



## Ward 3 Neighborhood Planning Assembly

Wednesday, May 7, 2025, 6:00pm – 9:00pm

Join in person: City Hall, Sharon Bushor Conference Room, 149 Church St.

Join virtually: <https://zoom.us/j/98644635243>

**Facilitator:** Christopher Haessly

**Notetaker:** Michelle Borbas

**6:00 pm**      **Community Dinner | 30 min**

*A free community dinner provided by our friends at American Flatbread.*

**6:30 pm**      **Call to Order | 5 min**

*Review purpose of the NPA and meeting ground rules.*

**6:35 pm**      **Public Forum | 10 min**

*An opportunity to share opinions, news, and events.*

**6:45 pm**      **Bylaw Amendments | 15 min**

*A discussion and vote on proposed amendments to the bylaws.*

**7:00 pm**      **Public Safety Discussion | 60 min**

*A question and answer session with Burlington Police Chief Shawn Burke.*

**8:00 pm**      **Overdose Prevention Center Discussion | 60 min**

*A discussion and vote on a resolution related to the location of the proposed overdose prevention center.*

**9:00 pm**      **Adjourn**

*Our next meeting is Wednesday, June 4.*

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Use the QR code to go to any of these links: [Email us](#) • Go to [our website](#) • Watch meeting recordings on [CCTV's website](#) • Connect with us on [Facebook](#) or [Instagram](#) • Request a time slot with the [NPA Request Form](#) • Links from this agenda



**CITY OF BURLINGTON, VERMONT**  
**WARD 3 NEIGHBORHOOD PLANNING ASSEMBLY**

*Adopted March 10, 2022*

**PREAMBLE**

Neighborhood Planning Assemblies (NPAs) are grassroots, neighborhood organizations that were established in 1982 in each of Burlington's Wards to encourage resident participation in City government. Working as neighborhood advocacy groups, NPAs improve communication between the residents of Burlington and City government through regular meetings scheduled in each Ward. NPAs serve as organized, democratic forums where neighbors can learn about public issues that affect them, advise the City of their concerns and needs, and make policy, development, housing, planning, and funding recommendations. From stop signs to major development projects, the NPAs offer an inclusive and innovative way to get involved in neighborhood and City issues and make your opinions heard.

**Resolutions**

NPAs are able to influence public policy in several ways. One of the most effective ways they can express their sentiments and concerns is in the form of a resolution. These resolutions are distributed to the Mayor, City Councilors, and appropriate City Departments, ensuring that elected officials and Department Heads know how their constituents feel about issues while projects are formulated and final decisions are made. It is customary for NPAs to share their resolutions with one another so that everyone is kept informed about prevalent opinions on issues or projects of public concern.

**Community Development Block Grants**

In addition to their advisory role, NPAs are also involved in decisions regarding community development and participate directly in the allocation of Federal Community Development Block Grant (CDBG) funds by electing representatives to sit on the CDBG advisory board. CDBG funds are used to support many critical human service, housing, neighborhood, and community development needs in Burlington. NPAs are also called upon to elect representatives to serve on various advisory groups and task forces in the City, particularly those related to future infrastructure projects. Such involvement is important because it assures that residents, representing the opinions of their Ward, are participating in public policy decisions.

**Community Engagement**

Many NPAs serve an educational function as well by sponsoring candidate debates or presentations on current issues and, at certain times, may meet together to address issues that affect larger areas of the City. Community dinners, online postings, video streaming of meetings, and block parties have been additional ways some NPAs have helped foster involvement and a feeling of community in their neighborhood. Each of Burlington's neighborhoods has its own unique history, resources, and problems to be solved, and the Neighborhood Planning Assemblies reflect this diversity. Each NPA has a different character and a different approach to resolving issues. What the NPAs share, however, is the power and resources of their members and the ability to involve people in the process of City government. The more active and committed the members are, the more powerful your NPA will become.

**NAME:** The name of this organization shall be the Ward 3 Neighborhood Planning Assembly, hereafter referred to as the NPA.

**AREA:** Ward 3 consists of downtown Burlington, the King-Maple neighborhood, and a portion of the Old North End. Its northern border extends east along North Street to North Union Street and then extends south along North Union Street to Loomis Street. The border then extends east along Loomis Street to

North Willard Street and then extends south along North Willard Street to Pearl Street. The border then extends west along Pearl Street to South Winooski Avenue where it extends south to King Street. The border then extends west along King Street to Pine Street and then extends south along Pine Street and then extends west to waterfront from a point on Pine Street just north of Kilburn Street.

