



## Executive Committee Meeting Minutes

Friday, January 14, 2022  
Conference Call

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

### 2022 Officers

Alex Weinhausen  
*President*

802-777-3995  
[aweinhausen@hinesburg.org](mailto:aweinhausen@hinesburg.org)

Catherine (Cat) Bryars, AICP  
*Vice President*

Steve Lotspeich, RLA  
*Treasurer*

David W. Rugh, Esq.  
*Secretary*

Meagan Tuttle, AICP  
*Past President*

Sarah Wraight, AICP  
*NNECAPA Conference Representative*

Vacant  
*NNECAPA Section Representative*

### At-Large Members

Greta Brunswick

Chip Sawyer  
*VT Downtown Board Rep.*

Ravi Venkataraman, AICP

Eric Vorwald, AICP

Sue Westa, AICP

*VPA Members:* C. Cochran, J. Hemmerick, B. Cooke

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

### 1. Agenda Modifications

The EC agreed to move the consideration of the legislative position papers earlier in the agenda and delay the Treasurer's Report. The EC also added an item under New Business to discuss cannabis legalization guidance.

### 2. Announcements

None. C. Bryars had a general question regarding availability of guidance for cannabis legalization for municipalities.

### 3. Minutes of November 12, 2021 Executive Committee Meeting

*Action:* Motion approve the minutes of November 12, 2021 Executive Committee Meeting: 1) E. Vorwald. 2) S. Lotspeich. *Motion passes unanimously.*

### 4. Appointments

The EC has a number of appointments to make at the start of the calendar year, as follows:

#### A. Conference Representative to NNECAPA – S. Wraight

*Action:* Motion appoint S. Wraight as NNECAPA Conference Representative: 1) A. Weinhausen. 2) D. Rugh. *Motion passes unanimously*



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

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

## **B. Section Representative to NNECAPA**

*Action:* Motion appoint E. Vorwald as NNECAPA Section Representative: 1) A. Weinhausen. 2) S. Lotspeich. *Motion passes unanimously.*

## **C. Alternate to the Vermont Downtown Board**

*Action:* Motion appoint S. Hadd as Alternate to the Vermont Downtown Board: 1) A. Weinhausen. 2) C. Sawyer. *Motion passes unanimously*

## **D. Legislative Liaison**

No one has expressed interest in taking on this position full-time. As a result, the Legislative Liaison position will remain vacant, and the Legislative Committee will take a team approach and cover the same ground with the help of VPA's legislative intern.

# **5. Legislative Position Papers**

## **A. Housing Crisis**

A. Weinhausen presented this position paper. The EC discussed changing the title from "Housing Crisis" to "Addressing the Housing Crisis." R. Venkataraman and others on the EC suggested that the paper include mention of first-time homeowner programs, reaching out to historically disadvantaged and diverse communities, and diversity not just in opportunities but also in housing types.

## **B. Funding for Planning**

A. Weinhausen discussed the recommendations in the Position Paper. The EC discussed need for funding for general plan maintenance, particularly in smaller municipalities. Otherwise, it had no changes to suggest to the draft position paper as presented.

## **C. Climate Action**

A. Weinhausen presented the recommendations in the Position Paper to the EC. The EC expressed concerns regarding a portion of the last recommendation, which advocated for the State taking over regulatory oversight of river corridor protection with a provision for municipal delegation. The EC decided to remove the second sentence of Recommendation #7 and to slightly revise the first sentence of that last Recommendation.

## **D. Capability and Development Plan**

A. Weinhausen discussed the recommendations in the Position Paper, including tying the Capability and Development Plan to the Climate Action Plan. This was in part because substantive Act 250 Reform isn't likely to move forward, so linking the two plans will make it easier to move legislation regarding both plans into another climate-related bill.

*Action:* Motion approve Addressing the Housing Crisis Position Paper, the Restoring Funding for Planning Position Paper, the Vermont Climate Action Plan Position Paper, and the Act 250 Capability and Development Plan Position Paper, as revised by the EC: 1) S. Lotspeich. 2) C. Sawyer. *Motion passes unanimously.*

## **6. Treasurer's Reports for November and December 2021**

S. Lotspeich gave the November and December Treasurer's Reports. Expenses in November and December were for C. Sawyer's stipend as Downtown Board representative, Annual Meeting reception and Capitol Copy P.O. Box fee. As far as income, VPA received its 1/3<sup>rd</sup> share of NNECAPA Conference revenue in the amount of \$1,026. For the year, it's estimated that VPA came out ahead of projections with roughly \$1,800 more in revenue than anticipated. The checking account balance end was \$9,515.03

As of the end of 2021, VPA's investments with Edward Jones total over \$13,000 in two new but separate CDs. The largest CD is roughly \$10,000 and there was a second CD in the amount of \$2,000, plus \$1,000 in a cash account, which will be moved to a CD in early 2022. Both CDs are short-term, but VPA hopes to consolidate the CDs in the next few months. Currently, the interest is so small that leaving some money in the cash account while waiting for other CDs to mature has minimal financial consequences.

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

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

### **A. Downtown Board Report**

C. Sawyer said there was no Downtown Board meeting since the last EC meeting in November. The Board's next meeting is later in January, and it is likely to focus on the Downtown Transportation Fund and review of Vermont's various designation programs. C. Sawyer thinks Board is likely to continue remote meetings for the foreseeable future.

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

R. Venkataraman gave the Professional Development Committee report. He's focused on planning for a spring conference, workshop or webinar. An in-person spring workshop is looking pretty unlikely given the spread of the omicron variant. The Committee will attempt to coordinate with NNECAPA and ensure both VPA's and NNECAPA's professional development opportunities either complement each other or at least will not be duplicative.

### **C. Communications Committee**

S. Westa has reviewed the website and proposed removing the Projects and Publications section of the site. No other state Sections have this page, the materials are pretty outdated and many of

the links are non-functioning. S. Westa will make a record of what is on this page, and then the page will be removed.

#### **D. Nominating Committee**

S. Westa had no report.

#### **E. Awards Committee**

C. Bryars gave the Awards Committee report. The awards reception cannot be held at the Statehouse's Cedar Creek Room this year, but VPA can hold a reception in the Statehouse cafeteria. Awards nomination materials will be updated and distributed to the membership via the listserv and VPA website later today. C. Bryars also made a request that new EC members join the Committee.

#### **F. NNECAPA**

E. Vorwald reported that NNECAPA is focused on planning for its 2022 Conference at Sunday River in Maine. A call for session proposals will be going out soon. NNECAPA sent out "save the dates" for the 2022 and 2023 NNECAPA Conferences.

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

A. Weinhausen gave the Legislative Committee report regarding a number of new bills that were introduced at the start of this year's session, which is the second year of the legislative biennium. A. Weinhausen is no longer the Chair; R. Mahoney has taken over as Chair of the Committee. The Committee meets every other Monday via Zoom, and there are weekly legislative reports sent to the listserv.

### **8. Other Business**

#### **A. Cannabis Legalization**

C. Bryars asked the EC for those who have contacts regarding cannabis legalization and where things stand with the Cannabis Control Board's new regulations. The EC discussed how municipalities can best regulate certain aspects of cannabis legalization, such as signs for retailers, or whether they are different than general retail use. Also, it wasn't clear yet how municipalities are going to handle cannabis growing operations. In order to regulate facilities, at the least towns will have to establish their own local Cannabis Control Commissions, which many municipalities will treat just like Liquor Control Boards. If municipalities do not establish Cannabis Control Commissions, then there is no other allowed local regulation of such facilities. Municipalities should focus on organizing and establishing their local Cannabis Control Commission first, then it can develop any rules or controls to govern cannabis facilities on a local level. The EC discussed that training materials are generally lacking, though individuals have been prodding VLCT to produce a FAQ. It is expected that the State Cannabis Control Board will provide some guidance to municipalities in the near future too.

