

Vermont Planners Association
DRAFT Minutes of the Executive Committee Meeting
VLCT Offices, Montpelier, Vermont
Friday September 21, 2007 at 9:30 a.m.

Executive Committee Members Present: Polly McMurtry, Dana Farley, Peg Elmer (phone), Steve Lotspeich, Brian Shupe, Jeff Arango, Becky Basch, Deb Sachs, Mike Munson, Chris Sargent

Guests: Wayne Senville, Paul Costello

Polly McMurtry called the meeting to order at 9:50 a.m.

1. Announcements/changes/additions

Polly announced that David Hoeh talked to Jane Lindholm from Vermont Public Radio. Jane is looking for people to interview on Vermont Edition. All expressed interest in Polly contacting Jane to tell her VPA is interested in being on the program.

2. Old business

a) Annual Meeting preparation

i. Discussion with Paul Costello

Polly introduced Paul Costello from the Vermont Council on Rural Development. Paul handed out a new publication, "Strengthening Vermont's Economy." Paul gave a history on the Vermont Council on Planning – he said the Council was formed two and a half years ago to look at the state of planning in Vermont. The Council included representatives from many sectors who met for a year to look at the structure that Act 200 put into place – it was a structure in which the local planning process filters into the Regional Planning Commissions and inter-agency planning. The idea of the structure is communicative, not hierarchical. This is an ideal and not the reality in many cases. Act 200 created a body for review of state agency plans. In reality, state agency plans are not distributed or reviewed in a coordinated way.

There are 25 recommendations in the VT Council on Planning Report. The current administration was supportive of some recommendations including coordination of state agency plans. There is not currently a regular means of communication between agencies.

Paul explained that the Council on Rural Development are facilitators, not planners or lobbyists. Since the report was released, there has been some interest in putting some of the recommendations into statute. Kinvin Wroth from VLS followed up on the report, and has worked with Al Bohright and others to develop statutory language. Peg said that the group is working with language that was developed last winter. The proposed legislation is still in Al Bohright's office.

Paul was asked to discuss whether this would be a good panel for the November 30th fall conference. Polly asked who else was involved with the legislation, and Paul said that Senators Dostos and Lyons are also interested. Paul said that it is difficult for he and Kinvin to be passionate advocates of the legislation given their organizations, and that in order for this to go somewhere, there needs to be a group like VPA to take it to the next level. Peg commented that Greg Brown and Sharon Murray are still interested. Brian asked what the format of the agency would be. Paul explained that it would be a function, not a new agency. The suggestion is to put the function in the agency of administration. The plan does not require a lot of additional staff, but would be a revision of an existing position with a different focus. Paul said the issues are shadow issues in the agency today and need some support to be more concrete.

Brian said that state agency planning is one thing that is on the list of legislative priorities that the legislative committee put together. Polly said that the panel at the conference is broader than this discussion. Deb suggested that the conference planning committee have some more discussion about where to talk about this topic at the conference and annual meeting. Paul suggested putting the legislation in the conference packet. Steve also suggested bringing this up at the legislative crackerbarrel early in the session.

Brian said that Ginny Lyons is interested in this topic and possibly having the Natural Resources board as a place for the function. Paul said that most administrations are not supportive of something like a Council of Regional Commissions that might be in the position of second-guessing state government.

Council on the Future of Vermont

Paul took a few minutes to discuss the newest initiative of the Council on Rural Development. He said that the Vermont Council of Rural Development believes that every few years, the state should go through a process to discuss Vermont's future. He said various entities have met in the past, but they don't have a unified vision for Vermont. No one in this generation has been asked, "What does it mean to be a Vermonter?" Are there values that should be actualized in state policy? When you ask those questions you have the opportunity to get a common sense of a vision for the future. As a board, the Council feels that this is something that should be done.

Who should do this work? The Council on Rural Development is a neutral organization that in spite of their scale, they should take on this project and gather resources to do this. They have brought in private, business and foundation contributions to raise \$400,000 for this project. They are deliberately inviting a range of age and geographical representation. They will go town to town, region to region to do systematic focus forums with targeted groups, and do a media campaign as part of this. This is the largest project they've ever done. They need to run community forums before the governor's election campaign. All expressed interest in the Council's initiative.

ii. Draft Annual Meeting Agenda

Polly said that Paul and Kinvin may not need to come to the annual meeting if they will be speaking at the conference. Dana said they were thinking of having Paul and Kinvin there to have more of a dialogue on the coordination issue. She said that in order for this issue to get off the ground, planners will have to put some energy behind it.