### **GUIDING PRINCIPLES:**

The Guiding Principles of the NPA are to:

- Operate through democratic principles and democratic procedures;
- Provide a safe and welcoming forum where residents can actively share their voices about issues that matter to them, and where they can learn from the voices of others;
- Cultivate involvement by a diverse spectrum of community members through active outreach and through eliminating barriers to participation;
- Operated in a manner that models respectful, inclusive, culturally, and economically aware practices; and
- Be a fun, creative, and vital organization that provides value and benefit through the multitude of perspectives shared by those who participate.

With these goals and principles in mind, and in accordance with the City Council resolution establishing the Neighborhood Planning Assemblies, we, the residents of Ward 3, hereby adopt the following structure and by-laws.

### **ARTICLE I: MEMBERSHIP**

All Ward 3 residents who are ~~seventeen (17)~~ fourteen (14) years or older have a voting membership in our Neighborhood Planning Assembly (NPA). To facilitate participation at NPA meetings, meeting places (physical and online) must be accessible to all.

### **PARTICIPATION**

At every meeting, the Steering Committee shall provide a sign-in sheet on which all attendees will be asked to provide their name and address. Attendance for virtual meetings will be collected through the participant list. Attendance lists will be included in the meeting notes. Whenever practicable, the meeting agenda shall also include time for attendees to introduce themselves to the NPA.

Every eligible member may:

- Participate in meetings of the NPA;
- Suggest topics and discussion items to be added to the monthly agendas;
- Cast one vote on all matters properly put before the membership for consideration;
- Nominate members and participate in the election of the Steering Committee;
- Serve on the Steering Committee if elected; and
- Access minutes and recordings of all meetings.

### **PARTICIPATION BY NON-MEMBERS**

Non-members may attend and participate in the NPA but must respect its ground rules and may not participate in any vote.

## **ARTICLE II: MEETINGS**

Meetings of the NPA will be held at regular intervals. The NPA Steering Committee may decide to add meetings in addition to its monthly meeting or may cancel a meeting by a simple majority vote under quorum.

### **NOTIFICATION**

Steering Committee will warn NPA meeting dates, times, locations, and agendas at least six (6) days before the meetings, and final agendas at least two (2) days before the meetings, including sending to CEDO for inclusion on the city website. Notification of meetings shall be done by the Steering Committee through the NPA's website, Front Porch Forum, and/or other social media. Additional notices and advertising intended to increase meeting attendance may also be used.

### **QUORUM**

No action may be voted on unless there is at least a quorum of the steering committee members present.

### **AGENDA**

The Steering Committee will set the agenda of all meetings. The agenda will be included with the meeting warnings. Meetings shall have at least five (5) minutes scheduled for open forum. Steering Committee members will take suggestions for future agenda items at some point during all meetings. Agendas for all NPA meetings will be properly posted by the Community and Economic Development Office publicly in City Hall and/or on the city website. Items may be added to the agenda of a regular meeting by a majority vote of the members present, provided a quorum has been established.

### **CONDUCT OF MEETINGS**

Meetings will be convened, adjourned, and facilitated by the Moderator. Members shall abide by the following ground rules:

1. Meetings should have clearly defined Agenda & Roles.
2. Honor Time limits: A best effort must be made to start on time, follow the agenda, and finish on time.
3. Wait to be recognized: Participants should refrain from speaking until recognized by the moderator.
- ~~3~~.4. Listen to others: Make efforts to be an open-minded member of the group.
- ~~4~~.5. Respect the agenda and the process: Try to remain focused on the issue at hand.
- ~~5~~.6. Share your opinion respectfully: Speak out, but not over, others' comments.
- ~~6~~.7. Treat people how you would like to be treated: Be respectful of everyone, including guests.

### **VOTING**

All decisions of the NPA shall be decided by a simple majority of the quorum members present at a meeting.

### **ARTICLE III: STEERING COMMITTEE MEMBERS**

The NPA will elect no fewer than three (3) and no more than six (6) Steering Committee members to serve at any one time.

#### **TERMS:**

Steering Committee members serve one-year terms beginning September 1 and ending August 31 of the next year. ~~Positions filled at other times of the year will be up for renewal at the regularly scheduled September NPA meeting. After a Steering Committee member serves for four (4) consecutive one-year terms, they must step down from the Steering Committee for at least one full year before becoming eligible to serve on the Steering Committee again, except as set forth in Article III with respect to filling vacancies.~~

#### **QUORUM:**

A majority of the members of the NPA Steering Committee shall constitute a quorum for any meeting of the Steering Committee.