## **9. Adjourn**

The meeting was adjourned at 11:45 a.m. The next meeting is on Friday, February 11<sup>th</sup> at 10:00 a.m. via Zoom



## Executive Committee Meeting Minutes

Friday, February 11, 2022  
Conference Call

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

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NNECAPA Conference  
Representative

E. Vorwald, AICP  
NNECAPA Section  
Representative

### At-Large Members

Greta Brunswick

Chip Sawyer  
VT Downtown Board Rep.

Ravi Venkataraman, AICP

Sue Westa, AICP

*VPA Members:* S. Murray

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

### 1. Agenda Modifications

None

### 2. Announcements

None

### 3. Minutes of January 14, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of January 14, 2022 Executive Committee Meeting as amended: 1) E. Vorwald. 2) C. Sawyer. *Motion passes unanimously.*

### 4. Sponsor Brainstorming

NNECAPA is attempting to increase the number of sustaining sponsors for the coming year and asked VPA to nominate 2-4 stronger candidates as possible sustaining sponsors. The requested contribution is roughly \$2,500-\$4,000. Sustaining sponsors provide broad-based funding for Chapter activities, and in return for their donation, sponsors get on-going exposure through webinars, email blasts, newsletters and conferences. Two Rivers Ottauquechee Regional Commission has been a sustaining sponsor for two years now. In response to NNECAPA's request, EC members suggested a number of potential sponsors both for NNECAPA and for VPA events.

### 5. Intern Cost Sharing

Brian Shupe at VNRC has asked VPA to increase its contribution to the



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legislative intern, who reports to VNRC and the League of Conservation Voters. VPA's \$2,000 contribution has been level-funded since 2016. There may be some extra funding available in VPA's budget since VPA won't have a Legislative Liaison in 2022. VNRC did not ask for a specific increase in contribution level. VPA will reach out to VNRC for an update on the costs of Legislative Intern annually and then look at whether VPA's contribution is equivalent to the value it receives. The EC recognizes the value of having the intern, but it needs a better perspective on who contributes to the intern's compensation before deciding to increase its own contribution to the intern's compensation.

## **6. H.492 Position and Legislative Protocol**

H.492 proposes to switch appeals of District Environmental Commission decisions on land use permits to a new administrative panel called the Environmental Review Board, instead of to the Vermont Superior Court Environmental Division, which is where appeals go currently. Appeals from the decisions of the new Environmental Review Board would go directly to the Vermont Supreme Court, just like current appeals from the Environmental Division's decisions.

Draft testimony from VPA's Legislative Committee was circulated about two weeks ago that would be provided by P. Hough, and the EC decided to delay presenting the draft testimony until the EC could discuss the organization's stance in more detail. Previously, there was little consensus among VPA membership on the issue of appeals of Act 250 District Environmental Commission decisions, except that members generally felt that the current appeals route is time-consuming and does not reflect the original goals of the permit reform legislation that was passed fifteen or so years ago. This delay and hesitation on the EC's part led some to question whether VPA's legislative protocol needs to be revised. As of the EC meeting, H.492 had not left the House Natural Resources Committee, and the House Committee specifically asked for VPA's testimony on the bill and what the organization's view was regarding the route for appeals of District Commission decisions. VPA's previous position on this issue was that the routing for appeals of District Commission decisions needed to be studied, and that's happened with four bills being presented in the Legislature on this topic. The Legislative Committee feels that the EC should support to H.492.

The EC had a long and wide-ranging discussion regarding its concerns. This dialogue touched on the procedure that VPA uses to weigh in on legislation, the need to keep in mind that the EC represents the entire membership, the fact that taking very pointed and specific positions is challenging given the wide range of views among membership, and individual EC members' specific views on H.492.

*Action:* Motion for VPA to generally support what's in the current version of H.492 regarding changing the appellate process for Act 250 permits and for VPA members who testify to offer improvements based on previously approved VPA positions on such legislation: 1) C. Sawyer, 2) E. Vorwald. *Motion passes with 7 Ayes, 3 Nays, 1 Abstention.*

In the future the EC will consider making changes to its legislative protocols, including a discussion of possibly deferring more to the Legislative Committee's position on the bill.

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

### **A. Treasurer's Report for January**

S. Lotspeich gave Treasurer's Report. There was no activity in January. S. Lotspeich did true up the 2022 Budget to reflect the balance of the checking account at the beginning of 2022. S. Lotspeich is meeting with Bruce Walbridge, VPA's financial consultant, to discuss consolidating the two short-term CDs VPA invests in into one single CD.

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

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

C. Sawyer gave the report. There was a short Downtown Board meeting in January. Chip reported that the Board approved Hartford's growth center renewal, which had been delayed a number of months due to COVID-related issues.

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

R. Venkataraman said the Committee decided on a hybrid workshop model in early June that focuses on energy planning. The Committee is reaching out to potential participants for the workshop. An in-person event will likely be held in Hartford or Woodstock, closer to the Route 4 corridor and the middle of the state to make it more accessible for all members. The Committee plans to do a field trip as part of this event to look at things like utility corridors serving solar panels, etc. The Committee wasn't sure whether to charge a fee for this event, which will likely be a half-day seminar, and it is hoping that it will be a low overhead event at a facility with no reservation or use charge. The Committee plans for VPA to provide snacks, refreshments and/or coffee but no formal meal. The Committee will seek sponsorships for this event to off-set any costs.

Also, R. Venkataraman and S. Westa had a conversation on how best to clean up the website, as well as to welcome and orient new members to the organization. The EC discussed adding a section to the website that has materials to welcome new members and get them up to speed on what the organization does. R. Venkataraman and S. Westa will collaborate on this project.

R. Venkataraman raised the issue of whether to also try and convene a seminar or workshop on municipal cannabis regulation. A. Weinhagen suggested that VPA advocate for VLCT to host and organize such a workshop in the coming weeks.

### **C. Communications Committee**

S. Westa eliminated the "Projects" page of the website but otherwise did not have anything to report.

### **D. Nominating Committee**



S. Westa had no report.

#### **E. Awards Committee**

C. Bryars gave the Awards Committee report. There were 5 project nominations, 2 citizen planner nominations and 2 professional planner nominations. Those nominations will be forwarded to NHPA for review and to recommend winners to the EC. The EC will discuss timing of the awards process, and whether it should be shifted back in the calendar year, at an upcoming meeting when there's more time.

#### **F. NNECAPA**

S. Wraight says 2022 NNECAPA Conference planning is underway, and NNECAPA is looking at keynote speakers and focusing sessions on areas where specific AICP credit is needed. E. Vorwald said NNECAPA will soon have its annual leadership retreat with the whole NNECAPA EC, which is an important event this year since there's been almost a complete turnover on the NNECAPA EC since 2021. The NNECAPA EC has spent a lot of time recently orienting new EC members. The national APA Conference is in San Diego at the end of April. There will also be a separate hybrid version.

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

See Item 6 above

#### **8. Other Business**

None.

#### **9. Adjourn**

The meeting was adjourned at 12:15 p.m. The next meeting is the on Friday, March 11<sup>th</sup> at 10:00 a.m. via Zoom



## Executive Committee Meeting Minutes

Friday, March 11, 2022  
Conference Call

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

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E. Vorwald, AICP  
*NNECAPA Section Representative*

### At-Large Members

Greta Brunswick

Chip Sawyer  
*VT Downtown Board Rep.*

Ravi Venkataraman, AICP

Sue Westa, AICP

*VPA Members:* None.

*Meeting began at 10:03 a.m.*

### 1. Agenda Modifications

None.

### 2. Announcements

None.

