

All Wards Neighborhood Planning Assembly (NPA):

Draft Minutes

Monday, April 29th, 2024

7-8:45pm

Location: CVOEO, 255 South Champlain St.



Facilitator: Chris Haessly

Note Taker: Jessica Hyman

Steering Committee Members in Attendance: 13 total

Ward 1: n/a

Ward 2: Lauren Ebersol, Erika Faulkner, Jessica Hyman, Mollie Klepack Flanigan

Ward 3: Jessy Robbins, Chris Haessly, Amy Prenowitz

Ward 4: Hank Prensky

Ward 5: n/a

Ward 6: Dale Azaria, Nancy Harkins

Ward 7: Vicki Garrison

Ward 8: Ryan Nick, Tom Carroll

Members of the Public in Attendance: Charlie Giannoni, Lea Terhune, Brian Pine (CEDO), Chanel Bastion (CEDO), Fosca Bechthold (CEDO), Sarah Hernandez-Timm (BPD)

Link to Watch Meeting Recording: Upcoming

7:15pm **Welcome: Introductions, Announcements & Public Forum | 10 min**

- Adopt the agenda
- Introductions
- Announcements & Public Forum

7:25pm **Overview of NPA Funds & Purchase Process | 20 min**

- Presentation by *Chanel Bastion, Grant & Finance Coordinator, CEDO* & Questions
 - Note: No pre-paying, all funds must be used in current fiscal year (July 1-June 30)

- Direct payment preferred (vs. reimbursement) – need invoice from vendor 3 weeks in advance
- For reimbursement - checks can be picked up at City Hall
- NPAs can request reports at any time – will show only expenses that are fully processed
- Requests of more than \$1,000 in good or \$2,500 in services must come with at least 3 quotes and a reasoning for selection
- General deadline: All expenses by May 31 – and submit in a timely manner throughout the year
- New form format: Fillable PDF and may be submitted electronically
- W-9s needed for vendors or businesses that the City hasn't used before, and anyone using the funds for income
- Unspent funds revert to general fund
- Q: Can funds be donated to a non-profit? A: No
- Q: Would hiring a research consultant be an allowable expense? A: Yes
- Q: What is the process for approving reimbursements? A: Expenses are approved at the NPA level, then checked by Fosca for eligibility and approved
- Q: What about sales tax? A: City doesn't want to pay it, use sales exempt form
- Q: Will the NPAs receive the same amount in next fiscal year A: Ideally yes, but will not know until FY25 budget is approved

7:50pm

Overview of Open Meeting Law: Agendas, Minutes, and Attendance | 10 min

- *Presentation by Fosca Bechthold, NPA Public Engagement Specialist, CEDO & Questions*
 - Send meeting minutes to Fosca by Friday morning after any meeting
 - Minutes must be posted within 5 calendar days
 - Include attendance (send photo or scan attendance sheets) – Fosca can pull Zoom attendance
 - Q: Do facilitator and note taker need to be included on the agenda? A: Not required, but helpful

- Q: We have sign-in sheets and ask for Ward, name, address, etc. Sometimes sheets are not legible, does it matter? A: It's OK to send photos of sheets, even if it wasn't legible
- [2019 VT Secretary of State Guide to Open Meetings](#)

8:00pm Discussion: NPA Communication & Record-Keeping Methods | 10 min

- Share ideas and feedback about communication methods used & how important documents are shared (i.e. google groups, shared google drive, etc.)
- Sharing what methods each NPA uses to keep records & what systems would be helpful to have in place
 - Ward 1: n/a
 - Ward 2/3: Shared Google Drive, Google Groups, include agendas, running notes, templates, ordered by year, digital records of sign-in lists/emails, Facebook/Instagram, website, yard signs
 - Ward 4/7: Paper records, plus Google Drive, sign-in sheets, Facebook Page, meals, timekeeper; 1st Weds set agenda, NPA 4th Weds, plus special meetings for bylaws, etc.; website, yard signs
 - Ward 5: n/a
 - Ward 6: Very few records, agenda and meeting summary by monthly email newsletter and on FPF, just started taking attendance; include what is NPA on agenda/meeting summary posts
 - Ward 8: Very little
 - **Ideas:**
 - Heat map to see where activity/participation is coming from
 - Need more outreach about meeting summary with link to video recording as a way to increase awareness/engagement

8:15pm Discussion: Outreach & Engagement Methods | 20 min

- Meeting with Trusted Community Voices (TCVs) Report-Out, *Jessica Hyman (Ward 2 SC)*
 - Main comment from TCVs: What problems do you solve? Need to see direct solutions?
 - How are SC members being recruited? Is there a stipend?

- Outreach to community via local grocery stores
- Welcome packets to new arrivals; civic education for new arrivals
- Focus on what can be done now - what needs to be done before inviting people into the room; actively include equity component to SC meetings to show an ongoing commitment and foster a space to be inclusive; caution against diversity for the sake of diversity
- “NPA has an opportunity to create something greater than ourselves.... We’re not giving anything up, we’re creating a better community.” (See Ward 4/7 bylaws)
- Bubbling up: What is the purpose of the NPAs? Need to answer that before we figure out how we do outreach and what data we need to collect; BIG Q re role of NPAs: What do we do that City Council doesn’t?
- Proposal from Fosca: City-wide NPA outreach event in June or July
 - This would be an opportunity to connect with communities who aren’t already part of the NPAs in a space that’s comfortable to them

8:35pm Time for Any Additional or Remaining Topics | 10 min

- Connect with new Burlington residents by including an NPA outreach insert with voter registration
 - Would require content approval (and maybe funds for printing)
 - Remember that not everyone can/will register to vote
 - **Lauren, Erika, Chris, Amy to form committee**
- All Wards Meeting Frequency: Chris & Erika proposed every 3rd Wednesday of the month as a standing All Wards meeting and initially meeting once a month
- Where will NPA docs live?
 - Shared google drive (& sending them out via email to SC members)

8:45pm Adjourn

- Next Meeting: Wednesday, May 15th 2024