a new Downtown Board Rep. alternate to take R. Francis' place.

The legislative liaison position remains unfilled with no prospects, and there are two open positions for at-large members. Nominating committee (S. Hadd and S. Westa) is generating ideas for new members and doing outreach. All current EC members are encouraged to think about potential members from existing committees and from planning colleagues around the state.

It was clarified that the past president position can act as an at-large member or standalone based on interest for other at-large members; that the legislative liaison and downtown board rep positions are two-year positions that run concurrently with the legislative biennium; and that the NNECAPA rep is a three-year position, so D. White is on the hook until 2023.

E. Awards Committee

C. Bryars gave the Awards Committee report. Award certificates and letters have gone out and plaques have been ordered. Will follow up with S. Lotspeich about billing and reimbursement.

F. NNECAPA

M. Tuttle reported that conference planning committee is working hard to pull together all the details for October, including refining the program and contracting for a social hour event. Nancy Kilbride is reporting increasing registrations and sponsorships. COVID policies will be revisited at the next conference planning meeting.

APA Chapter elections for national and regional officers are not yet closed. It was clarified that full APA members can vote for all NNECAPA officer positions, but Chapter-only members can only vote for officers that don't sit on national APA boards.

6. Old Business

A. Legislative Program & Committee Priorities

A. Weinhagen discussed the Legislative Committee's priorities for next Legislative session. Structure of leg. committee will stay the same as last year assuming no one steps forward for the leg. liaison position. Committee has been reviewing draft priorities document and individuals will take the lead on each priority area for 2022 session. Position papers will be drafted by October. AW is still identifying priority area leaders. Emphasis on reaching out to partner orgs, and follow up with K Gallagher who is new Sustainable Communities Director at VNRC.

EC will be invited to fall leg. committee meeting tentatively set for Sept 20th at 2pm is tentative date. Leg Comm will meet biweekly on 1st and 3rd Mondays. Make sure to schedule joint meeting with EC to be no later than middle of Sept.

Questions about the future form and purpose of the legislative program were discussed:

1. Question of whether or not we want to have a leg liaison. We haven't had one for a year. Legislative program without the liaison was successful last year. Weekly reporting was even more detailed than in the past. Noted that with decentralized model, leg. committee, members feel more engaged. Question about whether or not this much volunteer capacity can be sustained over time. Legislative comm. is prepared to follow same model for this year. A. Weinhagen reported that he works much less as the leg. committee chair than when he was the leg. liaison. There was an open question of whether leg. liaison stipend should support other committee members' work.
2. Do we want to continue with the legislative intern? How valuable is this position, and does it create any conflict with legislative priorities of the funding partners?
R. Francis has questioned if it is appropriate to share this position with other org(s) that have different leg. priorities. EC members expressed general consensus that any conflicting interests with VNRC and VT Conservation Voters do not affect the type of simple reporting work the intern performs. Intern is valuable, if not indispensable. Leg. committee relied on the intern more in the past year with the leg. liaison position unfilled. The intern is the "person in the room" who provides daily, very detailed reports on specific bills and priority topics. These detailed reports are turned into the weekly VPA membership reports. There is some overlap with legislative reporting from VLCT and similar groups, but some insights provided by intern are not replicated elsewhere. Small amount of money for significant benefit.

EC members suggested ideas to improve leg. program investments. VPA budgets \$1K stipend for leg liaison plus travel expenses and \$2K contribution for intern. Total annual leg. program costs are budgeted at \$3,350, but this amount is never spent down. E. Vorwald asked if budgeted costs could be used for VPA to hire an independent lobbyist. S. Lotspeich reported that this was VPA's model 15 years ago. Professional lobbyists generally work for various groups, so need to find someone with compatible interests and expertise. C. Bryars observed that VPA has expressed need to better collaborate with partners on leg. priorities so VPA should think strategically about how a departure from existing intern agreement with allied orgs would impact this priority. A. Weinhagen agreed that VPA could inquire about whether a lobby group could work with our budget. The decentralized legislative model from last year worked, but it is not ideal model for successful lobbying. Relationship building and becoming go-to contract for legislators and committee chairs is easier when it's one person.