iii. Proposed work plan from roundtable recommendations – There is a committee working on this.

iv. Nominations Committee – Sarah Hadd, Peg, and Brian volunteered to be on the committee this year. Fred is not interested in being on the committee this year. Sarah will email EC members to determine their interest in staying on the Executive Committee for the coming year.

b) Wayne Senville – Consideration of a planners blog

Wayne started by putting some broader issues on the table. The basic idea of his original project would be to visit 24 communities around the state over the course of the year and communicate issues through a blog. He said it might make sense for VPA to consider more broadly moving into doing a blog and this would be one component of it. For the Planners Commissioners Journal, the website has switched into being a blog. For his own business, a blog is easier to update and is fresher – easier for individuals to keep things posted.

Wayne explained that you can put everything on the existing format into a blog format. Polly said that the website needs updating and we're trying to get an intern to help with this. Wayne said that mainstream businesses are using the blog format to give people a reason to go back. Chris Sargent said that he is a website programmer and may be able to help with reformatting the website.

Wayne said that he would propose to start his part of it in the spring and would be willing to participate in a discussion on the website. Deb said she would like to see the communications committee discuss the listserv as well. Brian suggested that the communications committee come back with some recommendations. He asked whether the voice of the blog becomes the voice of VPA. Sarah said that a blog would need to have someone to edit things out such as advertising. How do you get something fresh as well as having someone to monitor what is on it? Polly said that the website needs to be updated as it has not been updated regularly.

Polly suggested having the communications committee look at the website format and consider Wayne's proposal as part of that. Deb said it would be good to have new ideas and set a budget for moving forward with some recommendations. Becky said she would call a meeting soon. Chris Sargent and Wayne Senville volunteered to be on the communications committee. Faith, Deb, and Dean Peirce are also on the committee.

Wayne also mentioned that he is giving some conference presentations on the Route 50 trip and would be willing to do that at a winter meeting.

3) Minutes of the August 17th meeting

Jeff Arango made a motion to approve the minutes, Deb seconded the motion, all were in favor. Mike and Sarah abstained.

4) Treasurers report – August

Steve said that we continue to get in dues – he said for the next meeting he will get an update on where the membership level is. We have rolled over another CD, and we're in good shape so we can take on new projects. Mike made a motion to approve the treasurer's report, Brian seconded the motion. All were in favor.

5) VPA Awards Committee

Polly said that this is the second year in a row that we have not had a nomination for professional planner. Mike suggested that this be something that the Executive Committee do in the future. Deb had a suggestion for a nomination for professional planner.

Natalie Steen reported that the Town of Tinmouth Town Plan, Town of Colchester Town Plan, and Route 2 Corridor Management Plan (RSG) were nominated for Plan of the Year. The committee recommended the Tinmouth Town Plan. The Town worked with Vermont Land Trust and the Orton Family Foundation to do a community video. The plan is well organized and easy to use, and would be a good model for other towns. Natalie also said that the other plans that were nominated were very good.

The projects of the year – the Land Use Planning Implementation Manual was nominated by the committee for Project of the Year. This was overseen by the education and training collaborative and had a lot of contributors. Other nominations were Guiding Growth in Burke. Polly said that all the plans should be available on the website for others to see.

Citizen Board – Natalie said that there was a tie between the two nominees. The Hinesburg Citizen Committees and the Montpelier Housing Task Force were the two nominees.

Citizen Planner – there was only one citizen planner nominated, and the committee felt that he was deserving of an award. The nominee was John Lambert of North Hero.

Mike made a motion to accept the recommendations of the Awards Committee for Plan of the Year, Project of the Year, Citizen Board and Citizen Planner. Chris seconded the motion. All were in favor, except Deb and Sarah who abstained from the vote.

Mike made a motion that since there was no professional planner nominations this year, and there were none last year, the executive committee determined that it was appropriate for it to make a nomination this year. Brian seconded the motion, all were in favor.

Mike made a motion to nominate Alex Weinhagen for Professional Planner of the year. Sarah seconded the motion. Discussion: Deb said her experience with Hinesburg and with Alex has been really good – there has been a lot of citizen participation in the planning process and a lot of interested citizens have become involved with planning in the town. Sarah commented that Alex has a lot of energy; Mike said that Alex does his homework and was able to deal with the homebuilders when Hinesburg was trying to adopt inclusionary zoning. Several others supported the nomination. All were in favor except Chris Sargent, who abstained. Deb said she would help with a write-up on Alex for the NNECAPA nomination.