#### **VACANCIES:**

If any member of the Steering Committee resigns or is removed before their term has expired, the remaining members of the Steering Committee may appoint a person to fill the vacancy until an election can be held at the next regular meeting of the NPA.

#### **ATTENDANCE:**

Steering Committee members are expected to attend all regularly scheduled NPA meetings and meetings of the Steering Committee. If any Steering Member is unable to attend either meeting they have a responsibility to inform the Steering Committee. If a Steering Committee member misses three consecutive Steering Committee or NPA meetings without providing notice to the Steering Committee, the member is to be considered removed from the Steering Committee. The member may stand for election at a future NPA meeting.

#### **REMOVAL:**

A member of the Steering Committee may be removed for any reason by a vote of those members present at a meeting of the NPA, provided that the issue of removal of that member from the Steering Committee was listed on the meeting's properly warned agenda.

#### **VOTING:**

All decisions of the Steering Committee shall be decided by a simple majority of members present at the meeting.

#### **DUTIES OF THE STEERING COMMITTEE:**

The Steering Committee shall be responsible for the general management of the affairs of the NPA in accordance with these by-laws, including carrying out the following duties:

- **Meeting Management:** Arranging, advertising, convening, coordinating, and facilitating regular and special meetings of the NPA, including the setting of the meeting agendas, the booking of meeting space, and the scheduling of meeting guests and speakers.
- **Neighborhood Outreach & Inclusion:** Sharing of information, meeting schedules and NPA activities with NPA members, Ward residents, and the general public; ensuring that the

meetings and related information are accessible and that all members of the community are welcome.

- **Community and Municipal Monitoring:** Paying regular attention to community developments and City policy, including municipal departments and commissions, public meetings, etc. for the purpose of identifying issues relevant to the neighborhood and soliciting speakers to present at the NPA.
- **Proper Recording:** Taking of meeting minutes, recording of all Votes and Resolutions, proper distribution of all Resolutions, and coordination with the Community and Economic Development Office on recording of meeting minutes and Channel 17 Town Meeting Television on the recording of meeting video.
- **Funding Allocation:** Allocation of funding awarded to the NPAs from the city shall be overseen by the Steering Committee and shall be used for the following purposes consistent with the resolution establishing the NPAs:
  1. To facilitate open and accessible meetings for city residents residing in the ward;
  2. To provide ward residents with information concerning city programs and activities;
  3. To determine the perspective of ward residents with respect to city needs;
  4. To provide residents with an opportunity to make recommendations relating to government decisions;
  5. To provide advice to City Commissions or the City Council relating to community development, housing programs, the City's Comprehensive Development Plan, waterfront planning activities, and the city budget;

Funds shall be used only for expenses to carry out the above goals and may not be used to directly benefit an individual, family, or group.

- **Budget Management:** Tracking and reporting on all Ward income and expenses.

#### **KEY POSITIONS WITHIN THE STEERING COMMITTEE:**

Members of the Steering Committee shall appoint from among themselves at least one person to each of the following positions: Moderator, Neighborhood Liaison, Engagement Coordinator, and Representative to All Wards. Any member of the Steering Committee may be appointed to any one of these positions, except that a current member of the Burlington City Council may not be appointed as Moderator. These appointments can rotate between meetings.

#### **DUTIES**

- **Moderator:** Facilitate most regular and special meetings of the NPA. To serve as a Moderator, the Steering Committee member should have some formal training or other relevant experience in being a moderator.
- **Neighborhood Liaison:** Receive and review agendas of the City Council, Commissions, and Boards. Attend meetings of these municipal bodies, as necessary. Keep NPA members and Steering Committee members informed on municipal issues and actions affecting the Ward. Keep the Community and Economic Development Office and other City departments informed about projects, decisions, and concerns of the NPA.
- **Appoint a Representative to All Wards:** As needed, regularly attend meetings with the steering committee members from all other wards ("All Wards"); stay informed of all issues taken up by

All Wards. Keep NPA members and Steering Committee members informed of actions and decisions of All Wards. Vote on behalf of the NPA, representing the NPA's interests and the Ward's interests before All Wards.

- **Engagement Coordinator:** Advertise regular meetings to the community. Ensure technology is available to stream regular meetings, and monitor any video stream for questions from the public.
- **Record Keeper:** Take minutes of regular meetings and meetings of the Steering Committee.