M. Tuttle pointed out that the leg. program survey results should inform how VPA invests in the legislative program. Number one priority for VPA membership is the detailed reporting on activities in the legislature. Number two priority is to serve as a technical resource to legislators. Number three is advocacy/lobbying. M Tuttle expressed the opinion that the highest priorities to fund leg. program need to be leg. reporting and ability to provide technical assistance. It is hard for VPA to throw lobbying efforts at legislature because of our diverse membership and limited resources. It may not be possible or wise to aggressively advocate for specific legislative outcomes.

For Annual Meeting budget, VPA should keep budget items for legislative work to be able to reimburse folks as needed. R. Venkataraman distinguished between planning for the coming legislative season and planning for the leg. program in the long run. Reality check on need to model program for capacity of VPA leadership over time. M. Tuttle emphasized that if legislative program costs were increased the VPA budget would run a deficit and model would need to contemplate other ways to make revenue too.

The conversation concluded by noting that discussions about the future form and purpose of the VPA legislative program have been iterative for some time. While there has been more nuance as the conversation progresses, not hearing consensus for major changes to leg. program for upcoming leg season, but acknowledge the point that there will be ongoing discussion for what program needs 5-10 years out.

B. Equity Planning

C. Bryars and S. Westa reported that since the last EC meeting they spoke with leadership of CCAPA about how that group interfaced with the [Desegregate CT](#) movement in the past year. This conversation was motivated by apparent interest from DHCD and VHFA in developing a VT equivalent of the [Desegregate CT zoning atlas](#) to motivate further statewide zoning reforms. VPA's experience supporting but critiquing bill S.237 put VPA in the uncomfortable position of testifying against zoning reforms intended to advance equitable housing access. If new zoning reform bills emerge in the future, does VPA as a whole want to approach the topic differently? What can we learn from other chapters facing similar dilemmas?

C. Bryars and S. Westa spoke with Rebecca Augur, President of CCAPA. Main characteristics of the Desegregate CT movement include:

- Charismatic leadership and truly grassroots movement for statewide change. Sara Bronin is the founder and is also a trained lawyer and architect who brought the focus on zoning regulations as a barrier to diverse, affordable housing development.
- Movement initiated in June 2020 with a survey that polled stakeholder groups to determine where there is support for changes to advance affordable housing.
- In the fall of 2020, worked with Yale and UConn law students to develop a [zoning atlas](#).
- In May 2021, a zoning reform bill drafted by Desegregate CT passed the CT legislature.

Curious about how CCAPA reacted to this statewide zoning reform movement given tensions VT planners have experienced with similar statewide reform initiatives in VT. Takeaways:

- CCAPA EC decided early on that they had to be clearly supportive of the Desegregate CT movement on the whole but would avoid weighing in on specifics of zoning reform.
- CCAPA leadership participated in several public ways to express general but strong support. Some CCAPA members spoke out as individual planners as well. Definite pushback from some CCAPA members and individuals in leadership, but ultimately the zoning reform bill that passed was palatable to overwhelming majority of planners.
- Most controversial provisions of the zoning reform bill did not ultimately pass, as CCAPA predicted would happen.

Potential lessons and differences between CT context and VT context:

- Desegregate CT has built a truly [diverse](#) and grassroots movement championed by a single, charismatic leader with legal and architectural expertise and excellent connections. Current interest in statewide zoning reform in VT appears more centralized among DHCD, individual legislators, and statewide housing organizations like VHFA.
- Leadership of Desegregate CT and partner orgs already have a lot of technical expertise on zoning reform, so CT legislature did not rely on CCAPA to provide technical insights. VT legislature would likely look to VPA to weigh in on the specifics of zoning reform if it is pursued further.
- CCAPA president shared an excerpt of the AICP code of ethics when she contacted CCAPA membership about the organization's general support of zoning reforms. Relatively low AICP membership among VT planners means this strategy for consensus building may not translate as well in VT.

Some discussion of other ways in which CT and VT environments are distinct and recognition that housing organizations, especially VHFA, are most prominently concerned with the topic of zoning reform.

7. New Business

A. 2021 Bylaw Amendments

M. Tuttle presented proposed changes.

1. Rename NNECAPA section rep to “Conference Representative” to better reflect primary role of that position.
2. Change voting members for NNECAPA EC. Each section chapter can designate someone on EC as member of NECAPA EC. In the past, the model has been for the conference rep and legislative liaison to be voting members with NNECAPA.
3. Make the legislative liaison an appointed position rather than elected. Legislative liaison will not be a voting member on NNECAPA EC.

