



CITY OF BURLINGTON, VERMONT
CITY COUNCIL COMMUNITY DEVELOPMENT &
NEIGHBORHOOD REVITALIZATION COMMITTEE
c/o Community & Economic Development Office
City Hall, Room 32 • 149 Church Street • Burlington, VT 05401
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Councilor Evan Litwin (EL), Chair, Ward 7
Councilor Carter Neubieser (CN), Ward 1
Councilor Allie Schachter (AS), East District
Councilor Laura Sanchez-Parkinson (LSP), Ward 3

CDNR Committee Meeting
Wednesday, September 16, 2026
6:00 – 8:00 PM

Sharon Bushor Conference Room, 1st Floor – City Hall

Committee members: Evan Litwin (EL), Allie Schachter (AS), Laura Sanchez-Parkinson (LSP),
Carter Neubieser (CN)

City Staff: Christine Curtis, CEDO

Other Attendees: Maggie Callaghan, Alex Fox, CEDO

Draft Minutes

Meeting Started at 6:00 PM

1. Approve agenda

MOTION by Councilor Schachter, SECOND by Councilor Sanchez-Parkinson,
to approve the agenda

VOTING: unanimous; motion carries.

2. Adopt Minutes

MOTION by Councilor Schachter, SECOND by Councilor Sanchez-Parkinson,
to approve the 9/3/26 minutes

VOTING: unanimous; motion carries.

3. Public Forum

- Bella Fearn, Ed Baker, Chris McGrath, Andre Clark spoke during public forum
- Public comment was received on harm reduction and syringe litter, with support for an Overdose Prevention Center and community cleanup efforts

4. Public Hearing: 2025 Consolidated Annual Performance and Evaluation Report (CAPER) – CEDO

- The meeting focused on presenting the City of Burlington's 2025 Consolidated Annual Performance and Evaluation Report (CAPER), which evaluates funding from HUD, including Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds. Maggie Callahan and Alex Fox from the Community Economic Development Office explained that the report covers activities from July 1, 2025, to June 30, 2026, and discussed the new NRSA (Neighborhood Revitalization Strategy Area) targeting the Old North End, with approximately 34% of CDBG funds allocated to this area. The team noted they are currently in a public comment period that ends September 25th, after which the final report will be submitted to HUD on September 28th.
- Christine explained that while there is no fixed target percentage for serving NRSA-eligible individuals, the program aims to align with annual action plan projections, which have shown a slight increase to approximately 34% this year. The CDBG Advisory Board, which includes ward representatives, is intended to report back to their NPA communities about awarded projects and CAPER information, though this practice is not consistently followed. The HOME program operates on a rolling basis with applications accepted year-round through a common application system, while CDBG follows a structured process with NOFA releases in December and applications due by January.
- AS discussed outreach efforts for community engagement, with AS planning to leverage advisory committees and Trusted Community Voices to spread awareness about grant opportunities. Christine noted that while fewer CDBG applications were received this year due to federal funding constraints, some new applicants were successfully funded for the first time in several years. The meeting

included a public hearing on the CAPER report where a question was asked about micro-enterprise definitions, which were clarified as businesses with 5 or fewer employees where the owner or 51% of employees must be low-to-moderate income.

5. Continued Discussion on Syringe Litter Report

- The committee discussed the report on syringe litter, with CN expressing concerns about the completeness of recommendations and suggesting the need for dedicated city staff to address the issue. EL and AS clarified that the Board of Health report had already been thoroughly reviewed by the committee last summer, and while it included recommendations for expanding syringe cleanup boxes and partnering with community organizations, it did not specifically call for dedicated city staff. The committee then moved to discuss actionable recommendations, starting with adopting a citywide definition of harm reduction principles that would incorporate diverse stakeholder needs.
- The committee discussed recommendations regarding syringe disposal and harm reduction. They agreed that CDNR should convene a group of stakeholders to develop a definition of harm reduction and recovery as a holistic approach. For the second recommendation about syringe disposal notices, the committee preferred re-wording it to focus on education and suggested working with existing organizations like AHS and Vermont Cares that already have best practices in place. The discussion highlighted the need to consolidate some of the 18 recommendations in the report to make them more achievable.
- The meeting focused on discussing SeeClickFix reporting improvements for syringe litter, with AS supporting two key recommendations: adding a quantitative box to report the number of needles and encouraging public submissions for better tracking. Bella raised concerns about needing more support for responding to SeeClickFix reports, noting that many reports are already resolved before city staff can address them. The group discussed potentially transferring responsibility to the Board of Health and providing formal operational support to volunteer groups, though CN expressed caution about being too prescriptive in supporting community efforts.

- The committee discussed recommendations regarding syringe disposal and safety, with EL sharing his experience distributing grabber tools to help collect needles. LSP expressed concerns about data requests to the Department of Health, suggesting they focus on preventative and educational measures instead. The group agreed to remove specific recommendations for Department of Health audits and needle stick reporting systems, while maintaining support for acknowledging the real health impacts of syringe litter incidents. EL proposed adding a recommendation for the Department of Health to explore providing resources and support for accidental syringe stick victims, particularly noting a case where a worker contracted hepatitis after being stuck by a needle while working.
- The committee agreed to schedule an additional meeting on October 6th at 6:00 PM and their regular meeting on October 21st to continue working on the recommendations. They decided to reach out to Director Bill Ward for input on SeeClickFix, with LSP and AS offering to connect with him if he cannot attend the October 6th meeting.

6. Adjournment

- ADJOURN at 8:17 p.m. by Councilor Litwin with no objection