#### **ARTICLE IV: MISCELLANEOUS PROVISIONS**

##### **AMENDMENTS TO THE BYLAWS**

The NPA may make amendments to the Bylaws. An amendment may be made to the bylaws at a meeting if the change is listed in the meeting agenda and approved by a two-thirds (2/3) majority vote of the NPA.

##### **NON-DISCRIMINATION**

In accordance with the guiding principles of these NPA Bylaws, the NPA will promote and work to sustain an inclusive participatory environment that does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age, disability, or socioeconomic status.

##### **COMPLIANCE WITH PUBLIC MEETING REQUIREMENTS**

The NPA must act in compliance with all public meeting requirements. See the City Attorney's Office for a listing of these requirements.

##### **CONFLICT OF INTEREST**

Members of the Steering Committee have a responsibility to their NPA to fairly review and vote on matters directly affecting their Ward without prejudice or bias. If a Steering Committee member believes that a conflict of interest could exist with any agenda or voting item, that Steering Committee member should take the responsibility to disclose this conflict, and address the issue with the NPA. If upon disclosure, the quorum wants to include this member in the discussion and/or voting process, then the NPA has concluded that no conflict of interest exists. Failure of a member to disclose a potential conflict of interest could result in a null/void vote or cause the need for further discussion or re-vote on a particular issue affected.

**Resolution Relating to**

**RESOLUTION \_\_\_\_\_**

THE LOCATION OF THE PROPOSED  
OVERDOSE PREVENTION CENTER

Sponsor(s): \_\_\_\_\_

Date: \_\_\_\_\_

**WARD 3 NEIGHBORHOOD PLANNING ASSEMBLY**

In the year Two-Thousand Twenty-Five.....

Resolved by the Ward 3 Neighborhood Planning Assembly, as follows:

1 That WHEREAS, there are a number of individuals currently living within the City of Burlington who  
2 are struggling with an untreated substance use disorder; and

3 WHEREAS, a number of service providers for individuals struggling with substance use disorder  
4 are located in or within close proximity to downtown Burlington; and

5 WHEREAS, there exists a syringe distribution program located near the Church Street  
6 Marketplace which provides free syringes to individuals struggling with substance use disorder; and

7 WHEREAS, the accumulation of syringe litter has created a public health and safety issue that  
8 has been identified as a major problem for city residents and business alike; and

9 WHEREAS, downtown residents and businesses have been adversely impacted by the behaviors  
10 of individuals struggling with substance use disorder; and

11 WHEREAS, the public use and consumption of illegal drugs and narcotics has contributed to  
12 negative perceptions about downtown Burlington; and

13 WHEREAS, an Overdose Prevention Center may help to reduce the public use and consumption  
14 of illegal drugs and narcotics and the accumulation of syringe litter; and

15 WHEREAS, an Overdose Prevention Center may help to prevent overdose deaths and provide a  
16 safe space for individuals to seek treatment and receive medical care; and

17 WHEREAS, Substance Use Disorder is a medical condition that requires medical treatment; and

18 WHEREAS, the delivery of medical treatment is best achieved at a designated medical facility;

19 NOW, THEREFORE, BE IT RESOLVED that the Ward 3 Neighborhood Planning Assembly  
20 hereby supports the establishment of an overdose prevention center; and

21 BE IT FURTHER RESOLVED that the Ward 3 Neighborhood Planning Assembly believes that  
22 the best location for the proposed overdose prevention center is on the campus of the UVM Medical  
23 Center; and

**Resolution Related to** THE LOCATION OF THE PROPOSED OVERDOSE PREVENTION CENTER

24 BE IT FURTHER RESOLVED that the Ward 3 Neighborhood Planning Assembly vigorously  
25 opposes the establishment of an overdose prevention center within the downtown core or the Central  
26 Business District; and

27 BE IT FURTHER RESOLVED that the Ward 3 Neighborhood Planning Assembly calls upon the  
28 City Council to establish a local ordinance that prohibits the public use and consumption of illegal drugs  
29 and narcotics; and

30 BE IT FURTHER RESOLVED that the Ward 3 Neighborhood Planning Assembly calls upon the  
31 State Legislature to increase the number of treatment beds available for individuals who wish to receive  
32 treatment for substance use disorder but are unable to do so due to the lack of resources; and

33 FINALLY, BE IT RESOLVED that the Ward 3 Neighborhood Planning Assembly calls upon the  
34 State Legislature to establish a compulsory program for compassionate custodial care for individuals  
35 engaged in the public use and consumption of illegal drugs and narcotics.