Becky offered to drop off the winning nominations to Peg for NNECAPA awards.

6) Committee/Liaison Reports

a) Fall Planning Conference. Steve reported that they are making good progress on the conference. They have a list and draft letter to solicit sponsorship. Subcommittees are working on each track, and Deb and Dana are working on the afternoon panel.

b) Communications Committee – Deb said we have a notice up on the board at UVM and are listed for work study students. Deb also said that she has someone working for her that we could consider as well. Chris volunteered to update the website and Becky said she would talk to Jessica about listserv updates.

c) Education and Training Collaborative – Polly reported that they met yesterday and discussed the MEG grants. It has been very successful so far – Chip Sawyer is doing an evaluation of the program and presenters are getting high marks. UVM has funds to evaluate the VPIC website and will be looking for an advisory committee to do this. Let Polly know if you are interested in being on this committee.

d) Growth Center Update – Polly reported that the PCG met with the town of Bennington on an application for designation; the Town of Colchester has applied for interim benefits. The town of Colchester was awarded the growth centers planning grant. There is a lot of interest out there. Polly said that one concern is that we're wearing out the Planning Coordination Group. Polly said that Mike is getting compensated for travel costs for being on the expanded downtown board and suggested that we offer travel expenses to Beth as well for sitting on the PCG. Brian suggested looking into a per diem for consideration in the budget for next year. Brian said that Beth has played a critical role on the PCG. Beth spends about 5 hours for each meeting and travels 72 miles each trip. Brian made a motion that we consider providing travel costs retroactively for Beth's travel expenses for the PCG. Jeff seconded the motion. All were in favor. There was also discussion of considering a stipend or honorarium for the PCG and Growth Centers representatives.

Polly said that they are considering ways for making things easier for the PCG. Sarah mentioned that their application for interim designation is online. Polly commented that Williston has submitted additional materials.

f) Governor's Commission on Climate Change – Deb said that the Climate Action Plan will be submitted to the Governor on October 1. The plenary group finished their report at the end of July. Gina Campoli sent out VTrans comments on straw policies. Deb said that she wants to see the straw policies examined to see if any relate to advancing shared goals and objectives of planners and the planning community. Polly suggested that she would help Deb to tease out some of the policies related to planning issues.

g) NNECAPA – APA workshop series

Peg said that the APA conference series can provide 1.5 credits but you have to be onsite, and you get another 1.5 credits if you take an exam. She said the continuing education person is really good but is overwhelmed with the additional responsibilities that the AICP credit issue is causing. For each session at the NNECAPA conference there is a lot of work and cost involved with getting AICP to allow continuing education credits.

h) Legislative committee

Dana reported that they are pulling together information for the annual meeting. Various areas have been delegated in order to release Fred from some of his work. They will have proposals and recommendations for the next EC meeting. They also discussed the budgetary ramifications about hiring someone to be eyes and ears at the legislature. The committee felt that it was not ready to do this this year but will consider it next year. They need to get Sharon's protocol out to the EC out before the next meeting. They also talked about how to raise VPA's profile in the Statehouse. There was a suggestion of organizing an event with Sue Minter to improve our presence at the statehouse.

6) Other Business

Planning Certification – Peg reported that there have been discussions in the past about getting an accredited planning program in Vermont. Peg's daughter and Richard Shramm are working on an application to get accreditation.

7) Next Meeting – October 19th. Location TBA.

8) Adjournment

The meeting was adjourned at noon.

Vermont Planners Association
DRAFT Minutes of the Executive Committee Meeting
VLCT Offices, Montpelier, Vermont
Friday October 19, 2007 at 9:30 a.m.

Executive Committee Members Present: Polly McMurtry (phone), Tara Bamford (phone), Fred Dunnington (phone), Natalie Steen (phone), Dana Farley, Steve Lotspeich, Jeff Arango, Becky Basch, Deb Sachs (phone), Mike Munson, Chris Sargent, Sarah Hadd (phone), Peg Elmer (phone)

Dana Farley called the meeting to order at 9:40 a.m.

1. Announcements/changes/additions

Tara asked to move the NNECAPA conference planning item to the top of the agenda.

