



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Dana Farley
President
802-878-1343
dfarley@essex.org

Sarah Hadd
Vice President
802-264-5602
shadd@town.colchester.vt.us

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
Legislative Liaison
VT & NNECAPA

Polly McMurtry
Past President
NNECAPA Rep

At-Large Members

Jim Donovan, AICP ALSA

Natalie Steen

David W. Rugh, Esq.

John Adams, AICP

Alison Low

Ed Bove

Meeting Minutes

January 21, 2011, Vermont League of Cities and Towns, Montpelier, VT

Executive Committee Members Present: S. Lotspeich, Alison Low, D. Farley N. Steen, J. Adams, D. Rugh, J. Donovan, S. Hadd and S. Murray

VPA Members Present: P. Elmer, D. Sachs

VPA President, Dana Farley opened the meeting at 10:15 am.

Announcements: None.

Minutes of December 3, 2010: S. Lotspeich motioned to accept the minutes with a few minor changes. D. Rugh seconded. Minutes were accepted

Treasurer's Report: S. Lotspeich provided the Executive Committee with an overview of the November and December treasurer's reports. There was a lot of activity due to the revenue and expenses relating to the 2010 Fall Conference, which netted about \$100 in profit for VPA. Steve, on behalf of the Executive Committee, thanked Fred Dunnington for his hard work on the Fall Conference. D. Rugh moved to accept the reports. J. Donovan seconded. All were in favor.

Steve also reported that People's United Bank has adopted a \$5,000 minimum balance on all combined accounts, including VPA's checking and money market accounts. Because VPA's accounts are getting close to the minimum balance, Steve is checking to see if the CD counts toward our minimum balance. Sharon moved to authorize Steve to eliminate the reserve funds and transfer all funds to the checking account to satisfy minimum balance requirements if the CD does not count towards the minimum balance. The reserve balance would then be tracked through accounting. D. Rugh seconded. All were in favor.

Steve also rolled-over VPA's CD for another 6-month term at 0.95% interest.

Spring Workshop – Faith Inglesrud proposed as a spring workshop topic designing the public realm, which idea came from the form-based code workshops this past Fall. The premise would be to discuss streetscape and complete street design and include professional and citizen planners. Faith proposed including Mike Oman (Oman Analytics) and Lucy Gibson (Smart Mobility) as possible presenters, while EC members suggested at least the addition of a landscape architect. Combining streetscape design with a workshop on lighting to wrap up the NNECAPA lighting grant as discussed, as was a possible workshop date of June 3, 2011. In concept, the workshop would last at least a half day, and would probably be about three-quarters of a day and would entail discussions of designing the streetscape and new lighting technologies for public spaces, including street, parking and building lighting using LED technologies. The new Municipal

Planners Association (VPA) is an organization representing citizen and professional planners, landscape sing and economic development specialists, developers, and engineering consultants from throughout the state. VPA is committed to advancing the art and science of planning.

Lighting Ordinance that adopted BUG rating system (Back light, Up light, and Glare) is supposed to be released in April, making early June a good time to hold the conference. Members from the Vermont Energy Investment Corporation (Efficiency Vermont), as well as with the Education & Training Collaborative could be involved in the conference. It was decided that the Professional Development Committee would work with P. Elmer and Faith to coordinate a half to three-quarter day workshop on designing for the public realm and related lighting issues.

NNECAPA Lighting Project: D. Sachs gave an overview of where she and Mike Munson are with the lighting study, as they have mostly completed the project. Mike provided a brief to some EC members on the BUG rating system and Deb reported that they met with the Vermont Energy Investment Corporation, who runs Efficiency Vermont. Deb and Mike would like to schedule a discussion with the EC and then conduct a lighting seminar, most likely as part of the Spring Workshop. Deb reported that she would work with Chip Sawyer to post the results of the project on the VPIC website.

CNU Transportation Seminar: The Conference on New Urbanism (“CNU”) contacted VPA about the possibility of hosting their Fall 2012 conference in Burlington, and were wondering whether VPA would sponsor, co-host or assist. CNU would be responsible for planning. It was decided that Dana would work with Lucy Gibson and to try and get the event scheduled so it would not conflict with the Fall 2012 NNECAPA conference.

Lobbyist Registration: D. Farley reported that VPA has registered as a lobbyist for the upcoming legislative session

Display Board: N. Steen volunteered to work on the display board project with members of the Communications Committee. Jim Donovan volunteered sharing ALSA’s backdrop and the format of their display board. It was decided that the display board should be ready for the VPA Spring Workshop tentatively scheduled for June 3rd.

Membership Renewal: Membership reminders go out in February and the new welcome letters that were developed last year will go out to all new members. Dana will coordinate reaching out to the new members with Dean Pierce, who works on listserv membership.

Smart Growth Collaborative: Brian Shupe used to represent VPA in the Collaborative b, but since he left the EC and was already on the Collaborative representing VNRC, Jim Tischler from St. Albans volunteered to be VPA’s representative if B. Shupe is no longer interested. D. Rugh moved to appoint J. Tischler as VPA’s representative to the Smart Growth Collaborative pending Brian’s interest. S. Hadd seconded. All were in favor.

New England Rail Commission: VPA nominated Chris Parker to be the Vermont representative on NERC’s Steering Committee, and he accepted the nomination.

Legislative Report: S. Murray reported that the biggest legislative issues this session are related to the budget, but the change in administration brought in some new energy. She then discussed her testimony tentatively supportive of S.8, the Composting Bill, after taking a poll from the membership. After the EC meeting, Sharon was attending a meet and greet with the House Natural

Resources committee to introduce the Representatives to VPA and its interests. Sharon was also going to follow-up with VLS on various legislative projects and then re-gather the legislative committee to discuss legislation like the permit reform bill that will come out of the Senate Commerce committee.

Adjourned @ 12:00 pm

Next meeting is scheduled for Friday, February 18, 2011



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Dana Farley
President
802-878-1343
dfarley@essex.org

Sarah Hadd
Vice President
802-264-5602
shadd@town.colchester.vt.us

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
Legislative Liaison
VT & NNECAPA

Polly McMurtry
Past President
NNECAPA Rep

At-Large Members

John Adams, AICP

Alison Low

David W. Rugh, Esq.

Jim Donovan, AICP, ASLA

Natalie Steen

Ed Bove

VPA Executive Committee
February 18, 2011
Vermont League of Cities and Towns, Montpelier
Meeting Minutes

VPA President Dana Farley opened the meeting at 10:12am.

VPA Members Present: Faith Ingulsrud, Dana Farley, Chris Sargent, Ed Bove, John Adams, Natalie Steen, Steve Lotspeich
Guests: Kat Garvey, VLS

Announcements / Additions to agenda

Minutes of the January 21, 2011 meeting – Accepted by unanimous vote.