EC members should email M. Tuttle with questions about proposed amendments since voting by the EC on the amendments needs to occur soon.

8. Adjourn

The meeting was adjourned at 12:10 p.m. The next meeting is Zoom meeting on Friday, September 10th at 10:00 a.m.



Executive Committee Meeting Minutes

Friday, September 24, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinhagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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 10:06 a.m.

1. Agenda Modifications

None.

2. Announcements

None.

3. Minutes of August 13, 2021 Executive Committee Meeting

Action: Motion approve minutes of August 13, 2021, Executive Committee Meeting as revised by M. Tuttle: 1) S. Westa. 2) A. Weinhagen. *Motion passes unanimously.*

4. Treasurer's Report for August 2021

S. Lotspeich gave the Treasurer's Report for August 2021. There was no activity in VPA's account in August. One of the two Edward Jones CDs rolled over in early September. The goal ultimately is to roll both short-term CDs into one longer term CD. VPA's checking account balance remains strong, at just above \$10,000. S. Lotspeich explained difference in interest rates for the CDs on the Treasurer's Report and also reported that VPA should not have any expenses related to the upcoming NNECAPA Conference

Action: Motion to approve the August Treasurer's Report: 1) D. Rugh. 2) A. Weinhagen. *Motion passes unanimously.*



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.

5. Committee Reports & Officer Round Table

A. Downtown Board Report

C. Sawyer gave the Downtown Board report. Essex Junction is thinking through its potential change from a Village to a City and transferring its neighborhood development and village center designations. If approved by the voters and Legislature, the “City of Essex Junction” may seek a downtown designation in the future. C. Sawyer also discussed his concerns regarding the additional \$5,000,000 authorized for expanding the Downtown Transportation Funds and whether all of that money will be able to be spent within the two- or three-year time horizon. Village Centers will be eligible for this funding, as long as they go through the Better Connections process, though all Chittenden County municipalities will follow a different procedure. C. Sawyer and other EC members expressed concerns regarding the relatively short time horizon for spending ARPA funds given limited availability of consultants and materials. Some are scrambling to come up with projects that can be funded.

B. Professional Development Committee

R. Venkataraman gave the Professional Development Committee report. The third webinar on Aging in Place was held on September 2nd. There were 50 registrants, and 25 people attended. Also, the webinars get posted on-line, and they’re being watched afterwards by at least a few dozen people. In general, the Committee feels that the webinar series was successful and would be good to continue for future years, depending on interest. R. Venkataraman will poll membership at Annual Meeting to see if it’s worth continuing. S. Lotspeich said that he enjoyed in-depth nature of the webinars, as they really allowed folks to dive deep into the topic over the three sessions. He wasn’t sure whether the webinars should replace a live event, like a spring conference, since in his experience preparing to present the webinars was a significant workload. At the least, the webinars were excellent in light of the re-emergence of COVID over the last few months and were a good fit for the times.

S. Westa asked if VPA and/or NNECAPA also sponsored other events in light of the upcoming housing conference. Traditionally, NNECAPA had to sponsor the event for it to be eligible for CM credits. At least, the NNECAPA logo needs to be part of conference materials, and VPA has traditionally sponsored other conferences, such as the VECAN conference, both financially and from the perspective in offering CM credits. A. Weinhagen and S. Lotspeich both spoke about willingness of other organizations to partner with VPA on conferences and/or webinars, whether the organizations have a planning focus, such as AARP, or not. R. Venkataraman is also working on NNECAPA Conference to ensure CM credits are in place.

C. Communications Committee

S. Westa had no report.

D. Nominating Committee

See Section 7(b) below.

E. Awards Committee

M Tuttle reported on behalf of C. Bryars that two VPA award winners also received NNECAPA awards, which will be given out at lunch on Friday of the NNECAPA Conference.