### 3. Minutes of February 11, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of February 11, 2022 Executive Committee Meeting as amended: 1) C. Bryars. 2) S. Westa. *Motion passes unanimously.*

### 4. Intern Cost Sharing

Brian Shupe at VNRC has asked VPA to increase its contribution to the legislative intern, who reports to VPA, VNRC and the League of Conservation Voters. A. Weinhausen reached out to B. Shupe to get a better idea of the costs and the request to increase VPA's contribution, but he hasn't heard back yet.

### 5. Legislative Protocol

As part of the EC's consideration of recent legislation, some complaints were raised about VPA's larger legislative protocols. Typically, the Legislative Committee studies issues, makes recommendations on legislation and then those recommendations get presented to the EC before they are approved and presented to the Legislature.



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In a way, the recent discussion of H.492 exemplifies the need for the EC to discuss and legislation because it's clear that there are often different views among EC members on pending legislation. While the current process is slow, the EC typically has a wider focus since it needs to keep in mind that it represents the entire organization. When there's a full-time Legislative Liaison, the situation is sometimes different because that person has some authority to at least forecast where they think the organization stands on discrete issues. The EC felt that if it were to vest more authority in the Legislative Committee, then the Committee's operations would need to be more transparent and more formal with minutes that show the voting records of individual members. Also, the EC's selection or appointment of the Committee members may need more scrutiny if the Committee was vested with the responsibility to act on legislative issues for the organization as a whole.

VPA's legislative process has stood for many years, and many think it has worked well. This year, the EC approved position papers prior to the start of the legislative session, and then provided them to the Legislative Committee. If the Committee wants to testify on legislation consistent with the EC-approved position papers, no further authority from the EC is necessary. If Committee members want to take positions different from the approved positions or that are new, then the current practice is that the EC has to approve testimony. It was suggested that the EC create a subcommittee of three EC members that can act more quickly than the whole EC to approve or bless positions on fast-moving legislative items. Current legislative protocols were prepared and updated periodically, last in 2017. Also, a recent survey from early 2021 showed membership support for the way the EC handles legislative matters. The EC generally feels that the current process isn't broken. Instead, one solution to any perceived problems with the current process is that more work needs to be put into the position papers before the session. But, fundamentally, that aspect of the current protocols seems to work well. There's always a struggle between speed and nimbleness, but in the end, the EC felt the current process is sufficient.

## **6. 2022 Work Plan & 2015 Strategic Plan**

A. Weinhagen presented the draft 2022 Work Plan that M. Tuttle prepared prior to VPA's 2021 Annual Meeting. Two of the biggest items on the Work Plan are to develop an Operations & Procedures Manual and complete a review of the 2015 Work Plan. D. Rugh circulated first draft of Operations & Procedures Manual prepared by M. Tuttle in 2021. M. Tuttle was interested in assisting in developing the Manual.

Regarding the review of the 2015 Strategic Plan, the Plan itself says it should be updated every ten years, and we're only six years into the current plan. As a result, it was suggested to remove the "review and update the VPA 2015 Strategic Plan" from the Work Plan. Also, the ribbon of EC members on the Work Plan needs to be updated to reflect the 2022 EC members and positions.

*Action:* Motion to approve the 2022 Work Plan as revised: 1) D. Rugh. 2) C. Bryars. *Motion passes unanimously.*

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

### **A. Treasurer's Report for February 2022**

S. Lotspeich gave Treasurer's Report. There was no activity in February. The Treasurer has added a new column in the Treasurer's Report that provides each line item's budgeted amount, as well as the amount remaining in the budgeted amount for the year. VPA just received the 2022 Section Base payment of \$3,000. NNECAPA is still working on the Section pro-rata payment line item based on each Section's membership. There's been some difficulty classifying members in each Section because of the way APA has registered Chapter members.

*Action:* Motion to approve the February Treasurer's Report: 1) A. Weinhagen. 2) C. Sawyer.  
*Motion passes unanimously.*

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

C. Sawyer had no report. There was no action taken by the Downtown Board in February.

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

R. Venkataraman said the Committee is organizing a late-May or early-June hybrid conference. The workshop will likely be held in early-June on energy planning. It will most likely be held in over a half-day in Woodstock, though White River Junction is also in the running. VPA will partner with a number of organizations, including a solar project developer, C. Campany and others. The Committee will likely need some help next month and "day of" set-up and logistics. The Committee will also need help getting word of the workshop out to partners and possible attendees. If VPA can get the venue for free, the organization may be able to pay for refreshments and present the workshop for no charge. This is also dependent upon sponsorship too.

### **D. Communications Committee**

S. Westa cleaned up VPA's website to better organize resources for new members. Now the website clearly displays resources that new members might be looking for. S. Westa also removed references to all the compact discs that were previously on the website since no one uses CDs anymore.

### **E. Nominating Committee**

S. Westa had no report.

### **F. NNECAPA**

S. Wraight says 2022 NNECAPA Conference is focusing on keynote speakers and sessions that will be presented. Much of the NNECAPA EC's work over the past month was focused on training new EC members. APA will have a hybrid in-person and remote training. Work on the

NNECAPA Conference is on-going among the various subcommittees. There were about 30 proposals for conference sessions, which are currently being reviewed. Mobile workshop options are also being considered. S. Wright said the process to organize the 2024 NNECAPA Conference in Vermont is about to get underway, and it's getting close to the time when venue locations are to be considered. Regarding the membership issue, APA has given NNECAPA two membership lists to date, and both of them had a number of errors. There was improvement between the first and the second lists, however, and the organization hopes this will be resolved in the coming weeks.

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

S. Lotspeich was able to provide an update on legislative items. The legislative intern has done a good job tracking bills. The Committee will meet on Monday, and details on which bills are moving and which are dead will be in F. Ingulsrud's weekly legislative update. Many of the bills VPA is interested in have made cross-over, including bills that provide more funding for planning. The cross-over deadline is today, so which bills will remain active will come into more clear focus after today's deadline.

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

C. Bryars gave the Awards Committee's report. There was a question about the timing of VPA's awards process with the solicitation starting in January. The process starts when it does to ensure that the ceremony happens before the Legislature adjourns each year. The awards ceremony provides high-profile visibility for the organization, and funding for planning is dependent on the Legislature. The other reason is that the awards process is scheduled for January because it's an annual process and the further in time that the process gets from the end of the prior year, the harder it is for folks to recall eligible projects. The NNECAPA awards criteria changed last year to add some additional criteria that will be likely be incorporated into VPA's awards criteria to ensure consistency. One of these criteria is equity.

The EC then went into a closed session to discuss NHPA EC's recommendations on VPA's award winners and other awards nominees.

*Action:* Motion to approve NHPA's recommendations for Project of the Year and Citizen Planner of the Year: 1) C. Bryars. 2) D. Rugh. *Motion passes unanimously.*

*Action:* Motion to approve NHPA's recommendations for Plan of the Year: 1) S. Westa. 2) R. Venkataraman. *Motion passes with 8 votes in favor and 1 abstention.*

*Action:* Motion to approve NHPA's recommendations for Mark Blucher Professional Planner of the Year: 1) C. Bryars. 2) A. Weinhagen. Amendment was offered by A. Weinhagen to exclude honorable mention: 1) A. Weinhagen. 2) C. Sawyer. *Amendment passes with 7 Ayes, 2 Nays. Motion as amended passes with 7 Ayes and 1 abstention.*

#### **8. Other Business**

None.

#### **9. Adjourn**

The meeting was adjourned at 12:14 p.m. The next meeting is the on Friday, April 8<sup>th</sup> at 10:00 a.m. via Zoom



## Executive Committee Meeting Minutes

Friday, April 8, 2022  
Conference Call

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

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E. Vorwald, AICP  
*NNECAPA Section Representative*

### At-Large Members

Greta Brunswick

Chip Sawyer  
*VT Downtown Board Rep.*

Ravi Venkataraman, AICP

Sue Westa, AICP

*VPA Members:* None.