Treasurer's Report - Steve presented the financial report for January 2011. Dues have been coming in during this period. Withdrawals included funds for the Community Climate Action lighting study and the NNECAPA Smart Growth Tools project. Report accepted by unanimous vote.

Business

Spring Workshop update –VPA will be organizing a ¾ day workshop that focuses on lighting on June 3 at Vermont Law School.

This workshop would be open to a broader spectrum of attendees including citizen planners as well as the VPA membership. This workshop is part of the CCA lighting study being conducted by Deb Sachs with funding from VPA. Steve indicated that he thought that the Professional Development Committee (PDC) should assist Deb with the organization of this event. The PDC may want to meet before the next EC meeting to discuss the Spring Workshop and the NNECAPA conference as well. There is a NNECAPA meeting scheduled for March 9th at DEHCD, which might be the best time to meet.

John proposed that we might want to have someone from the Night Sky commission to participate in the workshop. Chris suggested that Hunter Riesburg from Hartford should be invited to discuss his experience with Hartford's transition to LED street lighting.

Kat (on behalf of Peg Elmer) asked VPA if we might want to include a discussion about the updates to chapter 117 and flood hazard regulation updates during this event. Sharon had concerns that the chapter 117 discussion might require a fair amount of time to discuss, but an hour-long overview might be worthwhile.

NNECAPA Conference update – The planning for NNECAPA is moving forward.

Development Review Module Update – Kat (on behalf of Peg Elmer) provided the EC with an update on the status of the Development Review Modules that VLS has been working on. \$28,000 has been raised at this point, with a goal of \$40,000 to

be matched by VLS. Three of the twenty-one modules have been completed and have been posted on the VPIC web site. The Land Use Clinic may be applying for a grant to fund additional modules through National Life. If so, they may need an entity to act as a pass-through for this funding. VPA may be asked to do this in the future.

Partnering on entrepreneurial agriculture project with VLS – Kat (on behalf of Peg Elmer) discussed the idea that VLS wants to create some model language that addresses “entrepreneurial agricultural” development, such as compositing and other agriculturally related businesses. Faith discussed this concept with Peg as well. The Law School is proposing to expand on the idea that we need to be able to communicate with the towns about how they can address ag issues that are outside of the AAP’s in their land use regulations. Peg is hoping that VPA will be a partner in this process. Faith would like to suggest that VPA use the next \$2000 NNECAPA grant to help with this process.

Vermont Historic Preservation and Downtown Conference co-sponsorship - Faith updated the EC on the merging of the Downtown and Historic Preservation conferences (not related to the spring workshop). There will be a smart growth track as part of this conference. We have been asked to be a co-sponsor of this event, but an amount was not specified. In the past VPA has sponsored about \$500 for the Downtown Conference. It is likely that CM credits for AICP continuing education will be offered. Steve moved to sponsor the historic preservation downtown conference at a value of \$500, Sharon seconded. The vote passed unanimously.

VPA Display Board update – Chris and Natalie will be meeting with the communications committee to discuss the creation of a new board and will have details next month. We want to have a display by the Downtown Conference on April 29th.

Smart Growth Collaborative Representative – Jim Tishler has expressed interest in being the Smart Growth Collaborative Representative for VPA. Ed motioned to nominate Jim Tishler to be the representative to the Smart Growth Collaborative. Sarah seconded. The vote passed unanimously.

Member’s Business - None

Committee/ Liaison Reports

Legislative Liaison- Sharon reported that she met with students from the Law School and Phil Dechert (Town of Norwich) to discuss their work on the chapter 117 update package. Legislative updates have been posted weekly to the VPA web site. Since the last update there is a Downtown Bill being proposed in committee. There are some tax credit reductions being proposed in the tax bill. The Smart Growth bill (Act 250) is still moving. Mike Munson will be following the bills related to Downtowns and Smart Growth. The permit reform discussion on Friday the 11th was reasonably positive. VAPDA reported back to the House Commerce committee with a regional services report, Sharon will discuss it further with Peter Gregory. This same committee is proposing to extend the Telecommunications exemption under 248a. House Natural Resources is reviewing the energy bill. Sharon feels that there needs to be some consideration given to VPDA and the RPC’s as part of the energy planning process. Sharon pointed out that the concept of a State Planning Office has been coming up in various committees. She asked if we should produce an opinion paper that talks about the need for such a thing. The EC was supportive of this idea.

Steve distributed S-27 that relates to the public service board and contains language that proposes more review opportunities for municipalities.

Meeting adjourned at 12:05pm

The next meeting of the VPA Executive Committee will take place on Friday, March 18, 2010 at the Vermont League of Cities and Towns office in Montpelier, VT.



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Dana Farley
President
802-878-1343
dfarley@essex.org

Sarah Hadd
Vice President
802-264-5602
shadd@town.colchester.vt.us

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
Legislative Liaison
VT & NNECAPA

Polly McMurtry
Past President
NNECAPA Rep

At-Large Members

John Adams, AICP

Alison Low

David W. Rugh, Esq.

Jim Donovan, AICP, ASLA

Natalie Steen

Ed Bove, AICP

Meeting Minutes

Steve opened the meeting at 10:17am.

Present: John Adams, Jim Donavan, Ed Bove, Chris Sargent, Steve Lotspiech, Polly McMurtry, Allison Low, Sharon Murray, Dana Farley, Sarah Hadd
VPA members: Peg Elmer

Announcements / Additions to agenda

Minutes of the February 18, 2011 meeting – Polly moved to approve the minutes as amended. Chris seconded. The motion passed.

Treasurer's Report - February 2011 – Steve distributed the budget for February 2011. Dues continue to trickle in. Steve estimates that we have received almost \$4200 in dues. Polly moved to accept the treasurer's report. Sharon seconded. The motion passed.

Business

Spring Workshop update (Outdoor Lighting) – Dana distributed information to the EC prior to the meeting about the spring workshop. There are substantial needs in terms of support for this event. A save the date letter is needed, the title of the event is needed and speakers remain to be selected. Deb and members of the Professional Development committee (which is focused on NECAPA conference) do not appear to have sufficient time to focus on this event. It was suggested that Mike Munson would be able to present at the event – talk about history of outdoor lighting, etc. Peg agreed to kick off the conference. Additional discussion will focus on the Municipal Lighting Ordinance, possibly have a panel discussion about what communities are doing with their own MLO regulations. John suggested we might want to include some folks from the New England Light Pollution Advisory Group to be on this panel and will contact someone from this organization.

In the afternoon we will have case studies of communities who have implemented LED lighting upgrades. This could include Hartford, Barton, Waterbury and possibly others. Chris pointed out that it would be valuable to have a community in CVPS's region who has implemented an LED lighting project would be very valuable. Steve suggested that we also include an organization who has implemented on-site LED upgrades (not streetlights) such as Lyndon State College.