F. NNECAPA

M. Tuttle said that there are new COVID policies for attending the NNECAPA conference. While a few attendees left because of these policies, there were also new registrants to balance out those that left. NNECAPA EC has started planning NNECAPA 2022 Conference in Maine. Also, at the most recent meeting, the NNECAPA EC went through the 2022 budget and worked on renewing Nancy Kilbride's contract for a full year. As part of the budget planning process, one of the biggest changes and points of discussion was the transition from organizational memberships to individual memberships since organizational membership will no longer be offered. NNECAPA is trying to be conservative with respect to dues revenue as a result of this and similar changes. NNECAPA's budget proposal includes the current two payments to the three state Sections, one for a pro-rated share of membership dues and the \$3,000 Section base payment. Dues will stay the same for the third year after the transition, as there's little appetite for raising the amount of dues at this time; currently they're set at \$80. At the 2021 NNECAPA Conference, a number of new NNECAPA EC members will be introduced, including M. Tuttle as president and C. Bryars as Secretary.

G. Legislative Committee

See Section 6(A) below.

6. Old Business

A. Legislative Program & Committee Priorities

A. Weinhagen discussed the Legislative Committee's priorities for next Legislative session and the recent joint meeting between the EC and the Legislative Committee. The priorities haven't changed much and includes advocating for state-wide planning process (Act 250 updates, State Planning Office Study and Capability & Development Plan), proposing Chapter 117 updates related to housing and then advocate for more funding for planning (Municipal and Regional Planning Fund has basically been level funded). Climate Action Planning will be a big issue in the foreseeable future both from both energy planning and transportation planning perspectives.

The EC and Committee tried to address larger questions about where the Committee was going and how best to move forward into the 2022 legislative session. Many felt the Committee's "decentralized" approach of the past legislative session where there was no Legislative Liaison worked well, but there were concerns expressed about the ability of the existing committee membership to handle the heavy workload, especially as A. Weinhagen transfers to VPA President and has less time to dedicate to his position as Committee Chair. In general, the

Committee was in favor of continuing “volunteer” nature of VPA’s advocacy before legislative committees.

One concern with this is the “reactive” stance that the Legislative Committee has because it doesn’t often participate in the bill drafting process. As a result, it’s occasionally caught off-guard when new legislation is introduced, though the preparation of position or policy statements prior to the legislative session are key to VPA being prepared and more active, instead of reactive. S. Lotspeich also raised the issue of whether VPA should educate legislators on planning, as opposed to conducting more “lobbying” activity, which has been a long-standing question. At the joint meeting, it became clear that there are certain key issues – Act 250, Capability of Development Plan, Chapter 117, etc. – on which VPA has significant expertise, as well as a consensus on the organization’s position on these topics, at least from a broader perspective. For those areas, VPA can continue to educate and advocate for the importance of “good planning” and support for the concept. A. Weinhagen pointed out the opportunity in the next legislative session to partner with VAPDA to promote increased funding for planning. Another area of outreach is to check in with VNRC on whether we’ll continue to jointly sponsor an intern for the legislative session. Also, an outstanding issue is who will chair the Legislative Committee next year because A. Weinhagen will likely become the VPA President if membership approves the proposed Slate of Officers.

B. 2021 Bylaw Amendments

M. Tuttle, D. Rugh and A. Weinhagen worked on amendments to VPA Bylaws that will be proposed to membership at the Annual Meeting. Primary amendments are to reflect the alteration to the structure of the NNECAPA EC. The title of the former Section Representative position has changed to “Conference Representative,” which is a new name for a position on the NNECAPA EC. The former Section Representative position had too many duties, especially since their key role was conference planning. The new Conference Representative position will focus on NNECAPA Conference planning, particularly when it is the year for that particular Section to host the NNECAPA Conference. Also, NNECAPA created a new EC position that is re-named “Section Representative” to maintain two representatives from the Section on the NNECAPA EC, one of whom is focused on conference planning. The NNECAPA EC also eliminated the position of Legislative Liaison from being a voting member of the NNECAPA EC, and instead it will now be a VPA-only position. Because each Section’s Legislative Liaison has focused on state-level legislation, not regional or national matters A Weinhagen proposed that it didn’t make sense for the Legislative Liaison to be on the NNECAPA EC. Another bylaw amendment is to eliminate gender-specific terms and replace with gender-neutral language.

As far as comments on the proposed bylaw amendments, the EC discussed whether the new Section Representative and the Conference Representative should be elected or appointed. At this point the Bylaws propose that they both be elected positions. A similar discussion was had regarding the Legislative Liaison position, and whether that should be a position on the VPA EC, or rather a position that just reports to the EC like the Downtown Board representative. M. Tuttle will clarify with NNECAPA President how the NNECAPA Bylaws address these points, and the issue will be revisited at the next meeting. The EC felt that having the Legislative Liaison not be a standing EC position would work well, but ultimately, the decision is up to the membership.