*Meeting began at 10:05 a.m.*

### 1. Agenda Modifications

S. Lotspeich suggested that we add the Policies and Procedures Manual to the May agenda.

### 2. Announcements

Planning and zoning issues are at the forefront of the most recent issue of *Seven Days*, for those who haven't seen the issue. A number of EC members were referenced or provided information for the article.

### 3. Minutes of March 11, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of March 11, 2022 Executive Committee Meeting as amended: 1) C. Sawyer. 2) S. Wraight. *Motion passes unanimously; M. Tuttle abstains.*

### 4. Intern Cost Sharing

Brian Shupe at VNRC has asked VPA to increase its contribution to the legislative intern, who reports to VPA, VNRC and the League of Conservation Voters. A. Weinhausen reached out to B. Shupe to get a better idea of the costs and the request to increase VPA's contribution, but he hasn't heard back yet.

### 5. Committee Reports & Officer Round Table

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

S. Lotspeich gave Treasurer's Report. NNECAPA paid the \$3,000



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Section base payment in March, but VPA is still waiting for the pro-rata payment from NNECAPA that is based on membership numbers. There were no expenses in March, just income from the base payment. Before it issues the payment based on pro-rata membership, NNECAPA is working on straightening out the Vermont section's membership list. S. Lotspeich will speak to VPA's investment advisor to renew one, smaller CD so that its maturity date matches the larger CD, then the organization can ultimately consolidate the organization's CDs into one at the beginning of June.

*Action:* Motion to approve the March Treasurer's Report: 1) D. Rugh. 2) G. Brunswick. *Motion passes unanimously.*

## **B. Downtown Board Report**

C. Sawyer gave the Downtown Board report. At the last Downtown Board meeting, Calais' Village Center designation was approved. Project-based Neighborhood Development Area in Hinesburg for Kelly's Field was also approved. Also, the Board extended the Village Center designation "grace period" from 90 days to 180 days, which allows municipalities more time to renew their designation. This extension allows communities to re-adopt their municipal plans if they've expired along with the community's Village Center designation.

The Downtown Board has lots of money for transportation grants to distribute but received fewer applications than anticipated, so there's more money available than what was requested. It will be interesting to see if the Board approves all the grant applications or reviews them more substantively and denies funding to those applications that may not be complete or that might not meet approval standards. Many communities are focused on project scoping and getting applications ready for next year's round of funding.

The Downtown Conference is scheduled for June 9<sup>th</sup> in St. Johnsbury in-person. Also, the State's Better Places Program is moving along smoothly.

## **C. Professional Development Committee**

R. Venkataraman said the Committee is focused on organizing VPA's summer workshop/conference. It is scheduled for June 16<sup>th</sup> at 1:00 p.m. and the topic is energy planning. J. Martin (Two Rivers), M. Stotskis from Norwich Solar, and Ann Margolis from the State are the panelists. The Committee is trying to book the Forest Center at Marsh Billings Rockefeller Center in Woodstock but there are some outstanding questions such that they may need to find an alternative venue. Capacity of the Forest Center is capped at 50 people, but there will be a remote option. Sign-ups begin on April 22<sup>nd</sup>. The event will be free, and the Committee will be looking for sponsors. There will be a field trip as part of the event.

On another note, A. Weinhagen has been working with A. Friedman at VLCT on a municipal regulation of cannabis workshop, but VLCT is still trying to find a date for the workshop.



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

S. Westa continues to update the website with items emailed to her for posting. E. Vorwald reminded the EC that it needs to be cognizant of use of copyrighted images on the website, which has been an issue for NNECAPA.

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

S. Westa had no report.

#### **F. NNECAPA**

S. Wraight gave a report on NNECAPA and the 2022 NNECAPA Conference. The Chapter's Conference Committee and various subcommittees are working on choosing session proposals, evaluating potential mobile workshops and preparing a preliminary program for potential distribution by the end of the month. The new NNECAPA EC had a board training in February, and the NNECAPA EC is trying to schedule an in-person EC Retreat in the next month or two. M. Tuttle is attending the first Chapter Presidents' Council at the APA Conference in San Diego at the end of April. The national APA has had a fair amount of staff turn-over, and it's trying to get a grasp on what the Chapters need from the national organization. The struggle with APA membership is that NNECAPA has a number of Chapter-only members, which information isn't being distributed from APA's membership registration system for some reason. APA prefers that planners become "full members" of both the national organization and the Chapter, but NNECAPA has a number of Chapter-only members. The next NNECAPA EC meeting is next Friday.

A. Weinhagen noted that he needs to send out a membership renewal reminder, and even with discrepancies between APA and VPA membership list, there are likely a number of people who were formerly organizational members that didn't renew for 2022 since the organizational memberships were no longer offered. M. Tuttle offered continued assistance on coordinating membership lists, as she's been working with APA on this issue for at least the last three years.

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

A. Weinhagen, E. Vorwald and S. Lotspeich provided an update on legislative items, and the weekly legislative reports contain the most substantive information. Committee Chair R. Mahoney provided testimony in the House on the Senate Housing bill (S.226) and the Act 250 bill. Rep. Stevens, Chair of House Gov't Operations and General Affairs, has asked S. Lotspeich about S.210, which is the housing bill that contains the rental registry provision that Gov. Scott objects to. To some extent there are a lot of exemptions from the rental registry, so the ultimate registry won't be as comprehensive as it could be, but it's supported by VPA. On H.492, the Act 250 appeals bill, it may move forward, but it could get tied to other Act 250 legislation as well, such as S.234 that contains the new road rule, which may not pass or otherwise is likely dead on arrival at the Governor's Office. At this point in the session, the future of S.234 is very unclear, though some hope that H.492 will move forward independently of S.234 so it might have a better chance of passage.

## **H. Awards Committee**

D. Rugh gave the Awards Committee's report. The EC discussed the cancelation of the Statehouse awards ceremony, and it was proposed to move the awards ceremony to the June workshop. The Professional Development Committee didn't think this would be too complicated or difficult to accomplish, and the Awards Committee could use some of its budgeted funds to provide refreshments at the workshop since that money won't be spent at the Statehouse anymore. C. Bryars will discuss moving the ceremony to the June workshop with R. Venkataraman to nail down details.

## **6. Other Business**

None.

## **7. Adjourn**

The meeting was adjourned at 11:22 a.m. The next meeting is the on Friday, May 13<sup>th</sup> at 10:00 a.m. via Zoom



## Executive Committee Meeting Minutes

Friday, May 13, 2022  
Conference Call

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

### 2022 Officers

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Catherine (Cat) Bryars, AICP  
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Steve Lotspeich, RLA  
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*Secretary*

Meagan Tuttle, AICP  
*Past President*

Sarah Wraight, AICP  
*NNECAPA Conference Representative*

E. Vorwald, AICP  
*NNECAPA Section Representative*

### At-Large Members

Greta Brunswick

Chip Sawyer  
*VT Downtown Board Rep.*

Ravi Venkataraman, AICP

Sue Westa, AICP

*VPA Members:* None.

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

### 1. Agenda Modifications

None.

### 2. Announcements

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

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

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

### 4. Policies and Operations Manual

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



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

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

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

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

*Motion passes unanimously.*

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

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

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

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

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

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

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

No report.

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

No report.

#### **F. NNECAPA**

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

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

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

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

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

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

### **6. Other Business**

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

## **7. Adjourn**

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



## Executive Committee Meeting Minutes

Friday, June 10, 2022  
Conference Call

*Executive Committee members present:* A. Weinhausen, C. Bryars, S. Lotspeich, M. Tuttle, S. Wraight, E. Vorwald, R. Venkataraman, G. Brunswick, S. Westa

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*NNECAPA Section Representative*

### At-Large Members

Greta Brunswick

Chip Sawyer  
*VT Downtown Board Rep.*

Ravi Venkataraman, AICP

Sue Westa, AICP

*VPA Members:* None.