Dana will work on a proposed agenda with Deb. Steve suggested a conference call with Deb to attempt to determine a title and finish organizing the event. It was agreed that this was a good approach.

NNECAPA Conference update – Polly updated the EC with regard to the NNECAPA conference. It is progressing well. They are presently working on getting speakers for the event. The focus of the conference will be the uniqueness of New England

and how to maintain that uniqueness in the face of changes that are happening nationally and worldwide. Additional work needs to be done on determining the title of the event and scheduling the event tracks. There may be additional mobile workshops that have been conducted in the past. There has been difficulty getting the CM credits arranged. Tara and Sandrine are currently working on acquiring sponsors for the event as well. Jim suggested that Tara may want to establish a level between Silver and Gold (\$50 and \$400 respectively), such as \$200. A mid-level sponsor might be listed as a sponsor for a mobile workshop, for example. John and Jim will work on the brochure and logo.

Partnering on entrepreneurial agriculture project with VLS – VPA and the Composting Association of Vermont (CAV) are seeking funding \$2000 in funding from NNECPA to have Vermont Law School develop example language for municipal plans and land use regulations governing innovative agricultural enterprises that currently fall outside the VT AAPs. Peg presented the proposal to the EC board. It was proposed that VPA might want to provide some additional match to the project. Steve outlined the funds available from our budget and indicated that there was currently no additional funding available from VPA. Peg will also approach VAPDA for some additional funding if available.

Polly inquired as to what other projects might need funding through the NNECAPA grant program or VPA. Sharon indicated the following:

- 117 updates
- Flood exemption
- Ad structures exemption
- Climate adaptation planning
- Siting standards for Net-Metered energy projects

Sharon didn't feel that it would be necessary to have funding allocated for these. Polly moved that the EC support the application to create Example Local Land Use Language for Facilitating Innovative Agricultural Enterprises and send it to NNECAPA. Sarah seconded. Motion passed.

2011 VPA Awards – Tara emailed with Dana to determine what her role on the VPA awards committee would be. She proposed that the Executive Committee coordinate it rather than the Executive Committee. Sharon suggested that someone from DEHCD be on the awards committee so that there is a connection with the Municipal Planning Grant program. Jim Donovan volunteered to take over as chair for Tara. The awards materials need to be submitted by Mid-July in order to be available for NNECAPA. Jim asked who has the final decision with regard to who receives the award. He suggested that we have a jury instead of the executive committee. The EC felt that if a jury is used, it should be made up primarily of VPA representatives. Dana suggested that we have the Awards Committee send the EC a proposal on how the awards process would work in 2011. Peg proposed that we should send out an early announcement for the awards. Deb added that this early announcement could ask people to commit in advance to nominating someone.

Jim committed to contacting Faith to invite her to join. Allison said she would ask Dave Snedeker as well.

VPA Display Board update – Chris updated the EC on the status of the display board. The Communications Committee is working via email to give Natalie some guidance but the process is moving slowly.

Discussion on Working Landscape Response - Sharon asked if we wanted to form a subcommittee to organize a coordinated response to the working landscape process. Allison agreed to put out something to the list serv. Chris and Steve both indicated an interest in participating.

Member's Business

Committee/ Liaison Reports

Legislative Liaison –

The Jobs Bill is still active – Mike Munson testified on VPA's behalf for this bill and our suggestions have been incorporated. Sharon is working with Mark Blucher to get some additional plan-related wording included.

The Energy Bill is moving out of the house. Shumlin has asked that the bill not address any major policy issues.

The Telecom Bill is still moving and includes limitations on municipal review of certain elements.

H332 Environmental Commission for the 21st Century – might be a vehicle to again look at permit reform.

VPA Projects – The 117 Update project has not moved forward because the lead has been out due to medical reasons. Work on it will continue through the summer. The Flood Exemption revisions are also moving forward. VLS has been working with Sharon on this. There continues to be some interest in revising the State Planning office. Sharon is hoping to organize a committee to work on the ag exemption.

Meeting Adjourned at 11:57am.

The VPA Executive Committee will hold its next meeting at **10:00 AM** on **Friday, April 15, 2011** in at the Vermont League of Cities and Towns, 89 Main Street, Montpelier.



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Dana Farley
President
802-878-1343
dfarley@essex.org

Sarah Hadd
Vice President
802-264-5602
shadd@town.colchester.vt.us

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
*Legislative Liaison
VT & NNECAPA*

Polly McMurtry
*Past President
NNECAPA Rep*

At-Large Members

John Adams, AICP

Alison Low

David W. Rugh, Esq.

Jim Donovan, AICP, ASLA

Natalie Steen

Ed Bove, AICP

VPA Meeting Minutes

August 19, 2011

VT League of Cities and Towns office, 89 Main St, Montpelier

President Dana Farley called the meeting to order at

Executive Committee Members Present: Chris Sargent, John Adams, David Rugh, Sharon Murray, Polly McMurtry

VPA Members Present: Stephanie Smith, Mike Miller, Faith Ingulsrud, Peg Elmer

Announcements / Additions to agenda

Minutes of the July 15, 2011 meeting - Tabled until next meeting due to lack of quorum.

Business

VCRD Vermont Working Landscape Project – There has been little or no participation from the VPA membership thus far. It is likely that there will be more interest when the next report is released from VCRD.

NNECAPA conference update – NNECAPA members continue to work diligently on organizing the conference. The conference committee has nearly completed much of the work needed to pull it together. The dates of the event are: September 8th & 9th in Burlington, VT. The VPA awards will also take place at the NNECAPA conference. The awards committee needs to order awards and notify the awardees as to where and when they will be presented (during lunch with the NNECAPA awards). They will also need to draft press releases for the winners.

2011 Annual Meeting – Faith updated the board on the details of the Newport event, which is scheduled for October 28, in Newport, VT. The day will include a 2/3 day workshop with the VPA annual business meeting at the end.

The content of the workshop will be Complete Streets, including an overview of the legislation and how it fits into planning. DHCA's hope is to tie it into Smart Growth. DHCA has had informal conversations with Gary Todd (engineer) about presenting his "insider's perspective" in terms of working with communities on projects under the Complete Streets program. Faith is working with partners (VTrans, AARP, etc) to try and create a complete workshop that will be beneficial to VPA members who attend the annual meeting. While the program would be planning related, she hopes to invite Selectboard, road crews, etc. as well. Faith will contact the VPA Professional Development committee about assisting with the organization.

Faith proposed that the workshop fee be set at \$30 to help fund food and some amount of funding for the primary speaker. Faith agreed to send out a "save-the-

The Vermont Planners Association (VPA) is an organization representing citizen and professional planners, landscape architects, housing and economic development specialists, developers, and engineering consultants from throughout the state. VPA is committed to advancing the art and science of planning.

date” notice as well.