7. New Business

A. Draft 2022 Budget

S. Lotspeich presented the proposed 2022 budget. He anticipated increased revenues from Section meetings and sponsorships in 2022. The budget was still presented as deficit budgeting (\$1,400 deficit is built in), but the fund balance is so healthy that it didn't raise many concerns. Also, the way the year-end actual revenue numbers work out is that VPA typically has higher revenue than expected. That was the case in 2021 since VPA received more income than expected from the 2020 NNECAPA Conference. Also, the pandemic has made it hard to predict what expenses will be, as many on-line webinars and events are less expensive to produce. The EC discussed spending some money on the 2021 Annual Meeting, but typically the annual meeting is part of a conference where there's a registration fee to offset expenses. In last year or two, the annual meeting has been a stand-alone event, and if the EC wants to encourage participation, then the annual meeting should be free. For 2021, holding a free annual meeting isn't a problem because there's an extra \$1,000 in revenue from the NNECAPA Conference and because we didn't have a standalone awards ceremony. Going forward, the EC could also make decisions on the Annual meeting each year based off that year's revenue, though membership should be informed what the EC thinks the model will be for the annual meeting going forward. Because the NNECAPA Conference is traditionally in the fall, VPA probably won't offer a full fall conference in the future, but it could always set up a small training to be held in conjunction with the annual meeting.

B. 2021 Annual Meeting Planning

Regarding the Slate of Officers, Nominating Committee members S. Westa and S. Hadd reached out to membership to solicit interest in getting new members on the EC. The Nominating Committee looked at attempting to have better regional diversity on the EC, as well as ensuring the EC is representative of a more diverse membership. R. Francis is moving off, and S. Lotspeich will serve as Treasurer for one more year to assist with training a new treasurer. R. Venkataraman has expressed interest in becoming VPA's Treasurer in 2023.

S. Westa presented a proposed slate to the EC for discussion. M Tuttle offered that we may want to reach out to members of existing committees to see if anyone is interested. After discussion, the EC felt that the slate proposed by S Westa and S Hadd represented more geographic diversity and more representatives outside municipal planning than the current EC and voted to put it forward to the membership.

Action: Motion approve Slate of Officers to present to membership: 1) E. Vorwald. 2) A. Weinhagen. *Motion passes unanimously.*

For the October EC meeting, M. Tuttle will develop a draft Work Plan for 2022.

M. Tuttle discussed the proposal that the EC postpone the Annual Meeting from November to December. The EC discussed making it a hybrid meeting with some in-person and some

attending remotely. It could be held as an early holiday party, and the EC discussed December 3rd as the potential date and Waterbury Town Office as a potential location with an after-hours event at Pro Pig or another similar establishment.

8. Adjourn

The meeting was adjourned at 12:24 a.m. The next meeting is Zoom meeting on Friday, October 8th at 10:00 a.m.



Executive Committee Meeting Minutes

Friday, October 8, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinlagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section Representative

At-Large Members

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 10:06 a.m.

1. Agenda Modifications

The Agenda was amended to discuss appointing someone to fill the vacancy created by D. White's resignation from the NNECAPA Section Representative position.

2. Announcements

The NNECAPA Conference is next week. VPA EC plans to get together on Thursday. M. Tuttle will attend a meeting with Vermont Department of Health and others, including VAPDA, on the design of healthy communities and lessons learned from the COVID-19 pandemic.

3. Minutes of September 24, 2021 Executive Committee Meeting

Action: Motion approve minutes of September 24, 2021 Executive Committee Meeting as revised by M. Tuttle and D. Rugh: 1) A. Weinlagen. 2) E. Vorwald. *Motion passes unanimously.*

4. Treasurer's Report September 2021

There was no Treasurer's Report because the EC meeting was early in the month and before bank statements were received. The September Treasurer's Report will be presented in November.



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.

5. Old Business

A. Annual Meeting Planning

i. 2021 Bylaw Amendments

The EC discussed the proposed revisions to VPA's Bylaws to accommodate the new Conference Representative position on the NNECAPA EC and the addition of a new Section Representative. It is proposed that the individual serving as the new Section Representative will be elected by the membership as a member of the EC, but the EC will appoint the new Section Representative from its members. In other words, the new Section Representative will be elected, typically as part of the EC Slate of Officers, but the VPA membership won't elect someone specifically to that position; instead the VPA EC will appoint a VPA EC member to be the Section Representative.

