



All Wards NPA Meeting Agenda

Thursday April 30th 2026

6:15pm-8:15pm

Join in person: CCTV Studio 294 North Winooski Avenue, 2nd Floor

Join virtually: <https://zoom.us/j/97343700899>

Facilitator: Lauren Ebersol

Notetaker: Barbara Turnbull

6:15 Introductions | 5 min

6:20 [NPA Resolution](#) Implementation, Part 2 | 20 min

- Set a deadline for NPAs to submit their annual priorities
- Present draft process for the City's side of the resolution
- Focus on consensus of how NPAs will submit priorities - joint doc?

6:40 Budgeting for the rest of the fiscal year | 40 min (general process overview 15 min; use of remaining funds 25 min)

- Request for funds (\$75-\$100 from each ward) to update the NPA zine
- Budgeting for summer events
- Unspent \$\$ is sent back to City general fund
- How to submit (Barbara)
- Our budgets of \$3,000: How are we each using the funds?

7:20 Potential summer projects | 40 min

- Citywide candidate forum for 8/11 primary (in June or July)
- Citywide panel on civic engagement in Burlington
- NPA history teach-in
- All Wards social event (e.g. potluck, BBQ, picnic)
- Individual ward projects (e.g. porch concerts, neighborhood walking tour, block parties)
- Outreach: Expanding our meeting to nearby neighbors
 - Language access to meetings / Trusted Community Voices

8:00 Open Discussion/Questions | 15 min

- How many NPAs have adopted Apartheid Free pledge?
- The topics NPA's chose to ask City Councilors for input

8:15 Next Steps/Adjourn

NEEDS & PRIORITIES

SUMMARY of '83 CDBG WPA₂

SUMMARY

<u>NEEDS & PRIORITIES</u>	<u>RANKING</u>	<u>POINTS</u>
Housing	1	537
Streets, Curbs, Etc.	2	250
Economic Development	3	232
Youth	4	229
Waterfront	5	186
Community Center	6	173
Crime Prevention	7	144
City Services (incl. Underpass)	8	124
Bike Path	9	118
Beautification	10	115
Transportation, incl. mass transit	11	110
Environmental Quality	12	108
Community Services	13	94
Enforcement	14	88
Day Care	15	86
Business Revitalization	16	68
Sense of Community	16	63
Emergency Services	16	60
Sewers	17	51
Safety	17	48
Police Sub-Station	17	45
Coop (Laundromat) (Food)	17	42
Elderly	17	41
Handicapped Access	17	41
Barge Canal	18	39
Public Accessibility	18	36
Traffic Control	18	35
Little League Field Restoration	18	36
Battery Park (South Park)	18	33
UVM	18	33
Recreation	18	32
After-School Programs	18	32
Neighborhood Health	18	31
Police Enforcement	19	29
Grocery Store	19	28

Strengthening the Relationship between the City Administration, City Council, and Neighborhood Planning Assemblies (11/3/25): Proposed City Procedures

March 2026

BE IT FURTHER RESOLVED that CEDO or other City office charged with supporting the NPAs shall:

- **Develop a standardized process in collaboration with the NPAs by which each NPA can communicate a list of annual priorities to the City Council and City Administration.**

NPA Annual Priorities - process & timeline:
Feb-March: NPAs discuss and vote on their top priorities for the upcoming FY. Survey sent to all Ward residents via postcard to ensure broad outreach & resident input.
April-May: NPAs meet as All Wards to compile each ward’s priorities into a formal communication to send to City Council. Individual NPAs follow up with their ward & district councilors as needed.
By June 1: NPA Priorities document delivered to City Council via email and placed on the agenda for a regular Council meeting prior to the beginning of the new FY.

- **Consult with other relevant city staff to develop easily understood materials that outline the legal requirements of the NPAs.**
- **Consult with other relevant city staff to review and update these materials as needed but no less than every three calendar years.**

<p>In fall ‘25/winter ‘26, the NPA Public Engagement Specialist worked with NPA Steering Committees and the City Attorney’s Office to overhaul the NPA Steering Committee Handbook. This document covers the legal requirements and logistical considerations for NPA operations and can serve as a basis for continued professional/organizational development in the NPAs.</p> <p>At the beginning of each FY (<i>in addition to regular + ongoing updates</i>), the NPA Public Engagement Specialist will review and update additional NPA documentation as follows:</p>
<p>Website updates:</p> <ul style="list-style-type: none"> • Check that posted documents are up-to-date with revisions to Open Meeting Law • Ensure that posted meeting information, lists of Steering Committee members, & contact info is up to date
<p>Documents to review for updates:</p> <ul style="list-style-type: none"> • Steering Committee Handbook (reviewed and approved by City Attorney) <ul style="list-style-type: none"> ○ Vermont Open Meeting Law ○ Federal & State accessibility requirements ○ Federal & State nondiscrimination requirements ○ Purchasing guidance per Burlington City Attorney • NPA Request for Payment form

