

**Approved Minutes
Vermont Downtown Board
2/27/2023
MS Teams Virtual Meeting**

Members Present (12):

- Josh Hanford (*Chair*), designated by the Secretary of Commerce and Community Development
- Amy Bell, alternate designated by the Secretary of Transportation
- David Allaire, designated by the Vermont League of Cities and Towns
- Charlie Baker, designated by the Vermont Association of Planning and Development Agencies
- Bruce Cheeseman, appointed by the Governor, representing local government
- Billy Coster, designated by the Secretary of Natural Resources
- Cathy Davis, appointed by the Governor, representing the Vermont Association of Chamber Executives
- Michael Desrochers, designated by the Commissioner of Public Safety
- Sabina Haskell, Chair of the Natural Resources Board
- Jaime Lee, appointed by the Governor, representing the Vermont Natural Resources Council and the Preservation Trust of Vermont.
- Michael McDonough, appointed by the governor, representing local government
- Chip Sawyer, designated by the Vermont Planners Association
- Laura Trieschmann, State Historic Preservation Officer

Attending Community Planning and Revitalization (CP+R) Team Members (8): Chris Cochran, Richard Amore, Caitlin Corkins, Alice Dodge, Jacob Hemmerick, Jenni Lavoie, Amy Tomasso, Haley Thomson (DHCD)

Guests: None in attendance.

Josh Hanford brought the meeting to order at 1:01pm via MS Teams virtual conference call.

Additions or Deletions to Board Agenda

There were no additions or deletions to the board agenda.

1. Public Comment Period

Josh Hanford opened the meeting to public comment: there were no comments.

2. Consent Agenda Items:

- January 23, 2023, Draft Meeting Minutes
- Town of Fairlee: Fairlee Village Center Designation Renewal
- Town of Jericho: Jericho Village Center Designation Renewal

Charlie Baker made a motion to approve the consent agenda items, and Dave Allaire seconded. Ayes: Bruce Cheeseman, Cathy Davis, Charlie Baker, Chip Sawyer, Dave Allaire, Jamie Lee, Laura Trieschmann, Michael Desrochers, Michael McDonough, Sabina Haskell, and Josh Hanford. The motion carried.

3. Downtown and Village Center Tax Credits – Bonus Round review and approval

Caitlin Corkins presented a summary of applications for the remainder of FY23 funding for Downtown and Village Center Tax Credits not used during the July 2022 round. Of 18 applications received, 3 were ineligible (one was received after the deadline, and two withdrew their applications and plan to reapply in July). The \$860,000 available would fund six projects receiving the top scores. Projects that were not funded will be encouraged to reapply in the July round. Dave Allaire presented a motion to ratify the scores as presented, and Bruce Cheeseman seconded. Ayes: Bruce Cheeseman, Cathy Davis, Charlie Baker, Chip Sawyer, Dave Allaire, Jamie Lee, Laura Trieschmann, Michael Desrochers, Michael McDonough, Sabina Haskell, and Josh Hanford. The motion carried.

4. Old Business / New Business

State Designation Programs Review and Assessment: Amy Tomasso updated the board on a proposal to review the program. The RFP outlines five components to be included in the recommendations: a stakeholder outreach and engagement plan; a program evaluation including requirements, benefit, and comparative analysis of current programs, both within Vermont and as compared with other states; vision and goals for designation reform; program recommendations tailored to areas of need; and a final report synthesizing program components and making final recommendations, to be presented to DHCD in December. The consultant selection process will happen in March with an anticipated start date of April 1.

Missing Middle Homes Toolkit: Jacob Hemmerick discussed the Missing Middle Homes Toolkit project, for which the contract is currently being finalized. The Toolkit has four components: a design guide for Missing Middle home types, a Missing Middle Builder's Workbook, a targeted community design charette (we expect 5 communities to participate), and toolkit & leadership summits to help community development leaders publicize and use these tools effectively. Chris Cochran added that he would like to thank AARP for an additional \$15,000 contribution of funding towards the project, which will likely support more work around community infill.

March Meeting: Due to the CP&R team being away for the Main Street Now conference at the end of March, we propose rescheduling the March meeting to April 3, 2023, cancelling the April meeting, and rescheduling the May meeting to May 22 due to Memorial Day. Anyone with a conflict should contact Jenni Lavoie.

8. Adjourn

Charlie Baker made a motion to adjourn, and Dave Allaire seconded. The motion passed unanimously. The Downtown Board meeting was adjourned at 1:23 p.m.

Respectfully submitted, Alice Dodge & Jenni Lavoie