The other proposed bylaw amendment is that the legislative liaison position is no longer on the NNECAPA EC (that position is replaced by the new Section Representative position). Additionally, this bylaw amendment ask the members to consider whether the VPA Legislative Liaison will be an elected position (Option A) or appointed position (Option B). The EC generally favors that the EC appoint someone as the VPA Legislative Liaison (Option B), although they may be either a current EC member or a VPA member at-large. After discussion, the EC decided to present the Bylaw amendment with the Legislative Liaison as an appointed position to the membership for consideration and possible approval.

Other revisions to the Bylaws proposed consist of eliminating gender-specific pronouns in favor of more gender neutral language.

Action: Motion approve presenting the proposed VPA Bylaws as amended to membership: 1) A. Weinhagen. 2) C. Sawyer. *Motion passes unanimously.*

ii. Vacancy in the current Section Representative/future Conference Representative Position

The EC discussed the resignation of D. White from the Section Representative position. D. White is in the first year of a three-year term. The EC can either appoint someone to fill the remaining two years of the term, or the EC could put a new person on the Slate of Officers. Also, the Bylaws are about to be amended to change the title of the position from Section Representative to Conference Representative. Given the time crunch before the Annual Meeting and with the NNECAPA Conference looming, the EC thought it best to wait to make an appointment after discussing coordination with the other NNECAPA Section Representatives (which will soon have the titles of NNECAPA Conference Representatives), instead of proposing to elect someone to D. White's position at the VPA Annual Meeting.

iii. **2022 Work Plan**

M. Tuttle proposed a draft Work Plan for 2022. She proposed eliminating items that were already addressed, such as hosting the NNECAPA 2021 Conference and working with NNECAPA on their membership drive, which was supported by an APA Grant. The EC members discussed various aspects of the work plan, including continuing the awards process, professional development opportunities, developing a policies and procedures manual and conducting a 5-year review of the Strategic Plan.

iv. **Draft 2022 Budget**

The EC discussed the proposed 2022 Budget. There was a discussion regarding whether and how much to fund VPA's Annual Meeting each year. These expenses were proposed to pay for some refreshments or venue, and this could be supported by additional sponsorship revenue. S. Lotspeich suggested adding \$500 to the Expense item labeled Section Meetings/Workshops. He would then off-set this expense by adding \$500 to the "Sponsorships" Revenue item. This additional funding will set VPA up for three events every year with a VPA workshop or training in the spring, the NNECAPA Conference in the fall and then a VPA-only social event as part of the Annual Meeting. The sponsorship drive would likely be held in conjunction with the VPA workshop or training held in the spring.

Action: Motion approve presenting the proposed VPA 2022 Budget to membership as revised to add \$500 to the Revenue item labeled Sponsorships and adding \$500 to the Expense item labeled Section Meetings/Workshops: 1) S. Lotspeich. 2) E. Vorwald. *Motion passes unanimously.*

v. **Logistics and Details**

Logistically, the Annual Meeting and 2020 & 2021 Awards Ceremony is proposed to be held in Waterbury on December 3rd at the Municipal Building from 2:00-4:00 p.m. This needs to be confirmed with the Town, but it looks likely. A. Weinhagen will reach out to Pro Pig for a social event planning.

6. **New Business**

None.

7. **Committee Reports & Officer Round Table**

Due to the recent September EC meeting and preparations for the NNECAPA Conference, the EC decided to skip Committee Reports until the November EC meeting.

8. **Adjourn**

The meeting was adjourned at 11:28 a.m. The next meeting is Zoom meeting on Friday, November 12th at 10:00 a.m.



Executive Committee Meeting Minutes

Friday, November 11, 2021
Conference Call

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

2020-2021 Officers

Meagan Tuttle, AICP
President
802-865-7193
president@vermontplanners.org

Alex Weinlagen
Vice President

Steve Lotspeich, RLA
Treasurer

David W. Rugh, Esq.
Secretary

Vacant
Legislative Liaison

David E. White, FAICP
NNECAPA Section
Representative

At-Large Members

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

There were no changes to the Agenda.

2. Announcements

None.

