



All Wards NPA Meeting: Draft Agenda Packet

Wednesday, January 17th

5:00-7:00pm

Sharon Bushor Conference Room & Online

Join Zoom Meeting: <https://zoom.us/j/95418319804>

Facilitators: Fosca Bechthold, NPA Public Engagement Specialist, CEDO & Scott Rogers, Community Development Manager, CEDO

Meeting Minutes: Fosca Bechthold & Scott Rogers

AGENDA PACKET

- I. NPA Input on Con Plan**
 - i. (see [‘Notice’ document](#) in Civic Clerk posting for meeting)*

- II. Bylaw Work/Expectations & Updates**
 - i. (see [‘Other’ document from Nov. 2023 All Wards Meeting](#) civic clerk posting)*

- III. Overview of VT Open Meeting Laws & Best Practices** page 2

- IV. NPA Expectations of City Council & Admin** page 3

- V. Action Items from Nov. 2023 All Wards Meeting** page 4

VT Open Meeting Law & Best Practices: Presentation

VT Open Meeting Law

Key requirements of the open meeting law include:

- Providing advance public notice of meetings, including agendas.
- Conducting all business and actions in open meetings, unless exceptions apply.
- Allowing public attendance and participation in meetings.
- Keeping and making meeting minutes available to the public.

Meeting Preparation: Organizing an Agenda

Components to include:

- Meeting date, time, & location
- Zoom link to meeting (same zoom link used for each meeting)
- Name(s) of the facilitator & name(s) of the note taker
- Agenda items & associated times they will commence

Suggested Additional Components to include:

- NPA logo
- Steering Committee member names & contact info (at the end of agenda)
- Additional relevant resources

**** Please send CEDO meeting agendas by the Friday morning before your scheduled NPA meeting****

- we will post it to civic clerk at least 48 hours before the scheduled NPA meeting

Meeting Minutes

- One SC member should take meeting minutes at the NPA meetings
- Record any actions and/or votes & their results
- Summarize points made during presentations and/or public forum, etc.
- No need to write verbatim
- Please send CEDO finalized or drafted meeting minutes by the Friday morning directly following your meeting
 - We will post them to civic clerk within the 5 days following the meeting

Summary of CEDO Expectations:

- Please send CEDO meeting agendas by the Friday morning before your scheduled NPA meeting (5-6 days in advance of meeting)
 - We will post it to civic clerk at least 48 hours before the scheduled NPA meeting
- Send CEDO finalized or *drafted meeting minutes* by the Friday morning directly following your meeting (1-2 days after meeting)
 - We will post them to civic clerk within the 5 days following the meeting

Resolution Relating to The Relationship Between City Officials and The NPAs

Resolution Relating to

THE RELATIONSHIP BETWEEN CITY OFFICIALS AND
THE NEIGHBORHOOD PLANNING ASSEMBLIES

CITY OF BURLINGTON

In the year Two Thousand Twenty Four.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the 1982 Resolution “Relating to the Creation of Neighborhood Planning Assemblies” (NPAs) established the NPAs in part to provide a forum for Burlington residents to advise elected and appointed officials on municipal issues, as evidenced by language in that resolution:

“Whereas this council and various city commissions could be much assisted if the views of the general public with respect to the needs of the city could be communicated to it in a regular and orderly fashion...

“Whereas many positive benefits would result from the creation of neighborhood assemblies at which citizens would consider the issues facing government and make recommendations for the consideration of appointed and elected officials charged with the responsibility of implementing city policies...

“Whereas in the judgement of this city council an appropriate and effective means of realizing such goals would be through creation of NPAs in each ward of the city which would meet on a regular basis and provide advice to appointed and elected officials with respect to the issues facing the neighborhoods and the city

“Resolved...the NPAs shall...help provide citizens with an opportunity to participate in making recommendations with respect to government decisions including allocation of revenues. The NPAs shall also be encouraged to provide advice to the appropriate

commission or this council with respect to Community Development, housing programs, the city's Comprehensive Development Plan and its waterfront activities, and the city's budget among other things."; and

WHEREAS there currently exists no process to ensure that elected and appointed officials consult with the NPAs on any issues; and

WHEREAS it is not infrequent that City Council resolutions are made public and voted on before discussion at NPA meetings is possible or solicited;

NOW, THEREFORE BE IT RESOLVED, that the City Council, in consultation with the NPAs, will establish processes and criteria for determining the municipal issues on which NPAs must be consulted for advice and input prior to City Council votes; and

BE IT FURTHER RESOLVED that said advice and input be considered in City Council deliberations and decision-making on those issues; and

BE IT FURTHER RESOLVED that processes and criteria be created by commissions and city departments for the same purpose; and

BE IT FURTHER RESOLVED that these processes and criteria be established by April 1, 2024.

Action Items from November 2023 All Wards Meeting

- Return to All Wards Meeting in the near future.
- Define the relationship between NPA and the City of Burlington.
- Form an NPA bylaws and resolution committee.
- Establish a communication group.
- Align nondiscrimination policies with the City of Burlington.
- CEDO to call Wards 4/7 and Ward 8 NPA meetings.
- Develop a grievance and data collection process.
- Encourage new registered voters to join NPAs.
- Host a mayoral debate.
- Utilize the All Wards Steering Committee Google Group for communication.
- Explore the possibility of hosting community events.