*ACCD Staff:* Chris Cochran, Jacob Hemmerick, Bronwyn Cooke

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

### 1. Agenda Modifications

None.

### 2. Announcements

None.

### 3. Minutes of May 13, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of May 13, 2022 Executive Committee Meeting: 1) E. Vorwald 2) M. Tuttle. *Motion passes unanimously.*

### 4. Legislative Policy Priority Suggestions for 2023

A. Weinhausen referenced the 2022 list of policy priorities prepared by the Legislative Committee (LC) and requested EC input to update it for the new biennium. EC observed that it is hard to set policy priorities before knowing the priorities of legislative leadership. Priorities of the legislature are not currently clear due to new leadership of chambers and committees starting this fall. ACCD will set priorities over the coming months and may focus on easy-to-achieve goals as opposed to the ambitions of the last two sessions.

Several parties have observed that the Climate Action Plan could have greater focus on land use, specifically on adaption/mitigation strategies rather than GHG emissions goals.



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R. Venkataraman suggested VPA push for more support for Complete Streets implementation. More funding to support implementation is needed. For example, the NDA program requires Complete Streets, yet municipalities have limited funding opportunities to design and build to those standards. There could be funding for Complete Streets on top of funding available for NDA. Second, there is the concern that VTrans staff and engineering culture do not adequately support or prioritize Complete Streets compliance for the roads they manage. C. Bryars shared SW Vermont's experience pushing VTrans staff – often unsuccessfully – to consult and comply with VTrans' own standards in project design and implementation. Barriers in those cases were not funding or road standards, but resistance from VTrans. Some hope that VTrans' planned roads standards update and sustainable transportation plan will help the Agency prioritize Complete Streets compliance, but also recognize a broader cultural shift happening at VTrans that will take time. A. Weinhausen suggested that some funding dedicated in the last legislative session could be repurposed specifically for Complete Streets implementation. Possible agenda item for VPA LC.

M. Tuttle asked about the timeline for the report on designation programs and how building code issues play into housing barriers. The report is due July 2023. Resulting legislation would come in 2024. VTrans is pursuing a VMT study to test the assumption that people living in compact settlements drive less miles and emit less GHGs. ACCD is enthusiastic about what will be learned with the new neighborhood program (\$1M). Rep. Seth Bongartz is a major supporter of designation program review.

Chapter 117 changes have been on VPA's policy list for many years to make the chapter more efficient, more strategically focused on topics that are important now vs. decades ago, and to do general cleanup. An important project, but dull. Would be strategic to introduce it at the beginning of a biennium to potentially wrap up in second year. EC members observed that given the current focus on spending ARPA and Infrastructure money there may not be sufficient interest to pursue now.

J. Hemmerick pointed out that a housing framework for various issues – building codes, 117, Act 250, climate change – makes them easier to move through the legislature; that strategy might be applied to Chapter 117 update. A. Weinhausen noted that recent changes to Chapter 117 have focused heavily on ADUs. Need to recognize that ADUs will not solve the housing crisis and go beyond ADUs to actually solve housing problems.

## **5. Cannabis Regulations**

### **a. May 24<sup>th</sup> VLCT Workshop Summary**

A. Weinhausen reported that most VPA EC members attended the VLCT workshop and a few participated in a follow-up call to identify unanswered questions.

### **b. Next Steps – VPA Involvement**

For many months, VPA has considered providing some form of technical assistance or facilitation to help planners and communities understand municipal regulatory authority, but



wish not to be redundant with existing resources or misrepresent best practices. C. Bryars noted that prevention organizations are looking to VPA as a resource to provide guidance, particularly on establishing local CCC's. S. Lotspeich said that local licensing feels like a separate arena from zoning. Suggests planners stay in zoning lane and not wade into CCCs topic.

M. Tuttle suggested that it may be sufficient to simply help promote the CCB's existing guidance documents, though they need revising. A fundamental problem is that planners simply disagree with the CCB's interpretation of how Chapter 117 applies to commercial cannabis regulation. Planners can help the CCB interpret and potentially update their guidance document. C. Cochran recommended asking the CCB for money to help draft guidance revisions, but they may not have money. Gwynn Zakov of VLCT is on the same page as planners and VLCT is already working with the CCB to update guidance documents, so Gwynn may be in the best position to channel critiques into proposed revisions for the CCB to consider. A. Weinlagen recommended listing types of zoning regulations municipalities use under Chapter 117 that they would reasonably expect to apply to commercial cannabis. This includes buffers (example of gas stations), differentiation of retail uses, conditional use review, density restrictions. M. Tuttle has a draft of this approach to share by email with the group. C. Bryars raised the question of revising self-contradictory statute vs. revising the guidance documents.

A. Weinlagen outlined an option for VPA to identify several people as resources for people who have questions on commercial cannabis in place of VPA hosting a workshop. Another possibility is to set up and maintain a Q&A form on the website.

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

### **A. Treasurer's Report for May 2022**

S. Lotspeich gave Treasurer's Report for May. Payment for award plaques and purchase of \$12K CD. The smaller \$1K CD comes due in July and will be held in cash to combine with larger CD to simplify management of resources. Waiting for NNECAPA to figure out different membership with Sections to monitor cash flows. VPA has a healthy balance of resources.

*Action:* Motion to approve the April Treasurer's Report: 1) MT 2) RV *Motion passes unanimously.*

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

C. Sawyer not present, but sent an email. No May board meeting. Shared information about the designation program report funding allocation.

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

R. Venkataraman said the summer energy-focused workshop is next Thursday in Woodstock between noon and 5pm with a social event to follow. 25 attendees in-person and 17 remote at this time. Want to get attendance up. Two current sponsorships from CCRPC and VAPDA for \$300 total. Call for sponsorships is competing with those for the NNECAPA fall conference.

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

S. Westa has been posting about workshop and other minor updates.

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

None.

#### **F. NNECAPA**

July 15<sup>th</sup> will be a coordination meeting to prepare for NNECAPA retreat where strategic plan will be reviewed. Looking for issues relevant to each of the sections to consider. Membership management concerns are top of mind. Seasonality of different sponsorship requests and the need to coordinate/concentrate funding asks. Volunteer work for conference preparation feels unsustainable for many volunteers. Also the 3-year commitment for the conference rep position is hard to fill. 11am start for NNECAPA meeting on July 15, though time for this discussion may be adjusted. Details to come.

S. Wright reported that registration is open for the October 17-19 Conference in Maine. For 2024 Vermont conference, the RFP is out with deadline of end of June. The hosting state makes a recommendation on conference venue, but ultimately NNECAPA EC makes the call.

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

A. Weinhausen reported that the “waiting for dust to settle” has lasted longer than usual following the close of the session due to Governor taking his time to sign/veto bills. June LC meeting will discuss priorities. There are lots of studies and reports that will result from the last legislative session that VPA LC should monitor. For example, the NRB study on topics including location-based jurisdiction will be interesting to follow. C. Bryars noted another priority policy area discussed by the LC was various concerns about water and wastewater regulation.

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

C. Bryars reported that 2022 awards ceremony will happen next week and RSVPs are in.

#### **7. Other Business**

E. Vorwald mentioned that NNECAPA will do a call for awards in July. Be on lookout for that.

#### **8. Adjourn**

The meeting was adjourned at 11:06 a.m. The next meeting is the on Friday, July 8<sup>th</sup>, at 10:00 a.m. via Zoom. Group is currently planning to take August off.



## Executive Committee Meeting Minutes

Friday, July 8, 2022  
Conference Call

*Executive Committee members present:* A. Weinhausen, S. Lotspeich, S. Wraight, E. Vorwald

*VPA Members:* Matt Boulanger.

*Meeting began at approximately 10 a.m.*

### 1. Agenda Modifications

None. A. Weinhausen noted that there was not a quorum of EC members, but that discussion could still be had.

### 2. Announcements

None.