We need to organize the nominating committee, review bylaws and set up committee volunteer sheets in advance of the event. The Slate of officers needs to be determined. Chris indicated that he would stay on as Secretary, Jim Donovan will be the NNECAPA rep, Polly would become an at-large member. Dana will talk with Sarah with regard to the board president position.

VPA Display Board update - Work on the display board is moving forward and it should be ready for the NNECAPA event. It was agreed that the legislative wrap-up should be with the display as well as several other items for information.

Closeout of Lighting Grant – The grant has been closed out by Steve with previous authorization from the Executive Committee. The additional \$400 authorized by the EC previously was paid out for expenses over the original grant amount.

Member’s Business

FAICP application – Polly reminded the EC that the FACIP application is due in November. The EC discussed nominating two people, names that were discussed included Brian Shupe, Sharon Murray, Peter Gregory and Lee Krohn.

NNECAPA Grant – Sharon and Erica Campbell provided comments on the draft language Peg’s students distributed. Peg agreed that considering the comments provided to the students, there should be a meeting to discuss how the draft should be moved forward.

Land Use Collaborative – Sharon inquired as to what the status of the land use collaborative is now that Chip has resigned as chair. Mike (the current vice chair) explained that the collaborative is reexamining its mission with hopes that they can reinvigorate the participation of the full collaborative. They intend to update the web site (www.vpic.info), which needs to transition to a different host. VAPDA intends to help fund the update. In addition to the VPIC site, state planning and housing data currently managed by CRS will need to be moved. Members speculated that VCGI might be a logical location for the data that has been provided by CRS.

Committee/ Liaison Reports

Legislative Liaison – Sharon indicated that there is still interest in commenting on draft flood plain updates that she wrote last year. There has been no movement on chapter 117 technical corrections. The next legislative committee meeting could be after the November EC meeting. Polly said she would work on the working group for chapter 117 technical corrections. Faith might participate as well on a limited basis. Chris suggested that, with Peter’s authorization, someone from TRORC (he or Kevin Geiger) might be able to participate as well.

Meeting adjourned at 12:03.

The VPA Executive Committee will hold its next meeting at **10:00 AM** on **September 16, 2011** at the Vermont League of Cities and Towns, 89 Main Street, Montpelier.



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Dana Farley
President
802-878-1343
dfarley@essex.org

Sarah Hadd
Vice President
802-264-5602
shadd@town.colchester.vt.us

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
*Legislative Liaison
VT & NNECAPA*

Polly McMurtry
*Past President
NNECAPA Rep*

At-Large Members

John Adams, AICP

Alison Low

David W. Rugh, Esq.

Jim Donovan, AICP, ASLA

Natalie Steen

Ed Bove, AICP

Vermont Planners Association September 16, 2011 Executive Committee Meeting Minutes Vermont League of Cities and Towns Montpelier, Vermont

Executive Committee Members Present: Sarah Hadd, Steve Lotspeich, John Adams, Jim Donovan, Ed Bove, Natalie Steen, David Rugh

Members Present: Stephanie Smith, Faith Ingulsrud

- 1. Call to Order:** Vice President Sarah Hadd called the meeting at 10:15 a.m.
- 2. Announcements/Additions to Agenda:** There were no announcements.
- 3. Minutes of July 17, 2011 and August 19, 2011 Meetings:** J. Adams moved to approve the July 17th and August 19th minutes with changes. D. Rugh seconded. All were in favor.
- 4. Treasurer's Reports:** Steve discussed the Treasurer's Reports for June, July and August. NNECAPA conference spending began in June, and VPA made a contribution to VLS' Development Review Manual project. In July registrations began coming in for the NNECAPA conference and continued through August. As of mid-September, Steve reported that it appears VPA will come out ahead, and any profit from the conference will be split with NNECAPA. Electronic registrations for the NNECAPA conference were a success as in excess of \$7,800 was submitted through Paypal and credit card transactions. Because of flooding from Irene, NNECAPA advanced \$5,000 to the Hilton on VPA's behalf, so the organization will be repaying NNECAPA for that amount. D. Rugh moved to approve the June, July and August Treasurer's Reports; J. Adams seconded. All were in favor.
- 5. NNECAPA Conference Debrief:** 160 people attended, and about 60 people attended the Burlington charettes on Saturday, about 10 of which were NNECAPA folks. Sandrine and Polly were congratulated for all their hard work putting the conference together. Also, it was reported that NNECAPA has a Facebook page, and you can "friend" NNECAPA.
- 6. Annual Meeting/Fall Conference Update:** F. Ingulsrud provided a summary of the Fall Conference and Annual Meeting preparations, including a proposed agenda. AARP is bringing Dan Burden, the Executive Director of the Walkable and Livable Communities Institute, to Vermont the same week as the conference. Dan is an expert in complete streets and livability and for the last 15 years has done a lot of non-traditional

The Vermont Planners Association (VPA) is an organization representing citizen and professional planners, landscape architects, housing and economic development specialists, developers, and engineering consultants from throughout the state. VPA is committed to advancing the art and science of planning.

transportation planning. Dan will be available to speak at the Annual Meeting, and AARP will fund his appearance as a new co-sponsor of the event. This would open up the conference to a broad range of people, but given the location, it is expected that most attendees would be from the Northeast Kingdom. The venue has capacity for 80 people. The morning session of the conference would consist of speakers and then a panel discussion of compliance with the complete streets law. The afternoon would be primarily for VPA members and would consist of a walking tour with two break-outs and then a panel discussion on how to fit multiple functions in the typically narrow right-of-way, particularly in compact town centers. Other possible discussion topics include: how form-based codes fit in with complete streets, how form-based codes have affected local Public Works planning, how low-impact design and plantings fit into complete streets and how all of this can be accomplished or incorporated from a place-making perspective. S. Smith proposed the names of a public works director from Barre or Montpelier, as well as VTrans staffers who are involved in these right-of-way issues. AARP has also invited a VPA representative to their meeting on October 3rd, and J. Donovan said he would be interested in attending on behalf of VPA. S. Lotspeich proposed cost figures for conference registration (\$20 for the morning and \$35 for the whole day). There will also be a few sponsors for this event at a lower fee than the NNECAPA conference. Providing a van/bus from Chittenden County and Central Vermont was also proposed, as organizations like Local Motion may be able to provide an 18-person van for transportation.

7. Bylaw Amendments: D. Rugh said there were no amendments needed to bylaws. The EC discussed development of VPA's 2012 work plan, which would be expanded to include a focus on natural resource and emergency management planning in light of the flooding from Irene. S. Lotspeich raised the issue of having him deposit and issue checks on behalf of VPA as Treasurer because he currently is the sole person responsible for VPA bank accounts. In light of recent problems with individuals being in sole control of accounts, a change to how VPA pays invoices and makes deposits was proposed. The discussion was tabled until the October meeting, so the EC could have more time to think about a solution. The EC then discussed revisions to the Committee list. Because almost all Task-Based Subcommittees were now defunct or inactive, it was proposed that this portion of the committee list be deleted. J. Donovan and others reported that the Slate of Officers and Budget would be ready for the October meeting. On the Slate of Officers, there are vacancies for Vice President and 3 at-large positions; J. Donovan will be the new NNECAPA Representative. The EC then discussed moving the October meeting to October 14, instead of October 21, to allow more time to get the Annual Meeting materials to the membership.