2. Old Business

a. Annual Meeting preparation --

i. Draft agenda – review items

There was discussion about whether Paul Costello would speak at the annual meeting or the afternoon panel. Dana said that there is discussion of state planning in legislative item on the agenda. Becky asked that we add a discussion on communications to the annual meeting agenda.

ii. Budget, including stipends

Steve handed out a proposed budget for the annual meeting and said we could finalize via email. There's a line for legislative projects for \$2,000 and a line for special projects for \$700. Steve said that the NNECAPA conference will cost more than the regular planning conference and will be budgeted as earning as much revenue as expense. Steve asked if this would be a 3-state conference or larger. Peg said that combining with the history professors has not gone too smoothly this year, so there's a desire to go back to just NNECAPA. Steve said that this has been an expensive conference to put on in the past (\$10,000 to \$12,000) but the income has been good.

Mike commented that there is a revenue line for the NNECAPA conference for FY04 but no expense line. Steve will send out the actuals for the FY04 NNECAPA conference soon.

Polly said she needs to talk to VLCT about the contract for next year – she has a letter from VLCT that says they are doing things differently. She commented that we're not doing as many mailings because we've been using the listserve more.

Becky presented a proposed budget for communications as follows:

• Proposed Communications Budget:

Survey of members--(monkey and paper survey -- identify functions, Becky will do a draft)	\$250
Web Design and Blog Establishment--	\$1,000
Website management and maintenance--	\$1,000
ISP/technical support--	\$500

Listserv--	\$250
Blog Content (Featured Stories?) Development--	\$1000
Communications/Training & Marketing--	<u>\$500</u>
TOTAL Communications Budget	\$4,500

- **Legislative budget** - \$500 for the legislative liaison, \$800 for travel, \$50 for lobbyist registration, \$150 for catering for a legislative event, \$50 to have business card printed. Total \$1,550. Fred did not submit for reimbursement for this year and was encouraged to do so. Polly commented that there are funds for anyone to submit for travel reimbursement. Fred said there's a limit to the percentage of total budget that may be used for legislative activities and we should amend the amount to meet those requirements. **Polly thought that \$2,000 would fit the requirements.**
- Polly suggested stipends for the Growth Centers representatives. Mike commented that the Planning Coordination Group (PCG) member is spending a lot of time reviewing applications. He suggested a \$500 stipend and reimbursement for mileage. Deb suggested a line item for travel expenses for state commission and board representation. Mike said that a stipend for representation or at least mileage on various boards and committees would be appropriate. **The figure of \$1,000 was suggested for travel for committee and board representation. Polly suggested a stipend for the PCG rep of \$500, \$500 for expanded downtown board representative.**

Peg commented that the organization is growing and we may want to consider a staff person at some point. Polly commented that we are dependent on volunteers and some of what we're asking volunteers to do is above and beyond what should be expected. Deb suggested looking at other organizations where we might want to share a staff person. As we become more sophisticated and mature as an organization – Peg pointed out that the Association of Conservation Commissions gave up on having a staff person.

Steve pointed out that the budget may show that we need to draw from reserves this year and may need to think about other revenue sources next year. **Steve will get out a draft budget soon and we will approve the draft by email, for presentation to the membership at the annual meeting.**

There was discussion about hard copy vs. electronic mailing for the annual meeting. All agreed that they would support a hard copy mailing for the annual meeting.

iii. Proposed Work Plan

Dana said she and Peg and Brian were charged with pulling out items from last year's smart growth roundtable for this year's work plan. Dana said that all the recommendations look good but daunting in terms of being able to pull out any one, and we don't want to do something than other groups are doing.

Peg said that she's concerned about the capacity of the organization to take on something new this year.

Deb said that last year we handed out the strategic plan with bullet points and we've done a lot of the items on the list. We could easily say that we've continued our strategic work plan and have advanced it through membership to committees, reaching out more, and coming up with a new process and priorities for the legislative committee. Some things we might think

about are reaching out to other organizations to partner with a staff person, taking communications to the next level with a survey and the possibility of a blog on the website, having stipends for various tasks.

In looking at the Smart Growth Roundtable executive summary, Polly suggested a start might be to connect with other organizations. Deb said that the conference is focused on breaking down silos – one question to the panelists could be, “How do we take this to the next level with other organizations?” She suggested a half-day retreat with different organizations – part of the communications survey might be how to better communicate and collaborate better with other organizations.

Peg commented that other groups do some of the items on the Smart Growth Roundtable summary. Peg said that housing nonprofits have asked for assistance from Vermont Law School on looking at permitting boundaries to development. Deb said the business community wants to get on the forefront on systemic change in relation to energy. Dana said that one question to the afternoon panel on the fall conference could be how we communicate and collaborate better.

