

VERMONT LEAGUE OF CITIES AND TOWNS

Executive Committee Meeting

Thursday, May 1, 2025
Hybrid Meeting via Teams and in Person at VLCT Offices

Minutes

Present: South Burlington City Manager Jessie Baker, West Ruland Town Manager Mary Ann Goulette, Montgomery Selectboard Chair Charlie Hancock, VLCT Executive Director Ted Brady, VLCT Director of Operations Jessi Hill.

Mary Ann called the meeting to order at 3:04 p.m.

Mary Ann asked if there were any changes to the agenda. No changes were made.

Charlie moved to approve the minutes of April 3, 2025. Jessie Baker seconded the motion. The motion carried unanimously.

The committee discussed selecting a real estate advisory for the new VLCT headquarters and Vermont Association Hub. Ted explained that the building committee recommended selecting gbArchitecture at a cost of \$74,790. He explained that the proposal was more expansive than the only other proposal, from M&S Development, for \$30,000. He explained that the gbArchitecture proposal included a more detailed space needs assessment process, articulated a robust community engagement process, included more than 120 hours of design work, included the evaluation of additional sites in Montpelier, and proposed to provide VLCT with more robust financial information. He said he believed the M&S proposal was responsive to the proposal, but that the gbArchitecture proposal included additional items that would be of benefit to VLCT. In addition, gbArchitecture was familiar with all the sites VLCT is interested in, and has done prior work evaluating all three sites. Ted said he did reference checks on gbArchitecture with the City of Montpelier and VSECU. Both were satisfactory. The City of Montpelier also works with the principal of M&S on some projects through a different business.

Charlie asked whether either proposal included permitting, and noted he anticipated some special concerns around working in the flood plain. Ted said that both proposals referenced some pre-permitting work, but that gbArchitecture specifically spells out a second phase of the project (not included in the scope of this project) that includes legal work and permitting work.

Mary Ann asked if Ted believed there was \$45,000 of additional value in the gbArchitecture proposal and whether VLCT had budgeted for the work. Ted explained that he felt there were significant elements of the proposal that would benefit VLCT. Jessie Baker noted that several of the items in the gbArchitecture proposal would need to be paid for at some point in the pre-development work. He noted that most of the pre-development work would be included in a capital project that would be depreciated over many years, and therefore was not in the budget.

Jessie Baker pointed out that should VLCT decide not to advance the project after spending this funding, we will need to be ready to defend spending money that was not in the budget – and be aware that could be an outcome.

Charlie asked about whether VLCT could take advantage of tax credits (as referenced in the M&S proposal). Ted said he believed the real estate advisor would likely be able to structure a project, and the ownership of the project, so that if tax credits were available, we may be able to benefit from them. However, Ted pointed

out he wasn't sure if there would be any credits available due to the nature of the project, especially if it was a new build. Charlie said constructing a mass timber building with renewable heat might be a great way to make the project eligible for grants and credits.

Jessie motioned to enter into a contract for \$74,790 with gbArchitecture for real estate advisory services. Charlie seconded the motion. The motion passed unanimously.

The committee had no legislative questions or updates.

The committee did not call for a May Board meeting.

During other business, Jessie Baker noted that she had heard there may be a retirement party for Bill Fraser on the afternoon or evening of June 20th.

Charlie motioned to adjourn. Jessie Baker seconded. The meeting adjourned at 3:27 p.m.

Submitted by Ted Brady.

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To view a recording of the meeting, click [here](#).

Approved June 5, 2025