8. FAICP Application Update: This discussion was tabled because proposed nominators were not present.

9. NNECAPA Grant Update: Peg is working with her students on a grant, and the EC will ask for an email update on its status.

10. Flood Response Discussion: Because of recent difficulties, VPA was curious how it could assist, and it appears that a number of regional planners are getting involved

The Vermont Planners Association (VPA) is an organization representing citizen and professional planners, landscape architects, housing and economic development specialists, developers, and engineering consultants from throughout the state. VPA is committed to advancing the art and science of planning.

through VTrans. VLCT has a comprehensive workshop on October 19th on land use and zoning issues resulting from Irene-related flooding. VSLA/ASLA is exploring a watershed planning case study or charette to assist members and municipalities with rebuilding when rivers or streams have changed course, as has been common with the recent flooding. VPA may offer to be a co-sponsor with ASLA on this conference/discussion. From a planning perspective, one of the big issues is promulgating scenarios for how damaged properties may be redeveloped on a site- or property-specific basis, including for uses such as affordable housing. There is also a need for planning for sustainable redevelopment of larger damaged sites, such as the State Office Complex in Waterbury. Municipalities are currently identifying floodway fringes and then will work with FEMA to identify “substantially damaged properties”.

- 11. Committee Reports:** There was a brief discussion of the VPA Awards presented at the NNECAPA conference.
- 12. Next Meeting:** October 14 at a location to be determined, but possibly in Chittenden County depending on the availability of EC members
- 13. Adjournment:** Meeting adjourned at 11:30.



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Dana Farley
President
802-878-1343
dfarley@essex.org

Sarah Hadd
Vice President
802-264-5602
shadd@colchesterot.gov

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
Legislative Liaison
VT & NNECAPA

Polly McMurtry
Past President
NNECAPA Rep

At-Large Members

John Adams, AICP

Alison Low

David W. Rugh, Esq.

Jim Donovan, AICP, ASLA

Natalie Steen

Ed Bove, AICP

Vermont Planners Association October 14, 2011 Executive Committee Meeting Minutes Town Hall, 781 Blakely Road Colchester, Vermont

Executive Committee Members Present: Dana Farley, Sarah Hadd, Steve Lotspeich, Sharon Murray, Polly McMurtry, John Adams, Jim Donovan, David Rugh, Natalie Steen, and Allison Meaders

Others: Peg Elmer and Paul Connor

- 1. Call to Order:** President Dana Farley called the meeting at 10:08 a.m.
- 2. Announcements/Additions to Agenda:** There were no announcements.
- 3. Minutes of September 16th Meeting:** J. Donovan moved to approve the September 16th minutes. S. Lotspeich seconded. All were in favor.
- 4. Treasurer's Reports:** Steve discussed the Treasurer's Report for September. The NNECAPA conference was then reviewed and S. Lotspeich stated that he still needed to go through the registrations with Sandrine Thibault and invoice for any outstanding accounts. It was stated that registrations were fairly good considering the flood and that initial feedback on the conference was good. J. Adams stated that it would be good to have the results of the survey added to a pdf and available for the next conference. S. Murray stated that the next NNECAPA conference will be in Brunswick, Maine. David Rugh stated that the budget seemed to be doing fairly well and he was wondering if there would be a surplus. S. Lotspeich stated that he was also surprised and would do some investigation prior to the annual meeting. D. Rugh made a motion to accept the report. S. Murray seconded and the minutes were unanimously approved.
- 5. Business – CNU New England:** P. Elmer provided an update on CNU New England and perhaps having outreach to distressed towns and doing workshops on Friday and Saturdays for free with some volunteer hosting necessary. It was stated that this was a generous offer however perhaps too early for some of the towns that are still reeling. S. Murray stated that Waterbury may be a good option especially with the issues surrounding the state office complex. S. Lotspeich stated that the town may be receptive and that his town is embarking on both short-term and long-

Planners Association (VPA) is an organization representing citizen and professional planners, landscape sing and economic development specialists, developers, and engineering consultants from throughout the state. VPA is committed to advancing the art and science of planning.

term planning now with a lot of damage to buildings more so than infrastructure. He asked S. Murray if they could do some brainstorming with the chair of his board and his new zoning administrator on the issue. D. Farley asked how VPA could help. S. Murray stated there should be a need at least in terms of the issues surrounding the possible abandonment of the state complex that illustrates the lack of state-wide planning. It was suggested that the Downtown Program be involved in the charette planning. D. Rugh suggested drafting a letter to the State regarding the process. D. Farley and S. Murray stated that they would work together on it and send it out to the Committee via e-mail for proofing.

6. Business – VECAN Conference: D. Farley stated that there was a request to help sponsor the Vermont Energy and Community Action and Climate Conference again at a level of \$250. S. Lotspeich made a motion to sponsor VECAN and J. Adams seconded and all voted in favor.

7. Members Business - FAICP: S. Murray recommended that the proposal be delayed due to time constraints. P. McMurtry agreed however stated that the item should be a standing item on the agenda. The nominations of S. Murray and Brian Shupe will remain priorities. It was also discussed that Joss Besse would be retiring within the next year.

8. Members Business – Financial Transactions: D. Rugh stated that it was perhaps recommended that check handling procedures be changed to have the vice-president and president issue checks and have the treasurer monitor accounts and not issue checks. S. Lotspeich stated that VLCT used to do all of the deposits that used to separate out the deposit functions from the issuance of checks. He stated that he was in favor of the separation. S. Murray stated that perhaps there should be an authorization process especially on the expenditure side. S. Lotspeich stated that he would recommend that he still receive the invoices then forwards it to the president for payment. It was recommended that S. Lotspeich follow-up with VLCT to get information on best practices. The discussion will be tabled to a future meeting as D. Rugh stated that a bylaw change would not be needed to change current policy.

9. Annual Meeting: D. Farley stated that the League would assist in getting the information out. J. Donovan provided a slate of officers for consideration at the annual meeting with seven people possibly for six spots. S. Murray made a motion to accept and S. Lotspeich seconded. S. Hadd clarified that there would be six people for six spaces. D. Rugh stated that the Committee modified the nominating committee's recommendations to the following:

Sarah Hadd as President, John Adams as Vice President, Steve Lotspeich as Treasurer, Chris Sargent as Secretary, Dana Farley as Past-President, Jim Donovan as NNECAPA representative, and At-Large Members: David Rugh, Cathy-Ann Larose, Jackie Coates, Ethan Swift, Polly McMurtry, and Natalie Steen.