Polly said she will look at what we did last year and send out a proposed summary and work plan for next year.

iv. Legislative committee platform/policy paper for the annual meeting mailing – Dana said that the legislative committee is meeting on November 7th.

v. Proposed slate of officers – Sarah reported that most people are staying on except Becky. Peg said that Mikaela Engert (planner for the city of Keene) is interested in running for the Secretary slot on the VPA executive committee. All other officers are interested in staying on.

b) VPA Awards

Polly is doing a press release and Jim Donovan is working on certificates. Paul Conner told Polly to work with Mark Blucher on getting the plaques. Deb has an idea for the citizen board. If we’re planning on having the governor give out awards, we should send the press release to the governor’s office. Polly will talk to Sue Minter about inviting the governor.

3) Minutes of the September 21st meeting

Sarah Hadd commented that she was at the last meeting. Mike made a motion to approve the minutes as amended. Chris seconded the motion and all were in favor.

4) Treasurer’s Report – September

Steve commented that Two Rivers-Ottawaquechee Regional Commission is sponsoring the conference for \$500. Mike made a motion to accept the treasurer’s report, Dana seconded the motion, all were in favor.

5) Committee/Liaison Reports

a) Fall Planning Conference -- Dana gave the list of those who have been invited for the afternoon panel. Polly reported that the conference sessions are in good shape and the flyer should be ready to go out soon. Deb has been working on making this a “green” conference. Steve said that he’s been working on sponsorships – that’s going well in terms of getting

businesses and organizations to have tables at the conference. He will send a follow-up email to a list of consultants and will work with Sue and Faith on that.

Steve said that he has a concern about relying on the electronic promotion of the conference in that there's a lot of competition this fall for conferences. This is the first time we've tried this type of promotion and he's concerned about relying only on electronic promotion and he's been an advocate of relying on a variety of media for promotion. He suggested that we do a mailing for the conference. It would involve some extra work to put the program in a flyer format, but Polly said that Faith can do this if the executive committee wants to do a hard copy mailing.

Deb agreed that it's getting late and she doesn't have a problem with a mailing – Mike agreed that it would be good to have something in the mail. VLCT can do the electronic registration. Steve asked what groups to send out an expanded mailing – groups mentioned included VPA membership, VSLA, RPCs, VT AIA. We need to ask Faith and Sue to put together a flyer and Steve will talk to Jessica about doing the mailing. For the annual meeting mailing we can just mail out the agenda and send out the budget and other attachments by email.

Polly said she would talk to Faith and Sue about a flyer on Monday.

- b) **Communications Committee** – Becky reported that the Communications committee met before the EC meeting. They discussed the blog idea and whether it would replace the listserv or the newsletter function on the website. The committee agreed that they would survey the membership to see what functions they would like the website to serve, whether the newsletter is a useful form of communication, and whether a blog would be of interest. Becky will do a draft paper survey and Chris will follow up with an on-line survey. The budget is somewhat conservative in that it is based on needing some additional pages and/or a blog feature added to the website. Chris Sargent will be able to do most of the website work, but we kept an item in the budget for EarthLogic in case there are some technical glitches that Chris doesn't have time to troubleshoot. Becky commented that VLCT is changing their services and may not be available to manage the listserv – this should be brought up during conversations about their contract for the upcoming year. The committee asked to have some time at the annual meeting to present what a blog is and what it can do.
- c) **Legislative Committee** – Dana reported that they met and discussed business cards and a legislative event at the statehouse. There needs to be a discussion of the NNECAPA legislative liaison. There was discussion of the policy paper and there needs to be better distribution of the policy areas to take some of the burden off of Fred. Dana said that the committee will work this out before the annual meeting. Fred commented that he is pleased that the committee has had broader participation. Fred reported that he and Deb are on an outdoor lighting advisory committee which is meeting next week. Fred said that there is a work group set up at the law school on energy and land use so he will probably go to that. Fred said he would continue to report on committee work and he appreciates that other people will have a presence at the statehouse. Polly asked if anyone has volunteered to be a NNECAPA legislative liaison. Fred suggested that we should do an email to look for someone.
- d) **Growth Centers** -- Polly said that the PCG has met several times and has recommended that Williston be designated. The expanded board will meet on that next week. The PCG is working on the Colchester application. Polly reported that John Hall is recommending that organizations can appoint an alternate to the PCG, so we need to think about appointing an alternate. There

was some discussion about who would be an alternate and whether we should consider a stipend for the alternate as well.

