



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
MINUTES FOR THURSDAY DECEMBER 16, 10 AM**

Present: C. Pattison, B. Frost, M. Engert, D. Brooks, P. Rigrod, J. Czyns, S. Merchant, S. Saunders

1. Minutes of previous meeting – The committee reviewed the minutes of the October meeting. B. Frost, S. Merchant as amended, unanimous
2. Fall Elections – J. Czyns explains the election process and the positions, The results are S. Merchant president, J. Czyns, vice-president, S. Saunders secretary, B. Frost treasurer , C. Pattison PDO, P. Rigrod – newsletter, T. Corwin, legislative liaison, J. Harris PIO, M. Engert sustainability coordinator, D. Brooks, NNECAPA legislative liaison. There was discussion regarding the positions. There was discussion about reviving the action plan and reviewing the strategic plan. In the first meeting in January. B. Frost will email status of term limits for Executive Committee Members. J. Czyns will email NNECAPA President, Peg Elmer that D. Brooks is our new NNECAPA. B. Frost moves, M. Engert seconds a motion to accept the election results. The vote is unanimous.
3. NNECAPA Update – J. Czyns reminds everyone that the APA National Conference is in Boston in April. We have a new NNECAPA website including a smart growth page and new photo gallery. NNECAPA Annual Conference is in Burlington next year.
4. Annual Meeting Recap – Many people commented that the cake was awesome. B. Frost said that the financials were very close to break-even. He mentioned that we hosted several people who came who didn't pay. S. Saunders thought the history aspect was a great thing we should do it more often, tie it into other conferences. J. Czyns thought it could be tied it to the newsletter.
5. Professional Development Update
 - a. Partnership opportunity request with SNHPC (Dan Burden/Livable Walkable Communities) – S. Merchant met this morning regarding this topic. CNHPC is partnering with Manchester Public Health Department. There is grant money to bring Dan Burden in. They are planning a one day workshop. The morning will be a lecture type workshop and the afternoon a small group 20-25 people doing a walking audit with him. He will then complete the audit later that day and he will present the audit at dinner. He is actually staying a second day to work with Manchester Public Health Department. He has partnered with HEAL (Healthy Eating, Active Living. There are two proposed dates: May 10th or the 17th. P. Rigrod reminds S. Merchant that the DES drinking water conference is the 10th. S. Marchant continues that here are some issues with facilities. They are looking for a place with 200+ people capacity,

allowing an evening event and food in the auditorium. They would like to keep it in Manchester. They are very interested in getting information out to other towns to try and get it implemented in other towns. Next meeting is in January and she will keep us updated. B. Frost asks if we should use this as a steppingstone to our conference. This event is on a Wednesday. We could do our conference Monday/Tuesday and tie it to this, do our conference in Manchester. We'd have to be at the Radisson because of space, we should check right away on dates. B. Frost will ask Erin at LGC about finding out about dates and venues. We need a name for the Dan Burden workshop.... M. Engert asked if you could pull something from Manchester's Master Plan.

- b. **Brown Bag Lunch Series** – There is interested in reviving this in February. The first Friday in February. The topic idea for this one is to bring the Public Works Director from Goffstown in to talk about the innovative actions he is taking and the award he won. There was interest in reaching out to the Public Works Directors for this Lunch. J. Czyns will call the Goffstown DPW Director. M. Engert will follow up with her DPW director about how to invite DWP directors.
6. **Officer Updates** – *Please note this will be the last recap from this year's officers. Next year's officers will give the next update.*
- a. **Public Information Officer - J. Harris.** J. Czyns asks that everyone scans the website and update all outdated items. J. Czyns is happy to collect all comments and send it over to Audrey at LGC.
 - b. **Treasurer - B. Frost.** B. Frost hands out a treasurer's report. Revenue: The bulk of revenue comes from the conference. Under "Expenditures" the "miscellaneous" line item is the State of NH Annual report filing fee.. The 2 year CD is still at a bank in Hampton. We are in really good shape right now. We are in the black. B. Frost said he would advocate we keep a strong reserve. The question about insurance was asked – B. Frost said we should look into it, he will check with LGC. It was pointed out that our postage expenditure was only \$0.88 which shows how much we are doing digitally, and with great success. M. Engert talked about the grant, saying that perhaps we should offer a scholarship for the APA conference this year in Boston. B. Frost moved to the proposed budget, which was approved last week at the annual meeting. We have a couple line items to discuss how to spend them, the first is "special projects". B. Frost was thinking about the Cell tower shot clock idea that came from the Law Lecture this year as a special project, and specifically speaking about Co-locating. There was agreement. M. Engert motions to use the money in this manner, S. Merchant seconds. The vote is unanimous.
 - c. **Legislative Liaison – R. Sawyer.** B. Frost has been watching the LSR, there are many things that are planning related. Once we get through the LSR's we'll send out a survey on Survey Monkey to the membership in order to formalize our priorities. T. Corwin will come up on the list, and we will need folks to serve on the legislative subcommittee, including membership folks. Nancy Johnson is our lobbyist. We pay \$2500 for her to be our ears on the ground, she also submits any letters, and does testimony on our behalf. B. Frost moves to retain her for another year. D. Brooks seconds. The vote is unanimous
 - d. **NNECAPA Legislative Liaison – T. Corwin.** No report.
 - e. **Newsletter Editor – P. Rigrod.** P. Rigrod reminds everyone that the next deadline is 12-31-10. J. Czyns requests we move this to January 15th. J. Czyns will track down a

history piece. B. Frost asks about doing something on the American Communities survey. B. Frost will forward a great news article out to everyone. B. Frost will put together an article on this for P. Rigrod. P. Rigrod reminds people about “Of Plans and Planners” section of the Newsletter. M. Engert thinks a “Community Spotlight” section. S. Saunders will contact Dover, and Claremont about a doing an article about a new project where that are coordinating.

f. **Sustainability Coordinator – C. Koehler.** No report.

7. Other Business

- a. Grad Student Survey of NHPA Planners – P. Rigrod explains the Project. He was contacted by some college students in Canada about NH drinking water policies. The students are doing researched on how data is used in policy setting by municipalities. They are looking for participation form a large group of NH municipalities. Is there some way we can send out the survey through our listserve? M. Engert asks if they can do a poster at our meeting. J. Czysz suggests they send us the email content and NHPA will distribute it. M. Engert and D. Brooks move and second to approve this. The vote is unanimous.
- b. P. Rigrod is working with PREP to implement LID regulations in a couple regions in the Salmon Falls watershed. Dave Sharpel is involved. If anyone know of anyone wants to participate, let him know. Maine is also involved with their NEMO project.

8. Adjourn: Next meeting is in January. It’s decided to hold the meeting in person rather than do a phone conference. There was discussion about changing meetings from the 4th Thursday. J. Czysz will throw out a survey monkey.

9. M. Engert moves to adjourn. J. Czysz seconds. The vote is unanimous.

Upcoming meetings: January 27, February 24*, March 24

* Teleconference Meetings

Respectfully Submitted,
Shanna B. Saunders