S. Murray accepted the amendment subject to a follow-up conversation with Ed Bove. All voted in favor of forwarding the slate of officers to the annual business meeting.

D. Rugh then discussed the proposed work plan for the next year and the inclusion of an item related to flood recovery. No changes were proposed to the bylaws. The proposed annual budget was then reviewed. The stipends are \$1,000 each as noted. S. Lotspeich stated that there were a couple of outstanding invoices still to pay. The correct name of the Downtown Board was discussed. NNECAPA grants were discussed and the close-out of the lighting study. The 2011 grant is for the composting project and the development manual was a separate non-chapter grant for \$2000 total. S. Lotspeich asked how much to budget for special projects in the coming year. It was suggested that \$3000 be put in and P. Elmer will research if VPA has been invoiced yet for work performed for the development manual. It was discussed that the money market account should be added back into the checking and \$5000 should be kept in reserve as the money market was no longer generating interest and had a \$2500 minimum. P. Elmer stated that the Law School has invoiced and received \$2000 in 2011. S. Lotspeich stated that the cash forward line will need to be changed. S. Murray stated that an adjustment should be made this year and an explanation made for moving money into the reserve to state unanticipated revenue received as carry-over from previous years. S. Lotspeich stated that the issued was developing a budget in October to take effect in January with still one conference remaining that in the year usually generates revenue. It was discussed that the budget should perhaps be adjusted in January to account for actual revenue from the previous year. J. Donovan stated that the transfer from reserve should not be done until January. D. Rugh stated that he would check the bylaws to see if the Committee was empowered to do this. D. Rugh made a motion to approve the draft budget with the changes: the line item for transfer from investments should be \$2000 and \$3,000 should be placed in special projects. J. Adams seconded. S. Murray clarified that the Committee should investigate reporting the actuals. The amendment was accepted by D. Rugh to include a disclosure from the Treasurer to the membership of the fiscal year 2011 actual balance at the annual meeting with a follow-up to the Committee in January. All voted in favor.

10. VPA Display Board: S. Murray provided an update and stated Lee Krohn would provide the pictures and Natalie Steen would assemble it and print-offs would be needed. S. Murray stated that if the pictures come through by next Friday then it might be ready for Newport. J. Adams made a motion to purchase a 3-foot high display board and associated Velcro and necessary print-offs. S. Lotspeich seconded. All voted in favor.

11. October 28th Workshop: D. Farley provided an overview of the Complete Streets Workshop. The option for a bus was discussed.

12. Next Meeting: The Annual meeting will be held on October 28th in Newport.

13. Adjournment: Meeting adjourned at 12:55 PM



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Sarah Hadd
President
802-264-5602
shadd@colchestervt.gov

John Adams, AICP
Vice President
802-264-5032
jadams@shelburnevt.org

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
Legislative Liaison
VT & NNECAPA

Jim Donovan, AICP, ASLA
NNECAPA Rep

Dana Farley
Past President

At-Large Members

Jackie Coates

Cathyann Larose, AICP

Polly McMurtry

David W. Rugh, Esq.

Natalie Steen

Ethan Swift

Vermont Planners Association
November 18, 2011
Executive Committee Meeting DRAFT Minutes
VT League of Cities and Towns office
Conference Room A
89 Main St
Montpelier

Executive Committee Members Present: Sarah Hadd, Steve Lotspeich, Sharon Murray, Polly McMurtry, John Adams, Jim Donovan, David Rugh, Natalie Steen, Cathyann Larose, Jackie Coates

Executive Committee Members Absent: Dana Farley, Ethan Swift, Chris Sargent

Others: Faith Ingulsrud, Kate McCarthy, Stephanie Smith

- 1. Call to Order:** President Sarah Hadd called the meeting at 10:10 a.m.
- 2. Announcements/Additions to Agenda:** There were no announcements.
- 3. Minutes of October 14th Meeting:** J. Donovan moved to approve the September 16th minutes. P. McMurtry seconded. All were in favor.
- 4. Treasurer's Report:** Steve announced that his office was moved from the classroom he was temporarily in to the second story of the Waterbury Fire Department. The Treasurer's Report for October was discussed. NNECAPA conference bills have all been settled and VPA came out well – making about \$1500 on the event (half of which was given to NNECAPA.) A Finalized NNECAPA budget will be distributed next week. Due to Tropical Storm Irene hitting Waterbury, a catering bill was misplaced - but Steve noticed this when doing up the budget and it was settled. At the annual meeting it suggested that VPA spend down some of its reserves. P. McMurtry moved to accept the Treasurers report. J. Donovan seconded. All were in favor.
- 5. Business – Debrief on the Complete Streets Workshop:** Faith Ingulsrud reported that the event was well attended and went well. Presentations from the workshop would be made available to the VPA membership next week. While the final accounting for the workshop is not complete, it appears that it lost a bit of money (between \$300 and \$500.) The primary reason was due to the surprise participation by Gary Toth, Director of the Transportation Initiatives with the Project for Public Spaces.

VPA covered Mr. Toth's lodging for two nights - however had not budgeted for this. Another piece was reception, which was charged by the person but not covered by the \$35 fee. Steve was going to work with Faith on the accounting. Overall the EC considered the workshop to be very successful and was glad to be able offer it for such a low fee. P. McMurtry commented that she felt the distance prevented half day attendance. J. Adams asked whether we were able to secure AICP CM credits? Because the event was put together so quickly and because NNECAPA was not a sponsor, no credits were offered. In this instance the EC will not be seeking credits, for future workshops an attempt will be made not to let them slip through the cracks. Sharon expressed that the EC should have a policy that all workshops have CM credits available.

6. Business – Review of 2012 Workplan: Spring workshop. S. Hadd suggested that the EC think of 'hot topics' for the spring workshop. D. Rugh mentioned that nothing groundbreaking was going on regarding legal issues. S. Murray mentioned that there might be some interesting legal work being done related to 'Irene' by the Bar Association and five committees. J. Adams suggested that VPA look to host a summer workshop that would coincide with the APA's annual legal webinar. S. Murray suggested a Climate Change Adaptation workshop in the spring. S. Lotspeich thought that 'working landscape' as a topic might coincide well with VCRD's work. The EC agreed to discuss the spring workshop further at the December meeting.

Vermont Education and Training Collaborative. The EC talked about how Chip Sawyer no longer worked at UVM and how the website was not being maintained. Peg Elmer or Mike Miller might be able to update the EC at the December meeting.

APA Web Training Series. S. Murray agreed to talk to Peg Elmer about costs and access to the Law & Ethics workshop. The EC agreed that, at a minimum, those two should be made available to the membership through VPA.