3. Minutes of October 8, 2021 Executive Committee Meeting

Action: Motion approve the minutes of October 8, 2021 Executive Committee Meeting as revised by M. Tuttle: 1) A. Weinlagen. 2) E. Vorwald. *Motion passes unanimously.*

4. Treasurer's Report September and October 2021

S. Lotspeich gave the September and October Treasurer's Reports. Most expenses were related to the awards process. In September there was only one expense, which was a payment to Initial Ideas for the awards plaques. In October, C. Bryars was paid for some mailing expenses, and VPA paid the Town of Waterbury to reserve the room for the 2021 Annual Meeting. Balance of VPA's checking account is about \$9,800, which is a good place to be.

VPA's investments with Edward Jones total \$13,118.52 in two separate CDs. The largest CD is with TCF National Bank. This CD is roughly \$11,000 and earns interest at .02%, which will be rolling over soon, and the smaller CD is about \$2,000 with American Express National Bank, which earns interest at .05%, which rolls over in December. S. Lotspeich will check to see if the two CDs can be consolidated.



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.

Edward Jones, VPA's investment manager, usually searches for the best rate before rolling over the CDs. As a result, regardless of whether the CDs are short-term or long-term, and we look to the advisor to find the best rate of return. Recently, the short-term CD interest rates have been better than the longer-term CDs, which is somewhat counter-intuitive. VPA has typically used a one- or three-month CD, but VPA also could put the larger CD in a longer-term investment because the organization is in such good shape financially.

S. Lotspeich reports that he expects few large expenses for the rest of the fiscal year, but VPA still owes C. Sawyer for his Downtown Board stipend, and it will have some expenses associated with the Annual Meeting.

M. Tuttle asked that N. Kilbride revise Treasurer's Report spreadsheet to add a column to the monthly spreadsheet that shows the year's budget, so we can see how the actuals compare to budgeted numbers.

Action: Motion approve September and October Treasurer's Reports: 1) A. Weinhagen. 2) D. Rugh. *Motion passes unanimously.*

5. Committee Reports & Officer Round Table

A. Downtown Board Report

C. Sawyer gave the Downtown Board report. Downtown Board made a number of changes to the Downtown Transportation Fund, which serves designated downtowns. There was a one-time \$5 million boost in grant funding. About \$2.9 million is available in the Downtown Transportation Fund in 2022. Grants will increase from a \$100,000 minimum to \$200,000. In addition, projects will now have 24 months to start instead of 18 months, and projects will have 36 months to be completed, instead of 30 months. The Downtown Board expressed a concern that it wants to continue to see high quality applications, instead of receiving applications that are ill-prepared or incomplete. The application to seek grants from Downtown Transportation Fund should be available in late-November.

At its last meeting the Downtown Board also changed one of the standards for designating a Neighborhood Development Area. Per the recommendations of the State Historic Preservation Officer, the Board removed requirement that local historic districts be subject to design review to qualify as a NDA. Previously, the program required that any properties in a National Register Historic District be subject to design review. This standard was amended to say that the local municipal plan needs to contain a statement of policy regarding the preservation of historic resources. In fact, the State Historic Preservation Officer would prefer that localities not add additional regulatory requirements to properties/structures listed on National Register Historic Districts because it can discourage property owners from seeking to add their properties to the National Register. Any special design review requirements should apply more broadly, for example to an entire downtown district, instead of applying design review just to buildings that will be designated as historic. The historic preservation community wants to encourage property owners to list their properties, and they don't want the National Register to trigger additional development review requirements. The State's NDA designation previously forced communities

to require design review for historic structures identified on a map. The State Historic Preservation Office prefers that local communities control what happens with historic buildings, so that being listing on the National Register is not the controlling factor. Instead, the Registry itself is just a listing of historic buildings noting distinctive characteristics.

It was also noted that VPA will need to appoint a new alternate to the Downtown Board in 2022 after the new Slate of Officers is approved.

B. Professional Development Committee

R. Venkataraman gave the Professional Development Committee report. He did not have much of update. He will be developing a work plan for 2022, including a spring training of some sort. He will also seek feedback from membership at Annual Meeting regarding their opinions on webinars or another workshop format.

C. Communications Committee

S. Westa has updated the website with proposed Slate of Officers biographies and minutes from the EC's September meeting.