### 3. Minutes of May 13, 2022 Executive Committee Meeting

Action on these meeting minutes was tabled to the next meeting.

### 4. Committee Reports & Officer Round Table

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

S. Lotspeich said that the financials for May will be summarized at the next meeting. He said that the spring workshop incurred less than \$400 in expenses, and had approximately \$500 in sponsorship revenue from CCRPC, VAPDA, and Norwich Solar.

#### B. Downtown Board Report

C. Sawyer not present, but sent an email with the following updates:

- VT Downtown Board met on June 27.
- Approved new village centers for Mendon Village and Roxbury Village, making it now 224 total designated village centers.

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NNECAPA Conference  
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NNECAPA Section  
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#### At-Large Members

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- DHCD will administer the \$150,000 consultant review of the Designation programs. Described as “an independent, multi-stakeholder process to evaluate and make recommendations for modernizing the programs.” Report is due in July 2023.
- This month, we will be scoring the downtown/village center tax credit applications. This is the first time that Neighborhood Development Areas are also eligible.

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

S. Lotspeich said that the spring workshop went well with approximately 20 people attending in person, and 12-14 people attending remotely via Zoom. He said that there were some internet connectivity issues at the venue, which caused the Zoom session to drop a few times. Otherwise, the workshop went well. Presentation of the 2022 Awards also happened at the workshop, and went well with Cat B. as the awards master of ceremonies.

### **D. Communications Committee**

No report.

### **E. Nominating Committee**

No report.

### **F. NNECAPA**

S. Wraight noted that a coordination meeting between NNECAPA and the three sections is planned for July 15. There will also be a NNECAPA retreat at the end of July. She said that work on selecting a venue for the 2024 conference in Vermont is underway, but not decisions have been made yet.

### **G. Legislative Committee**

A. Weinhagen reported that committee is discussing legislative priorities for 2023, and will bring a proposal to the EC in September. It was noted that the additional funds from the State FY2022 budget adjustment were used to fund additional municipal planning grant projects, and that the program may allow extensions given the later start time for these projects and the lack of planning consultants.

### **H. Awards Committee**

As noted above, the 2022 awards ceremony went well as part of the spring workshop. A. Weinhagen noted that VPA’s 2022 plan of the year award winner (CreateVT: Action Plan for Vermont’s Creative Sector) has been nominated for an APA National Planning Excellence Award. As part of the nomination, Rebecca Sanborn Stone requested a letter of support from VPA. A. Weinhagen noted that anticipating a quorum issue at this meeting, he had provided the relevant information to the full EC via email, and asked for votes on whether to provide a letter

of support to be drafted by A. Weinhausen. Prior to the meeting, the following EC members expressed support: R. Venkataraman, S. Wraight, C. Sawyer, E. Vorwald, and C. Bryars. A. Weinhausen and S. Lotspeich also expressed support at the meeting. A. Weinhausen will draft the letter and get it to Rebecca.

#### **5. Other Business**

None

#### **6. Adjourn**

The meeting was adjourned. The next meeting is the on Friday, September 9<sup>th</sup>, at 10:00 a.m. via Zoom. There will be no EC meeting in August.



## Executive Committee Meeting Minutes

Friday, September 9, 2022  
Conference Call

*Executive Committee members present:* A. Weinhausen, C. Bryars, D. Rugh, M. Tuttle, S. Wraight, E. Vorwald, G. Brunswick, R. Venkataraman and S. Westa

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E. Vorwald, AICP  
*NNECAPA Section Representative*

### At-Large Members

Greta Brunswick

Chip Sawyer  
*VT Downtown Board Rep.*

Ravi Venkataraman, AICP

Sue Westa, AICP

*VPA Members:* C. LaRose, M. Boulanger.

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

### 1. Agenda Modifications & Announcements

None.

### 2. Minutes of June 10, 2022, and July 8, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of June 10, 2022 Executive Committee meeting as amended: 1) D. Rugh; 2) C. Bryars. *Motion passes unanimously.*

*Action:* Motion to approve the minutes of July 8, 2022 Executive Committee meeting: 1) A. Weinhausen; 2) E. Vorwald. *Motion passes unanimously.*

### 3. Accessory On-Farm Business Stakeholder Participation

Agency of Agriculture and the Natural Resources Board (NRB) asked for VPA to participate in study committee working on a report to the Legislature on whether Act 250 jurisdiction should apply to agricultural businesses, particularly accessory on-farm businesses. A. Weinhausen volunteered and will participate on VPA's behalf in these stakeholder meetings. B. Saxton previously participated in these meetings for VPA. Apparently, there's a lot of disagreement among stakeholders on how and whether Act 250 should apply to AOFBs and other similar agricultural businesses. G. Brunswick is also participating on behalf of VAPDA. The Study Committee will also look at whether a de minimis exemption for sale of non-qualifying products should be considered for inclusion in the AOFB statute.



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#### **4. Legislative Priorities for 2023 – Review Draft**

Priorities for 2023 are Climate Action Planning, Housing, Funding for Planning, Revising and Updating Statewide Planning Goals and about four “Other Initiatives.” A legislative position paper will be created by the Legislative Committee for each of the first four priorities. The “Other Initiatives” will not have their own a position paper. Also, there are three sub-categories under the Housing priority item – Wastewater, Zoning and Chapter 117 and Data Improvements – and each of those sub-categories could get their own position paper, depending on the Legislative Committee’s resources. There’s also a pending review of the various designation programs, but that’s likely not going to be considered until July 2023 or later.

*Action:* Motion to approve the Legislative Priorities for 2023: 1) C. Bryars; 2) C. Sawyer. *Motion passes unanimously.*

#### **5. Membership Numbers – Update**

Both APA and NNECAPA previously had trouble reporting membership numbers to VPA. The latest figures from August indicated 140 VPA members, which is down substantially from 2020. In 2020 we thought there were roughly 200 VPA members. The elimination of organizational memberships has led to some past members not renewing, but the sense is that the August membership date is still off by a few members. One reason for the under-counting results from APA’s numbers because there are a number of VPA members who are not also APA members, and so they’re not shown on the membership list provided by APA. A. Weinhagen plans to reach out to “missing members” to renew membership for 2023. C. Bryars, G. Brunswick, and C. Sawyer volunteered to assist in reaching out, and C. Bryars will also help A. Weinhagen with messaging.

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

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

S. Lotspeich could not attend the meeting but provided a Treasurer’s Report via email. He has had trouble getting access to statements as a result of the People’s United Bank – M&T Bank merger. In August VPA’s two CDs were finally consolidated into one, larger +/- \$13,000 four-month CD that will be up for renewal on or about December 8<sup>th</sup>. There were only two transactions on VPA’s checking account since the end of May, one being a \$500 deposit for the Spring Workshop sponsorships, and the other being a \$184 withdrawal to reimburse C. Bryars for food and drinks for the Spring Workshop. VPA has a healthy balance of resources.

S. Lotspeich asked whether VPA should continue to have a credit card now that M&T Bank has issued a new card. The new cards are in S. Lotspeich’s and M. Tuttle’s names, so at least one will need to be re-issued because M. Tuttle is no longer the President. Generally, the credit cards have gotten little use because VPA pays for workshop expenses with checks or reimburses members by check. Fraud is the big concern with continuing to have cards. For now, S. Lotspeich has not activated either of the two new cards and proposes to cancel the credit card

account and cut the cards up. The consensus among EC members was that it was helpful to have a credit card, and the organization just needs to make sure the cards have the correct names on them.

## **B. Downtown Board Report**

C. Sawyer gave Downtown Board report. Downtown Board scored 48 tax credit applications. This was the first time the Board reviewed applications from entities located within Neighborhood Development Areas. There was a new funding in the amount of \$4 million from the Legislature, and there was more funding than there were applications, which is somewhat unusual. Also, there were a few applications that didn't score highly, but none were necessarily "bad applications." If a project doesn't move forward or isn't completed in time, the Downtown Board can recapture the funding, which happens sometimes. Also, the Town of Berlin met the conditions of its New Town Center approval, so its New Town Center is now effective as of June 27, 2022.