- e) **NNECAPA Conference Committee** – Tara is tasked with organizing the conference – in the past Peg has organized this at DHCA and has been able to use staff to help. Becky suggested this be a task of the professional development committee. We will also have a sign-up list at the annual meeting for committees. Tara said that Peg had suggested that this committee start to meet soon. Deb asked if this could be organized by conference call – Polly said that calling in has worked for the fall planning conference. Dana suggested doing an alert on the listserv first and having a sign-up at the annual meeting. Tara will do a message for the listserv. Deb and Polly said that they may be able to help with the conference.

6) Adjournment

The meeting adjourned at 11:30 a.m.



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Past President

Tara Bamford
NNECAPA Rep

At-Large Members

Jeff Arango, AICP

Dean Pierce, AICP

Chris Sargent

Brian Shupe, AICP

Natalie Steen

Vermont Planners Association December 21, 2007 Executive Committee Meeting Minutes Vermont League of Cities and Towns Offices Montpelier, Vermont

Executive Committee Members Present: Polly McMurtry, Dana Farley, Sarah Hadd, Sharon Murray, Michael Munson, Debra Sachs, and Chris Sargent

Executive Committee Members Present Via Phone: Fred Dunnington, Tara Bamford, Brian Shupe, and Dean Pierce

Others Present Via Phone: Peg Elmer

President Polly McMurtry called the meeting at 9:39AM

1. Announcements

2. Old Business

a) Planning Conference Update

Sue Minter has left DHCA for the Legislative Session. P. McMurtry will work with DHCA staff to put on website. P. McMurtry has already done “thank yous” to the presenters and speakers. P. McMurtry reviewed the end of survey poll which contains a lot of good information for planning the next conference. P. McMurtry will send the results around via e-mail. She stated that it seems that the annual meeting at the end of the agenda just doesn’t work and perhaps the time of it should be rethought.

b) Legislative Issues

Fred Dunnington stated that he spoke to Al Boright about the timing of the Cracker Barrel and his availability. Al will likely be able to show up for the event. F. Dunnington stated that structuring the Cracker Barrel similar to last year would work well excepting the Inclusionary Zoning Discussion that was held last year. He stated that January 11th would work well. Dana Farley stated that her research on the State House’s Cedar Creek Room yielded information that it was really not a good space for the Cracker Barrel and the cafeteria would work best. Although the room next to the cafeteria would work best it is booked for the foreseeable future. D. Sachs recommended checking the schedule to see who had the room booked and seeing if perhaps any of the organizations were potential collaborators. F. Dunnington stated that his time was limited and moving the date would limit his participation. B. Shupe stated concerns for the cafeteria being very busy and perhaps avoiding the lunch hour would be best. Sharon Murray stated that having the event after lunch on a Friday legislators may be more likely to attend. B. Shupe recommended an 11AM VPA Executive Committee Meeting, take the table and have the Cracker Barrel after lunch. P. McMurtry recommended 10:30 and others agreed.

D. Farley recommended that there be discussion on F. Dunnington's availability as Legislative Liaison this upcoming session. He responded that he is unfortunately short on time due to his commitments however is committed to being a reporter on legislative issues but needs assistance in following legislative issues and physically being at the State House. S. Murray asked if he was still comfortable being the central contact person. F. Dunnington stated that he was. The Committee reviewed sign-ups for committees from the annual meeting. No new members signed-up. Everyone agreed that current Legislative Committee members would be retained for the next year unless any members objected.

D. Sachs stated that she was still willing to keep tabs on energy issues. B. Shupe stated that he could provide information on housing issues as could Michael Munson. B. Shupe stated that he needed to keep his organizational affiliation separate from VPA in reporting though. S. Murray and M. Munson stated that they would be willing to help report on housing issues, impact fees, and Chapter 117 changes. M. Munson stated that the impact fee change may be attached to a larger tax bill that may create a promising outcome. S. Murray inquired about registering for lobbying-type activities. The Committee discussed the problems with registering all those involved. The Committee stated that the letterhead should be amended to include S. Murray and that both S. Murray and F. Dunnington should be registered with the State House. P. McMurtry, S. Hadd and S. Lotspeich will help out with registering. S. Murray will send the information she has gathered on registering to P. McMurtry along with a photo. F. Dunnington will need to supply a photo.