VPA Display Board. S. Murray proudly announced that we have a board. We also have content. But no photos. K. McCarthy suggested that everyone in the membership send one photo. P. McMurtry agreed to send N. Steen photos of meetings and VPA events. A call for photos would be put on the listserv.

7. Business – Financial Transaction Policy Discussion: S. Lotspeich explained that VLCT used to make deposits for VPA & the treasurer made payments. Now it's the same entity (treasurer), which is not considered best practice. The EC agreed that the VPA needs a system in place to address the issue. Two general approaches were described. 1) Either have someone other than the treasurer signing checks (e.g. president or vice president) or 2) have third party monitoring. S. Murray spoke of her experience with non-profits suggested that we could have a copy of deposits & bank statements go to president and have a requirement that president sign checks above a certain amount. Currently, VLCT sends a spreadsheet and checks to the treasurer right now for deposits, so forwarding a copy to the president should not require much more work. It was thought the bank should send statements directly to President. S. Hadd & S. Lotspeich agreed to draft a policy in which 1) President will get statements & deposit spreadsheet and share with the Executive Committee 2) there will be a deposit/withdrawal limit for treasurer 3) President (and possibly vice president) should have checks in the event the treasurer is unavailable.

8. Business – CNU Update: The Congress of New Urbanism offered to do a charette in Waterbury. S. Lotspeich felt that the logistics of project too much for Waterbury right now and that they were not going to pursue it. Waterbury is focusing on getting the Winter Olympics.

9. Business – VPA Listserv Changes: UVM hosts the VPA & Zoning Administrator's listservs and since Chip Sawyer has left, the EC may need to find a tenured professor to sponsor them. J. Adams agreed to follow up with Dean Pierce to see where things stand. Daniel Baker was identified as a contact at UVM.

10. Other Business: It was announced that the Land use Clinic at the Vermont Law School may be shutting down. [Judge Meredith-Merideth](#) Wright is [purportedly](#) joining the faculty at VLS, and it appears they [are may be](#) restructuring. VLS will fulfill their contractual obligations with Land Use Collaborative and VPA. VPA has had a good relationship with [Meredith-Judge Wright](#) and should be able to get Judges [Durkin](#), [Wright](#), [and/or Walsh](#) in the Spring to participate in a VPA event.

The EC discussed the VPA contract with VLCT. S. Hadd wants to investigate alternative remote meeting participation options. She will survey the EC about meeting times and locations. S. Lotspeich stated that he [had](#) no concerns about contract. S. Lotspeich moved to have S. Hadd sign the contract. S. Murray seconded. Discussion: P. McMurtry mentioned that VPA should keep the meeting room time at VLCT, even if the EC [moves its meetings](#); it is helpful for committees. All were in favor.

11. Committee/Liaison Reports

Legislative – S. Murray explained that protocols were adopted in 2007 which [guides](#) what we [do VPA does](#). The EC needs to sign off on any Policies adopted. Last year the VPA registered as a lobbyist organization. It is the legislative committee's responsibility to identify priorities. We have projects with the Vermont Law School. The Flood [regulations](#) area [is](#) expected to be addressed this legislative session. Currently, we are looking at exemptions & [gray-grey areas](#) with farm structures, state structures & flood regs / NFIP. [Focus-The focus](#) is being put on Title 10 & 24 with regard to flood statutes. Two ideas being considered right now are 1) under NFIP, if there are exemptions, state would be required to regulate. 2) the state [could](#) take over flood [regulations](#) statewide. There has also been discussion of moving [flood hazard regulation](#) to ANR District offices or RPCs. Other work is being done on the following: [Chapter 117](#) correction bills, ag exemption. composting bill. The working landscape partnership is moving forward. Our focus is on [the](#) process for designating working lands & [fully funding the](#) state planning office. Environmental groups are participating in the river corridor planning legislation and working to make sure that the state does not weaken regulations. At this point VPA will monitor. The legislative committee is also tracking: Flood recovery initiatives, the State energy plan (comments were sent in-). Wind siting ideas are blowing around. DEHCD was going to look at designation process again however has put this on the back burner. Very little information available about budgets as the State tries to figure out what flood recovery will cost. There is a projected defect of \$75 million.

Awards committee - J. Donovan discussed starting the awards application process in April & have deadline in June, in order to have opportunity for EC to nominate in event we don't have a nominee for a certain category.

Task Force List

D. Rugh stated that we should conduct outreach to committee members to make sure they are willing participants. The EC discussed the existing committees and felt there should be a comprehensive update. The topic will be put on the December agenda and the registration form will be sent out by VLCT with standing committees. S. Hadd will request Jessica Hill to send out the EC the membership renewal form to review.

12. Adjournment: Meeting adjourned around approximately 12:15 PM

DRAFT



c/o VLCT
89 Main Street, Suite 4
Montpelier, VT 05602
802.229.9111
www.vermontplanners.org

Officers

Sarah Hadd
President
802-264-5602
shadd@colchesterot.gov

John Adams, AICP
Vice President
802-264-5032
jadams@shelburnevt.org

Steve Lotspeich, RLA
Treasurer

Chris Sargent, AICP
Secretary

Sharon Murray, AICP
Legislative Liaison
VT & NNECAPA

Jim Donovan, AICP, ASLA
NNECAPA Rep

Dana Farley
Past President

At-Large Members

Jackie Coates

Cathyann Larose, AICP

Polly McMurtry

David W. Rugh, Esq.

Natalie Steen

Ethan Swift

Vermont Planners Association
December 16, 2011
Executive Committee Meeting DRAFT Minutes
VT League of Cities and Towns office
Conference Room A
89 Main St
Montpelier

Executive Committee Members Present: Sarah Hadd, Steve Lotspeich, Sharon Murray, Polly McMurtry, John Adams, , David Rugh, Natalie Steen, Dana Farley, Ethan Swift, Cathyann Larose

Executive Committee Members Absent: Chris Sargent, Jackie Coates, Jim Donovan, ~~Cathyann Larose~~

Others: Faith Ingulsrud, Mike Miller, Peg Elmer

- 1. Call to Order:** President Sarah Hadd called the meeting at 10:16 a.m.
- 2. Announcements/Additions to Agenda:** There were no announcements.
- 3. Minutes of October 14th Meeting:** P. McMurtry moved to approve the November 18th minutes as amended. D. Rugh seconded. All were in favor.
- 4. Treasurer's Report:** S. Lotspeich explained that the accounting for the Fall Workshop in Newport was still not finalized and a report will be available in January. The NNECAPA Conference expenses are all in though and everything has been resolved. Several NNECAPA budget items were highlighted and discussed by the EC. Student registration assistance from NNECAPA amounted to \$1,290. S. Lotspeich explained the payments to Sugarsnap for catering totaled about \$10,000 with NNECAPA—paying \$5000 up-front. There was some confusion regarding to accounting report and the Sugarsnap payments - the bottom line was that \$1600 profit was made from the conference for VPA. The report is to be cleaned up and presented in January. P. McMurtry moved to accept the Treasurers report. J. Adams seconded. All were in favor.
- 5. Business – Spring Workshop:** S. Murray suggested 2 topics for the Spring workshop. 1) Planners Review of Irene or 2) Climate ~~change~~ Change Adaptation. The EC agreed that there is some overlap with the topics and agreed that they were appropriate and have not been addressed.