## **C. Professional Development Committee**

R. Venkataraman said that the Committee is focused on the upcoming NNECAPA Conference and APA Diversity Conference in the next few months. R. Venkataraman plans to provide a listserv update on AICP credit availability for these conferences. The Committee will soon begin thinking about a spring workshop, but that's not until after the NNECAPA Conference. The EC also discussed the need for a VPA Annual Meeting coming up in November or December. This matter will be discussed via email in preparation for the October EC meeting.

## **D. Communications Committee**

S. Westa gave her report. The Committee took the summer off, but some website updates are planned for September-October.

## **E. Nominating Committee**

S. Westa gave the Committee's report. An email was distributed to current EC members, and most people were interested in continuing except S. Lotspeich, who is retiring. R. Venkataraman will be stepping into the Treasurer position. This creates an open at-large EC position. Also, S. Wraight is now Conference Representative, so there's also another open at-large EC position. S. Westa and S. Hadd have discussed potential members, and EC members will also consider potential members. It's noted that we're missing representatives from the north central and northeastern parts of Vermont, though it's always been a bit of a challenge to recruit from those areas.

## **F. NNECAPA**

E. Vorwald and S. Wraight gave NNECAPA report.

### **1. July Coordination Gathering and Retreat Summary**



E. Vorwald said the retreat focused on priorities and operational items. This included a discussion of conference planning and NNECAPA's budget. There was also a section coordination meeting prior to the retreat. Membership engagement and benefits was one of the principal topics of conversation. Currently, NNECAPA's budget is in decent shape and has improved from past months. One issue is handling inflation, as well as recent cost increases with conference planning, including conference venues requiring expensive deposits and charging more for food. NNECAPA is focusing on rebuilding its reserve fund, which currently sits at \$5,000, and that's actually a good thing because the reserve fund is no longer being used to pay for NNECAPA expenses. One option may be for the sections to agree to accept a little less for the section payment in one year as a one-time infusion of cash to the Chapter because the Sections all have relatively healthy balances now that the reorganization and transition is complete and has been running smoothly for a year+.

## 2. 2024 NNECAPA Conference Venue

S. Wraight confirmed that NNECAPA EC agreed to host the 2024 conference at Stoweflake in Stowe. The deposit is \$15,000, paid in installments of \$5,000. Killington has a large venue, but it hasn't hosted conferences of our size recently. Also, there was a pretty significant error in Killington's response to VPA's RFP in that it was focused on 2023, not 2024.

## 3. Constant Contact Training Info

NNECAPA is going to hold a training since it uses this platform for conference registrations. Contact J. Levine if you're interested in participating in the training.

## 4. Google Drive Access

S. Marchant was finally able to confirm NNECAPA's non-profit status from the IRS. Now, S. Marchant is setting up a Google Drive account for the non-profit, instead of the Dropbox. All NNECAPA EC members will have access to the Google Drive, and now VPA EC members are invited to also sign-up for access. Apparently to do this, VPA EC members need to have a gmail account, and possibly a new email address. Some can use existing email addresses, but the accounts should be position-oriented, e.g. [VPAPresident@gmail.com](mailto:VPAPresident@gmail.com) or [VPASecretary@gmail.com](mailto:VPASecretary@gmail.com). It's easy for officers to sign-up, but a little more difficult for at-large EC members. D. Rugh volunteered to work with S. Marchant on getting EC emails set up and storing the information.

## G. **Legislative Committee**

A. Weinhagen provided the Committee report. There are volunteers to prepare position papers on each Legislative Priority (see Section 4, above). A new issue is that the Committee now needs a chair because R. Mahoney has changed jobs, becoming the new Essex Junction City Manager, and can no longer lead the Committee. A. Weinhagen can try and shepherd meetings until a chair volunteers. D. Schibler's name was mentioned, but he didn't volunteer.

## **H. Awards Committee**

C. Bryars reported that the awards process has been dormant. She has been working on the NNECAPA awards, and winners will be notified later today or tomorrow. Awards will be presented at the NNECAPA Conference.

## **7. Other Business**

None.

## **8. Adjourn**

The meeting was adjourned at 11:06 a.m. The next meeting is the on Friday, October 14<sup>th</sup>, at 10:00 a.m. via Zoom.



## Executive Committee Meeting Minutes

Friday, October 14, 2022  
Conference Call

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

### 2022 Officers

Alex Weinhausen  
President  
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Catherine (Cat) Bryars, AICP  
Vice President

Steve Lotspeich, RLA  
Treasurer

David W. Rugh, Esq.  
Secretary

Meagan Tuttle, AICP  
Past President

Sarah Wraight, AICP  
NNECAPA Conference  
Representative

E. Vorwald, AICP  
NNECAPA Section  
Representative

### At-Large Members

Greta Brunswick

Chip Sawyer  
VT Downtown Board Rep.

Ravi Venkataraman, AICP

Sue Westa, AICP

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

### 1. Agenda Modifications & Announcements

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

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

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

### 3. Draft 2023 Budget

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **D. Communications Committee**

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

### **E. Nominating Committee**

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

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

#### **F. NNECAPA**

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

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

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

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

No report.

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

None.

#### **7. Adjourn**

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



#### 2022 Officers

Alex Weinhagen  
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Catherine (Cat) Bryars, AICP  
Vice President

Steve Lotspeich, RLA  
Treasurer

David W. Rugh, Esq.  
Secretary

Meagan Tuttle, AICP  
Past President

Sarah Wraight, AICP  
NNECAPA Conference  
Representative

E. Vorwald, AICP  
NNECAPA Section  
Representative

#### At-Large Members

Greta Brunswick

Chip Sawyer  
VT Downtown Board Rep.

Ravi Venkataraman, AICP

Sue Westa, AICP

## Executive Committee Meeting Minutes

Tuesday November 22, 2022  
Conference Call

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

*VPA Members present:* D. Schibler

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

### 1. Agenda Modifications & Announcements

R. Venkataraman is leaving Richmond for Burlington DPW as a Transportation Planner. D. Schibler is leaving Essex as Town Planner for CCRPC.

### 2. Minutes of October 14, 2022 Executive Committee Meeting

*Action:* Motion to approve the minutes of October 14, 2022 Executive Committee meeting: 1) E. Vorwald; 2) S. Westa. *Motion passes unanimously.*

### 3. Draft Policies and Operations Manual

A. Weinhagen discussed the initial draft of VPA's Policies and Operations Manual, which took a substantial amount of time. S. Lotspeich worked hard to tailor VPA's financial protocols and policies. Including a basic outline of each step the Treasurer needs to take every year, including the annual IRS post-card and issuing 1099s. He would really like a second set of eyes on his work to ensure it is comprehensive and will work for future treasurers. The treasurer, president and NNECAPA administrator serve to check each other and make sure no unauthorized expenses, as any expense over \$500 needs authorization from both the president and treasurer. This is on top of the EC reviewing each bank statement every month through the Treasurer's Reports.

C. Sawyer pointed out that the Manual should reflect the Bylaws in terms of whether we speak to EC members as Directors or Officers and then refer to the Downtown Board Representative, Downtown Board alternate and Legislative Liaison are appointees and must be VPA members but not



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necessarily EC members. S. Westa brought up the fact that the Communications Committee is just one person and not a “committee” per se. The committee’s work is really handled by the Committee Chair. S. Westa recommends that VPA move to a Communications Coordinator, instead of a full-blown committee. If we have a Coordinator position, then the organization also needs a new position for D. Pierce’s role as the listserv czar. Both A. Weinhagen and S. Westa communicate regularly with D. Pierce on updating the listserv and changing email addresses as individuals change jobs. It was suggested that the Communications Coordinator should be a back-up manager for the listserv. S. Lotspeich suggested that both the Coordinator and Listserv Manager be added to the Communications section.