Documents to archive:

- Agendas from previous year
- Minutes from previous year
- Finance docs from previous year (invoices, receipts, POs, JEs, Request for Payment forms, budget spreadsheet)
- Annual Priorities communication to City Council from previous year
- Training materials from previous year

- *Collaborate with NPAs and other relevant city staff to ensure NPAs understand the legal requirements of the NPAs.*

In addition to providing reference materials that cover the NPAs' legal responsibilities with regards to **Vermont Open Meeting Law** and **meeting accessibility and nondiscrimination**, the NPA Public Engagement Specialist will offer:

- New SC Member orientation sessions
- Annual All Wards refresher training/Q&A on Open Meeting Law with the City Attorney's office
- 1:1 consultations with SC members

- *Include a representative, chosen by the NPAs to serve on hiring committees for staff roles predominantly focused on supporting and liaising with the NPAs.*

Procedure for selecting an NPA representative for relevant hiring committees:

The Department of Finance and Administration (DFA) should notify the NPA Steering Committees, via the All Wards email list, about any upcoming hiring process for the NPA Public Engagement Specialist as soon as possible.

Upon notification of the hiring process, each Steering Committee may identify 1-2 members from each ward who are interested in serving on the hiring committee. Then, a designee of All Wards should compile a list of all interested Steering Committee members and randomly select one name.

The NPA representative's contact information should be shared with DFA and HR as soon as possible. This representative should be included in each step of the hiring process and considered a full member of the hiring committee, to the extent that is permissible by City and AFSCME hiring policies.

DATE: XX/YY/ZZZZ

TO: Burlington City Council

FROM: Neighborhood Planning Assemblies – All Wards

SUBJ: Formal Communication of NPA Annual Priorities for 2026

On behalf of our neighbors in Burlington’s eight Wards, and following the unanimous approval of the November 3, 2025 Council Resolution (“Strengthening the relationship between the City Administration, City Council, and Neighborhood Planning Assemblies”), we are submitting in writing the NPA annual priorities for 2026 as discussed and adopted by the NPA in each Ward.

WARD 1 NPA

Priority	Requested Follow-Up
1) Development agreements and MOU’s with UVM and UVMMC	That relevant items at the City Council be brought to the NPA before decisions are made
2) Traffic management that could impact pedestrians & cyclists & improving public transit	
3) Tax burden redistribution	
4) Use of parks & development of open space	
5) Activity impacting Ward 1 Infrastructure.	

WARD 2 NPA

Priority	Requested Follow-Up

WARD 3 NPA

Priority	Requested Follow-Up

WARDS 4&7 NPA

Priority	Requested Follow-Up

WARD 5 NPA

Priority	Requested Follow-Up
<p>Taxes Property tax rates - where the burden lies, what to expect as residents</p> <p>Taxation that incentivizes sustainable development and positive change for the community (example: surface parking lots, cannabis shops)</p>	<p>Clarification about purpose of tax burden shifts</p>
<p>Sustainable, affordable community growth Affordable housing, childcare, healthcare: how can we support working families to build resilience at community level?</p> <p>Managing growth as a city: balancing property taxes, make transportation available, house people well. All of this requires a solid plan for growth</p>	<p>Currently in process: PlanBTV 2050 (comprehensive plan) - more transparency on this planning process</p> <p>City Council as more active bridge between people and this process</p>
<p>Addressing demand for housing and transportation More access for diverse transportation needs, creating compelling options for non-car based transit, fair and affordable pricing for SSTA</p> <p>Housing for unhoused people, expansion of voucher program</p>	<p>Deeper engagement on and consideration of these issues</p>

WARD 6 NPA

Priority	Requested Follow-Up

WARD 8 NPA

Priority	Requested Follow-Up

NPA Purchasing

Spring 2026

Use of City Funds



Per the City Attorney's Office, City funds may ONLY be used to "further the purposes of the NPAs," which are:

1. To be open and accessible to all voters of the city residing in the ward;
2. To provide ward residents with information concerning city programs and activities;
3. To help obtain residents' views of city needs;
4. To help 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.