Formatted: Indent: Left: 0"

The Vermont Planners Association (VPA) is an organization representing citizen and professional planners, landscape architects, housing and economic development specialists, developers, and engineering consultants from throughout the state. VPA is committed to advancing the art and science of planning.

It was mentioned that the Professional Development Committee should get started on this event. The EC thought we should meet in the south ~~because of meetings since the Fall conference was held up~~ in Newport ~~for the Fall conference~~. E. Swift volunteered to look for location in Rutland. The timeframe is April-May and it is anticipated that 50 to 75 people might attend. Killington is a possible alternative location. A lead person is still needed. The Professional Development Committee will discuss and update in January.

Faith Ingulsrud expressed that a professional level update on current Public Participation methods might be a good idea. The Orton Family Foundation is publishing something relevant and might be willing to participate. Perhaps the topic is suitable for a Fall Workshop. It was mentioned that the flood meetings in Waterbury have seen good participation.

6. Business – Vermont Land Use Education Collaborative Update: Mike Miller & Faith Ingulsrud explained that the VLUEC is still in flux since the departure of Chip Sawyer from UVM. Catherine Dimitruck volunteered some staff to work on web related tasks. UVM is looking to exit by ~~the end of the~~ fiscal year, and it is now time to look at the details of the transfer and the update. VPIC is 10 years old and a substantive and technical review should happen. VAPDA has agreed to cover the costs although it is unclear what their involvement will be. It was expressed that the VPA needs to get the VPIC databases back in State government. Faith Ingulsrud brought up the idea of a subcommittee on electronic vs paper regarding required municipal communication. D. Rugh brought up S.166 (~~Sen.~~ Brock's Bill) and opportunity to expand to include some issues. D. Rugh was volunteered to e-mail the Legislative Committee on thoughts and highlight opportunities where the Committee could weigh in on the bill. VLUEC certification was discussed briefly.

The question was asked: Where is our State data ~~center~~? Faith Ingulsrud explained that no department has taken ~~the~~ initiative ~~& and~~ that the Governor needs to appoint someone. The EC agreed that the VPA should articulate what is needed and why. This topic will be a continuing agenda item.

7. Business – VPA Display Board Update: N. ~~Stein-Steen~~ explained that she is waiting for higher resolution photos from Lee Krohn and asked about having everyone send one photo. D. Farley announced the text is done & should drive the content of the photos. N. ~~Stein-Steen~~ agreed to e-mail the EC with details regarding content & photo resolution needed.

8. Business – APA Webinar Purchase Info: S. Murray brought up the ~~APA~~ Law review happening in June and presented different packages that are available. One package with the Ethics & Law components is \$1000. P. Elmer talked about ~~the Law school VLS~~ hosting the Law review & mentioned that the Ethics one probably does not expire. VLCT is willing to manage a lend/loan program with the CDs. June 27th is the law review - P. McMurtry moved & D. Rugh seconded to spend \$270 for the law review webinar. All were in favor. P. Elmer and S. Murray will work together to purchase it.

9. Business – Financial Transaction Policy: A draft financial protocol policy was distributed. The EC thought S. Hadd & S. Lotspeich did a good job drafting the policy. Several changes were proposed regarding the EC's responsibilities, accounts payable & who can sign checks. VLCT is working with towns on these policies. It was also mentioned that VLCT has space to host VPA property. (All the VPA wine glasses have been distributed!) Steve & Sarah will revise the policy according to the EC's discussion.

10. Business – VPA Listserv Changes: J. Adams informed the EC that Dan Baker at UVM would be the faculty signatory for the listserv in place of Chip Sawyer.

11. Business – VPA Twitter: J. Adams proposed that VPA start a Twitter account. A primary reason for the account would be to follow politicians and the media and promote good planning in Vermont. J. Adams volunteered to maintain the account. P. McMurtry moved to have J. Adams create and manage a twitter account. S. Lotspeich seconded. All were in favor.

12. Business – Working Access & Land Use Working group -NNECAPA grant
P. Elmer updated the EC and highlighted work that included example language for encouraging entrepreneurial businesses in bylaws. Composting has become topic on its own. The project is 3/4 complete and a student at ~~the Law school~~ VLS working on it will do some outreach. It was mentioned that the Maine Ag Agency puts out opinions re: ~~aap~~ AAP type issues and it would be interesting to have Vermont do something similar.

13. Business – Request from City of Burlington / FBC Educational Outreach
The City of Burlington is looking for sponsors to fund a speaker coming to Burlington to present on Form Based Codes. The city is looking for \$5000. F. Ingulsrud suggested that VTRANS might have money for these types of things. EC felt it needed additional detail about the event. There was concern that it might not benefit the membership as a whole.

14. Business – Executive Committee Survey Results re: VPA Meetings S. Hadd presented findings of the survey distributed to the EC asking about meeting preferences. Friday mornings worked well for everyone. The preference for locations was: 1) Burlington 2) Montpelier 3) Middlebury/Rutland. S. Hadd suggested a Skype trial in Colchester. Rotating meeting locations might work. It was mentioned that the time & location in the body of the e-mail, so membership can see without opening docs. We will see how Skype in January goes. Holding meetings in Montpelier during the legislative session should be a priority.

15. Committee/Liaison Reports S. Murray is looking for EC endorsement on the Flood Hazard Area Statutes Project that was distributed. D Rugh moved to endorse the Vermont Flood Hazard Area Statute report and to have it distributed to interested parties with edits. P. McMurtry seconded and all were in favor. S. Lotspeich highlighted that Waterbury adopted the state model with some modifications and they have found that model is difficult to work with for none substantial damage situations and would like to see state changes. Mike Miller, mentioned that this issue has been brought up &-and the state has not addressed the issue. Details of the law were briefly discussed.

Few other planning related bills have been introduced. The State energy plan came out yesterday. S. Murray was asked about local exclusion areas re: composting. S. Murray maintained that local review of facilities should exist. Working Lands designation work is being drafted ~~drafted~~ by B. Shupe & and S. Murray is drafting legislation re: a state planning office. S. Murray advocated for some kind of municipal involvement in the working lands designation process. An update should be sent out in about a week. P. McMurtry moved to appoint S. Murray as VPA rep to Farm to Plate / Working Landscape Committee. S. Lotspeich seconded and all were in favor.

12. Adjournment: Meeting adjourned at approximately 12:30 PM

DRAFT