R. Venkataraman suggested revisions in the Manual so VPA can mirror the Professional Information/Development Officer at NNECAPA. VPA has a Professional Development Committee Chair but that’s a little different than a PIO. Other Sections do have a Professional Development Officer who handles CM credits for the NNECAPA Conference in each state. The other strange thing is that CM credits are only available for Chapter-sponsored events. While R. Venkataraman has authority to enter CM credits for VPA-only events, if it’s a NNECAPA event, then S. Wraight as Conference Representative on the NNECAPA EC has to authorize the CM Credits. E. Vorwald suggested that the Professional Development Committee Chair will act as the “de facto” coordinator for CM Credits and the Section’s liaison with the NNECAPA EC’s PIO.

#### **4. Annual Business Meeting Planning**

##### **A. Approve Slate of Officers**

S. Westa gave an update on the Slate of Officers. A. DeNamur from Norwich asked to step off the Slate because he’s resigned his position at Norwich. S. Westa has an idea for a replacement and will also try and solicit interest for this last position. Nominations can be taken from the floor for this extra At-Large EC position, so the Slate will be missing one spot. S. Westa and others will try and drum up nominees for this position before the Annual Meeting.

*Action:* Motion to approve presenting the Slate of Officers to the membership at the 2022 Annual Meeting: 1) D. Rugh; 2) S. Westa. *Motion passes unanimously.*

##### **B. Approve Proposed Budget**

The 2023 VPA Budget was altered slightly to remove the \$500 allocated to the VPA’s share of NNECAPA Conference revenue because that’s not proposed to be made next year to assist NNECAPA’s financial situation. Also, \$500 was added to Sponsorships item in the Expenses section. The budget shows a \$1,500 loss from start, but VPA’s account balances are in such good shape that this deficit budget spending is acceptable.

E. Vorwald noted that the 2022 NNECAPA Conference was more successful than anticipated, so VPA may realize more revenue from that event than was expected. One issue with the conference payment is that it doesn’t get received until the budget year following the year of the NNECAPA Conference, which is typically held in the fall. It’s not clear when VPA’s share of



the NNECAPA Conference revenue will actually be received, and it may come in before the end of 2022. As a result, the budget won't be changed because the revenue is anticipated in this calendar year, though EC members should understand that the revenue may not actually be received until 2023.

C. Sawyer proposed adding some money to the Legislative expense line item to pay individuals for their mileage to and from the Statehouse to provide testimony on VPA's behalf. The issue with adding this to the budget is that VPA doesn't report any legislative expenses to the IRS as part of VPA's lobbying activities, where A. Weinlagen is the registered lobbyist. EC members seem to recall there is a "de minimis" amount of lobbying expenses that non-profits can spend before they have to register as a lobbyist. S. Lotspeich will add \$200 to the Legislative Expenses line item.

*Action:* Motion to approve presenting the 2023 recommended budget to the membership: 1) A. Weinlagen; 2) S. Lotspeich. *Motion passes unanimously.*

### **C. Discuss Presentations Are Needed**

A. Weinlagen discussed organizing Powerpoint slides and asked if Committee Chairs had information to share with the membership. A. Weinlagen will work off of last year's slides but seeks input from committee chairs on each committee's happenings in 2022 for the year in review.

### **D. Discuss Spending for Post-Meeting Social**

The EC discussed whether it could fund a social event after the Annual Meeting in Middlebury. There is money allocated in budget under Section Meetings/Workshops, and there's over \$2,200 available. The EC decided that in light of this fund balance, it's appropriate for the organization to advertise that it will cover all expenses for a reception after the Annual Meeting. S. Westa and A. Weinlagen were going to check with Two Brothers Tavern and American Flatbread to see if they have any issue with 10-20 people showing up on Friday, December 9<sup>th</sup>.

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

### **A. Treasurer's Report for September and October**

S. Lotspeich discussed September and October Treasurer's Reports. These are the first bank statements issued by M&T Bank, which recently acquired People's United Bank. In September, VPA received its section pro-rata payment from NNECAPA in the amount of \$438, which was slightly less than the \$500 anticipated, but that's not a huge problem. VPA also paid for its Capitol Copy mailbox for the next six months. In October, VPA paid \$2,000 to VNRC for the 2022 Legislative Intern. Also, C. Sawyer was paid for half of his stipend as the Downtown Board Representative and about \$80 for C. Sawyer's mileage expenses. It shows up as one payment in Quickbooks, but it was actually two expenditures on the on-going budget. The ending checking account balance for October was \$10,170. VPA will need to get new credit cards from M&T Bank for 2023 since R. Venkataraman will be Treasurer and A. Weinlagen

needs to obtain a credit card as VPA President. There's also \$40 in a Paypal account that is occasionally used for conference or workshop registrations and expenditures if needed.

*Action:* Motion to approve the Treasurer's Reports for September and October, 2022: 1) D. Rugh; 2) A. Weinlagen. *Motion passes unanimously.*

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

C. Sawyer gave Downtown Board report. There was no meeting in October, but the next meeting is at the end of November. It's the fifteen-year review of Williston's growth center, which DHCD staff says looks okay. There is no meeting in December, but in January the Downtown Board is returning to in-person meetings. That said, it's expected that there will be a hybrid option so individuals can participate via Zoom. Colchester's New Town Center 8-year review and Hardwick's designated downtown application are on the Downtown Board's upcoming agendas for early 2023.

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

R. Venkataraman gave Committee's report. There were CM credits available for the Vermont Housing Conference that was held last week that was supported by NNECAPA. R. Venkataraman is looking for a Committee Co-Chair, and he has reached out to M. Boulanger to help, especially since R. Venkataraman is taking on the role of VPA Treasurer in 2023.

### **D. Communications Committee**

See above.

### **E. Nominating Committee**

See above.

### **F. NNECAPA**

E. Vorwald and S. Wraight presented NNECAPA update. NNECAPA is making an effort to coordinate sponsorship. NNECAPA was looking for an EC member to help coordinate the discussion, and S. Lotspeich has volunteered to handle as he will be stepping down as VPA's Treasurer at the end of the year. S. Wraight said conference planning is getting underway for 2023 NNECAPA at Wentworth-by-the-Sea in New Hampshire.

### **G. Legislative Committee**

A. Weinlagen provided the Committee report. Committee is still working on policy position papers, so it's anticipated that they will be distributed to EC for review at the end of December or at the January 2023 EC meeting. There are a number of critical folks on the Committee who are stepping down from certain weighty responsibilities, including F. Ingulsrud. The good news is that D. Schibler will become Legislative Committee Chair, substituting for R. Mahoney, who

stepped down because of a new position with the City of Essex Junction. D. Schibler is not the Legislative Liaison, but rather the Committee Chair. The Committee's work will remain a team effort using all the members of the Committee. VNRC has been proactively interviewing candidates for the legislative intern position with A. Weinhagen, K. Gallagher and others at Vermont League of Conservation Voters. It's anticipated that the intern will be ready in January 2023.

It's unlikely that Act 250 Reform will be discussed in this coming legislative session, though there is likely to be a bill on permit appeals.

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

No report.

### **6. Other Business**

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

S. Lotspeich discussed sponsorship request. VECAN asked for \$250, and although VPA doesn't have any money in its sponsorship line item in its budget, it was felt that the organization should support this conference.

*Action:* Motion to approve sponsoring VECAN Conference in the amount of \$250: 1) A. Weinhagen; 2) D. Rugh. *Motion passes unanimously.*

### **7. Adjourn**

The meeting was adjourned at 11:48 a.m. The next meeting is the Annual Meeting scheduled for Friday, December 9th, at 1:30 p.m. in Middlebury.