Examples of Eligible Expenses

✓ YES:

- Outreach materials to promote the NPA: *flyers, lawn signs, stickers, newspaper/FPF ads, translations*
- Meeting supports: *snacks & drinks, office supplies, interpretation services, child care services*
- Equipment and facilities: *space rental fees, A/V equipment*
- Community projects and events *(detail on next slide)*

✗ NO:

- Charitable contributions, including cash or donations to an individual or family in need
- Alcohol, marijuana, or other controlled substances
- Supplies or services for a different fiscal year
- Expenses that are unrelated to “furthering the purposes of the NPAs”

Funding Projects & Events

New guidance for FY 2026

Community Projects & Events should meet **at least one** of the following goals:

1. Promoting the NPA

- *Ex: Offering participants info about NPA meetings; posting a sign/plaque saying a project was "Created by the Ward __ NPA"*

2. Providing residents with information about City programs/activities

- *Ex: Hosting a community picnic with guests from City departments & commissions to share about their work*

3. Gaining input from residents about City needs

- *Ex: Tabling at a park to survey residents about neighborhood issues while handing out ice cream*

*1985 ~ Ward 4 NPA
building garden plots!*



Purchasing Process

Decide as a Ward how to spend the \$3,000 budget

What are the NPA's typical fixed costs?

What goals or projects will you prioritize this year?

What local businesses could you work with?

Purchasing Process

Decide as a Ward how to spend the \$3,000 budget

Request Direct Payment

What are the NPA's typical fixed costs?

What goals or projects will you prioritize this year?

What local businesses could you work with?

To pay a vendor upfront, submit a **Request for Payment Form** for the quoted cost to the NPA Coordinator at least 3 weeks in advance.

Anyone receiving a check must have an IRS W-9 on file with the City.

Purchasing Process

Decide as a Ward how to spend the \$3,000 budget

Request Direct Payment

Request Reimbursement

What are the NPA's typical fixed costs?

What goals or projects will you prioritize this year?

What local businesses could you work with?

To pay a vendor upfront, submit a **Request for Payment Form** for the quoted cost to the NPA Coordinator at least 3 weeks in advance.

To be reimbursed for an NPA expense, submit a **Request for Payment Form & itemized receipt** to the NPA Coordinator. Allow 3 weeks for check to be mailed or request pickup at City Hall.

Anyone receiving a check must have an IRS W-9 on file with the City.

Purchasing Process

Decide as a Ward how to spend the \$3,000 budget

Request Direct Payment

Request Reimbursement

Request Ward Budget Updates

What are the NPA's typical fixed costs?

What goals or projects will you prioritize this year?

What local businesses could you work with?

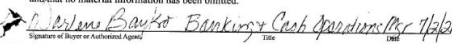
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To be reimbursed for an NPA expense, submit a **Request for Payment Form & itemized receipt** to the NPA Coordinator. Allow 3 weeks for check to be mailed or request pickup at City Hall.

Request an updated budget overview from the NPA Coordinator at any time.

Anyone receiving a check must have an IRS W-9 on file with the City.

Tax Exempt Certificate

Vermont Sales Tax Exemption Certificate for		Form S-3
PURCHASES FOR RESALE AND BY EXEMPT ORGANIZATIONS		
32 V.S.A. § 9701(5); § 9743(1)-(3)		
To be filed with the SELLER , not with the VT Department of Taxes.		
<input type="checkbox"/> Single Purchase - Enter Purchase Price \$ _____		
<input checked="" type="checkbox"/> Multiple Purchase (effective for subsequent purchases.)		
BUYER	Buyer's Name City of Burlington	Federal ID Number 03-6000410
	Trading as Same	
	Address 149 Church Street	
	City Burlington	State VT Zip 05401
	Buyer's Primary Business Municipality	
SELLER	Seller's Name	
	Address	
	City	State Zip
EXEMPTION CLAIMED	Description Description of purchased articles: _____ _____	
	Basis for Exemption <input type="checkbox"/> For resale/wholesale. Vermont Sales & Use Tax Account Number: _____ <input type="checkbox"/> Purchase by 501(c)(3) organization which is religious, educational, or scientific. Vermont Account Number: _____ <input checked="" type="checkbox"/> Direct payment by Federal or Vermont governmental unit <input type="checkbox"/> Purchase by volunteer fire department, ambulance company, rescue squad (Registration is not required.)	
I certify that I have read and complied with the instructions provided with respect to the use of this Exemption Certificate. I further certify that the above statements are true, complete, and correct, and that no material information has been omitted.		
 Signature of Buyer or Authorized Agent Title Date		
This form may be photocopied. Form S-3 Rev. 09/13		

The City will typically NOT reimburse for sales tax.

Please present the City of Burlington sales tax exemption certificate for all NPA purchases. It's in the All Wards Google Drive under "Budgeting & Purchasing Process."



End of Fiscal Year

The City budget operates on a fiscal year from July 1 - June 30. After 6/30, unspent funds are returned to the City's general fund.

Please submit all expenses by **May 31** to ensure payment from the correct year's budget.

If you need to submit expenses in June, please discuss with the NPA Coordinator!



Questions?