D. Sachs stated that she would help D. Farley with the Cracker Barrel. The Committee discussed that various bills that will likely be put forward this coming session including the bill that is proposed as a result of the Vermont By Design effort. P. Elmer recommended that a subcommittee be formed to respond specifically to the ideas coming out of that process. S. Murray recommended that VPA form a committee with the Vermont League of Cities and Towns (VLCT), VAPDA, Al Boright, etc. P. McMurtry, Tara Bamford, and S. Murray all stated a willingness to be on a subcommittee. S. Murray stated that she would contact VAPDA and VLCT about working together on this issue. F. Dunnington stated that he would contact Senator Lyons about the Cracker Barrel. F. Dunnington would put out an invite to Representative Dostis, Senator Lyons, Rep. S. Minter, Rep. Helen Head, and others. S. Murray brought up a possible telecommunications bill that should be tracked. D. Sachs and B. Shupe will help to invite people and the VPA Legislative Policy Statement approved at the annual meeting could be sent out as well available at the Cracker Barrel. There was discussion that the letter head needs updating. D. Sachs will help update the Legislative Policy Statement and letter head.

P. McMurtry updated the Committee on the Vermont Department of Housing and Community Affairs (DHCA) staffing. Chris Cochran will temporarily move from Historic Preservation into Planning to help out with Faith Ingulsrud being the only planner left with S. Minter on leave for the legislative session. F. Dunnington stated that a staffing chart of who is doing what would be helpful to put out. The Committee stated concerns about an overall decrease in planning staff in state government and the need to

quantify losses across the board. The Vermont Agency on Natural Resources has been reorganized and there is confusion about who is doing what. P. Elmer stated that perhaps she could put together a “who is doing what” chart for state government.

c) Upcoming NNECAPA Conference

T. Bamford updated the Committee on possible locations for the conference. NNECAPA’s Executive Committee had strong concerns about the distance to Middlebury for Maine planners so Woodstock looked like the most likely location for the conference. She requested help from the Committee in planning. There was discussion on the timing of the conference and that it looked likely to occur around the time of Labor Day. D. Sachs stated that Labor Day week is typically a busy week with the start of school and may be difficult for folks to get away. M. Munson recommended that the Executive Committee not try to micromanage and that T. Bamford meet with the Woodstock Inn and should continue to work with NNECAPA on this. Alex Weinhausen, Brandy Saxton, S. Murray, and Regina Mahoney have volunteered to help Tara with the conference. P. McMurtry recommended that T. Bamford go ahead and pursue Woodstock. She and S. Lotspeich would sign what needed to be signed with the agreement of the Executive Committee to facilitate this. The Committee was in consent. Middlebury will continue to be a back-up location. P. McMurtry will forward T. Bamford a list of subcommittee sign-ups.

F. Dunnington signed off.

3. Minutes of October 19th

Tabled to January’s meeting. P. McMurtry will resend to T. Bamford and C. Sargent.

4. Treasurer’s Report – October

Tabled to January’s meeting. M. Munson recommended that the agenda state September which was already approved. Everyone agreed that September’s could be removed from a future agenda and October, November, and December’s report would need to be approved in January. C. Sargent asked if everyone paid for the conference registration yet. The Committee discussed the difficulty in collecting all registration fees due to the set-up at the conference site and the need to remind everyone that payments are still due.

5. Committee / Liaison Reports

a) Committee Sign-up Sheets

As there was minimal sign-up there was not deemed to be much discussion on this issue.

b) Communications Committee

C. Sargent e-mailed out a summary of findings from the communications survey. It seems that the website is only visited by most members once or twice a year. There is perhaps a need to restructure what content is on the website. There does not seem to be any interest in a “blog” while most people like the newsletter. C. Sargent stated that he could work on producing a semi-annual newsletter. Everyone liked the list-serve. He stated the need to redesign and reformat the website and that he would be willing to work on doing the work as he has done for the Two River’s site. He will continue to work with the committee on processing the feedback. S. Murray brought up that membership should be reminded that the list-serve can be subscribed to as a digest. The Communications Committee will meet on January 11th. D. Sachs passed along

documentation about the website, logos and graphics to C. Sargent.

c) Governor's Committee on Climate Change

D. Sachs stated that the Agency of Natural Resources restructuring might allow for implementation of the 38 straw policy measures. Other measures might be locally implemented. It is probable that some items will move forward in 2008 that will be useful to municipalities. D. Sachs stated that it is not fully known what is being implemented locally. There are nearly 40 local energy committees and initiatives underway. The many assessment tools available to communities, are largely unknown to local committee and project initiative representatives. The Committee discussed the Town Officers' Conference and the possibility of using this to get information on the tools out. M. Munson stated the need for a separate conference. S. Murray asked if the Vermont Land Use Education and Training Collaborative could do this or perhaps create a tool kit. D. Sachs will send the Executive Committee notes on where the challenges and opportunities are. There is a need for a subcommittee on this. D. Sachs, P. Elmer, B. Shupe, S. Murray, P. McMurtry, and C. Sargent will serve on it.