D. Nominating Committee

As of the November EC meeting, S. Westa was still searching for a NNECAPA Conference Representative for Vermont. S. Wraight, who works with Two Rivers RPC, has agreed to accept an appointment for that position from the EC, to replace D. White. The EC plans to appoint her to the position after the Annual Meeting.

E. Awards Committee

C. Bryars and D. Rugh will work to get in touch with 2021 and 2020 award winners to invite them to annual meeting awards presentation, which will be both virtual and in-person.

F. NNECAPA

There were some updates from NNECAPA at the NNECAPA Conference. M. Tuttle said that NNECAPA expects to continue the \$3,000 Section base payment to the three state sections. NNECAPA will also be discontinuing organizational memberships in 2022. VPA expects to lose a few members due to this termination, especially at certain Vermont state agencies that only pay \$300 for up to 10 individuals who will be members. October 17-19 will be date of 2022 NNECAPA Conference at Sunday River, Maine. Dues will be \$80 per individual for NNECAPA and State Section membership.

In addition, the NNECAPA Executive Committee transition will be occurring in January. Five of the six current NNECAPA EC officers will be transitioning off the board, while others will be changing roles. There will also be new section representatives from each state. In 2022 M. Tuttle will be President of NNECAPA, C. Bryars will be Secretary, and S. Wraight will be

VPA's Conference Representative. The EC will need to nominate a Section Representative for 2022 after Annual Meeting.

In early 2022, the VPA EC will have to work with D. Pierce to cull VPA listserv. VPA Annual Meeting materials and ballot were distributed directly to membership list via email, instead of to the listserv to ensure only VPA members received those materials. A. Weinhagen and S. Westa will be added to the communications list that N. Kilbride maintains as membership registrations come in to verify members and cross-check the membership list.

G. Legislative Committee

A. Weinhagen gave the Legislative Committee report. The Committee meets every other Monday. The Committee has already developed drafts of legislative priorities for 2022. Some priorities are older, others are new, such as, planning for new funding, how to address the housing crisis and climate action. The hope is to present these to the VPA EC in December, and then Committee members can speak on behalf of VPA to the Legislature as to those issues. This will likely require the VPA EC to meet in December, but that will be set-up sometime next week. In addition, there will also be a discussion, and possibly a formal study, in the upcoming legislative session, regarding establishing a state-wide planning office.

The VPA-VNRC legislative intern hiring process is moving along with interviews over the next few weeks. The intern should be in place by the time the legislative session starts in January.

There is a small, ad-hoc planners group (B. Saxton, M. Boulanger, J. Hurley and others) who have prepared a paper to address roadblocks to housing. This white paper was converted into actual legislation, and the legislators working on this have invited VPA to the table to continue the discussion. M. Tuttle and A. Weinhagen also met with ACCD on the Administration's legislative priorities (C. Cochran, J. Hemmerick and B. Cooke), and it was helpful to set some ground rules for communication going forward and also to know where the Administration stands on certain issues. One new item/priority is to expand accessibility to downtown tax credits, but the funding needs to increase to accommodate the increased access. There may be a study of Vermont's various designation programs with an eye towards reforming them overall, as well as an evaluation of existing settlements in Act 250. There may be a resurrection of S.101 or other previous housing bills, because there are legislators who are concerned about addressing the housing crisis.

M. Tuttle and A. Weinhagen have been discussing finding other people to Chair the Legislative Committee to make A. Weinhagen's burden as VPA President easier next year. They may not have to be the Legislative Liaison, but the Committee needs a new Chair because A. Weinhagen's workload will likely be too heavy to handle both the President position and lead the Legislative Committee.

6. Old Business

A. Annual Meeting Planning

M. Tuttle distributed Annual Meeting materials via email to membership. S. Westa will update VPA's website to add a link on Vermont Section page of website to the Annual Meeting materials. D. Rugh will send out a reminder regarding bylaw amendments and "save the date" to the listserv on Monday.

M. Tuttle will prepare a PowerPoint from 2020 Annual Meeting for 2021 and asked that EC members review past presentation and update it for 2021. Updated slides are due on November 30th.

M. Tuttle, A. Weinhagen and D. Rugh made two minor additional proposed Bylaw revisions to ensure the Bylaws' consistency.

7. New Business

None.

8. Adjourn

The meeting was adjourned at 11:25 a.m. The next meeting is the Annual Meeting on Friday, December 3rd in Waterbury at 2:00 p.m.