d) Land Use Collaborative update

P. Elmer provided an update and stated that there was a need for staff to keep this effort up and running. The Collaborative is looking to expand membership. D. Sachs asked if this expansion could perhaps lead to staffing. S. Murray stated that everything was being run ad-hoc at this time. D. Farley recommended that the focus should perhaps be kept on having a DHCA staff member involved. The Committee discussed the success of Municipal Education Grants. P. Elmer stated that she was working on a certificate in planning program at the Vermont Law School.

P. Elmer and B. Shupe signed off.

e) Spring Workshop – Professional Development Committee

D. Sachs stated that she had an idea for green performance based standards for various applications (i.e., housing, schools, offices, neighborhoods) as a focus for the workshop. C. Sargent recommended a technical focus for planners and asked if the workshop would be eligible for AICP credits. P. McMurtry stated that a task force should be formed for the conference. She stated that the Professional Development Subcommittee could perhaps develop a task force. D. Sachs will contact S. Lotspeich and P. Elmer to get a task force going. S. Murray recommended that APA has a LEED Course that could perhaps be pulled in to this conference theme.

f) Outdoor Lighting Advisory Board

D. Sachs provided an update and stated that F. Dunnington was representing municipalities. M. Munson, Kathleen Ryan, and Donna Leban, AIA, presented as experts at the last meeting. The Committee suggests that we build upon the 1996 Vermont Outdoor Lighting Manual, and assess the joint IDA-IESNA Model Outdoor Lighting Ordinance. D. Sachs was invited to chair but asked for the Executive Committee to approve of her acceptance as she was the VPA representative. The Committee all agreed that she should accept if she wanted to. D. Sachs stated that there are many complex issues, no budget, and that the Committee has two years to develop voluntary statewide outdoor lighting guidelines. While the Public Service Department will ultimately be staffing the Committee no one from the PSD is in attendance at this point. The Executive

Committee stated that D. Sachs should attend and participate as she can.

g) Other

P. McMurtry stated that the Town of Middlebury will be bringing forward a Growth Center application and South Burlington is anticipated to bring an application forward as well. M. Munson stated that there is a bit of disconnect between the Planning and Coordination Group and the Downtown Board that needs to be solved. It was brought up that Williston's designation was being appealed even though there did not seem to be an appeals process. M. Munson brought up the issue of adjacency and the precedent set in Williston. These issues will continue to be followed.

6. Other Business

a) VLCT Contract

P. McMurtry e-mailed out the contract to the Executive Committee. She requested input on the draft. She stated that the VPA receives assistance on the Spring Workshop, Fall Conference, mailings up to six times a year, retains VPA files, processing payments, assistance in registrations at conferences, etc. P. McMurtry stated that the communications component was a concern but Dean Pierce was willing to help with keeping up the membership list. D. Sachs stated that VLCT just sent out invoices for sixty to seventy people that did not pay for the Fall Conference Registration (up to \$2000 in missing conference fees). It was discussed that while the amount of paper product has decreased through electronic efficiencies VLCT provides the VPA with space and other services technically not paid for. M. Munson made a motion to approve the contract. C. Sargent seconded and all voted in favor of P. McMurtry executing the contract.

b) Letterhead

The letterhead will be updated to include e-mail addresses, remove most phone numbers and add S. Murray. P. McMurtry will e-mail the letter head to S. Hadd for the minutes. C. Sargent will attempt to update the format of the letter head to be a more usable template.

c) Non Profit Poll

P. McMurtry stated that she was not sure what to do with a request for VPA to complete a Vermont Community Foundation poll of non-profits. The deadline has already passed. The Committee was not sure what the poll meant to VPA as the poll seemed more geared to local non-profits. S. Murray stated that the fee structure proposed to represent non-profits seemed ill-placed as these were services geared toward the Secretary of State's Office. D. Pierce will see if the VPA can still provide comment.

d) NNECAPA Survey

P. McMurtry will send out further information on this via e-mail.

e) Other

7) Next Meeting

January 11, 2008

8) Adjournment

11:51 AM