



**New Hampshire Planners Association
Executive Committee Meeting
Agenda for Thursday April 14, 10 AM**
Local Government Center, Profile Room – Concord

Present:

David Brooks
Tim Corwin
Jennifer Czysz
Jillian Harris
Julie LaBranche (phone)
Sarah Marchant
Camille Pattison

Absent:

Mikaela Engert
Ben Frost
Peirce Rigrod
Shanna Saunders

Sarah Marchant called the meeting to order at 10:05 AM.

1. Minutes of previous meeting

March minutes were not available and will be acted upon at the next NHPA Executive Committee meeting.

2. President's report

Sarah updated on various correspondence between EC meetings. NHPA received a request to sponsor an upcoming Form Based Codes workshop in Portland, ME. Camille inquired about when we should distribute various events to the membership via email. Jillian noted she sends out every other week or at a minimum of once a month an email entitled "Events and Opportunities." Camille suggested forming a more regular schedule to send out such a notice to members, as most may not be aware of the extensive online listing. Conversation returned to the Form Based Codes training, which the EC decided to distribute the flyer using a link to it on the NHPA events page. This will also go out with a note about the upcoming Dan Burden event.

Sarah suggested that since we have so much business as an EC right now, we may want to consider switching the May EC meeting from call in to in person. Julie noted there is an all day conference at DES on stormwater that would be a conflict. There were no other objections.

3. NHPA Annual Conference update

Sarah gave an overview of conference planning to date based upon an email sent by Ben to the EC prior to the meeting. As we have many great speakers and keynotes, it is critical that we increase our fundraising efforts.

Ben forwarded, by email, general updates on the conference planning thus far, as he was unable to attend the meeting. The COG has met a few times and has additional meetings scheduled. The draft program was circulated to the EC and key not speakers have been secured. All sessions should qualify for CM credits non of which will be ethics or law credits. Sponsor letters have been distributed and COG members are following up individually with potential sponsors. Erin is still working with the Marriott and Stonewall Farm on local food pricing. Registration will again be done online using Constant Contact.

The EC discussed the process of fundraising and possible contacts. It was noted there is a template request letter available for volunteers to fundraise. Jen noted that Brian Rose is coordinating the fundraising through Google Docs, anyone interested in assisting should contact Brian for access to the online fundraising tracking spreadsheet.

There are rooms blocked at the hotel and there is no room attrition rate. Erin of LGC is working with the conference facility on local food sourcing. However, this is taking some time to coordinate and thus there are no food prices or menus currently available.

4. SNHPC/Manchester Health Department, Dan Burden/Livable Walkable Communities Workshop

The EC discussed advertising the Brown Bag - need to get out reminder emails and not only to the NHPA distribution list. Other suggestions include NRPC and SNHPC distribution lists, Plan-Link, LGC, and any other means. NHPA will need to provide a moderator, Camille intends to do so and Jen is backup, in order to ensure the event concludes on time.

5. Review of Award nominations

The EC discussed the merits of the various nominations. Jen will distribute a spreadsheet to collect all EC members' votes after the meeting. EC members will email their votes back and Jen will present the tallies at the May when the EC will cast a final vote to select award winners. Because there are so many phenomenal applications the EC may consider granting "dual" awards and/or honorable mentions.

6. Review of draft Action Plan for 2011 – What are everyone's 2 top priorities???

Sarah will revamp the agenda and the EC will revisit the action plan after the awards and conference are complete.

7. Discussion on Special Recognition Award and how to handle Honorable Mentions

This item will be discussed further at the May meeting. Camille will follow up with Jay Minkarah to discuss preparing a special recognition for Walter Warren at the Conference.

8. Initiating partnership with State Fire Marshals Office and local NH Fire Protection Society

This item was not discussed for a lack of time.

9. Officer Updates –

- a. NNECPA Ex-Officio – David noted the next NNECAPA meeting will be after the May NHPA EC meeting. Also, David said that the NNECPA conference is planned for September 8 & 9th in Burlington, VT.
- b. NNECAPA Legislative Liaison – David Brooks will have an update in May after he has an opportunity to talk with Sharon in Maine and Chris in Maine.
- c. Legislative Liaison – Timothy J. Corwin noted there is a lot going on right now at the state house. Nancy Johnson has been attending hearings on NHPA's behalf and Tim still needs to touch base with Nancy regarding this weeks hearings results. Highlights at this time include:
 - SB 154 (CSPA) had a hearing on Tuesday;
 - SB 91 and HB 109 (fire sprinkler systems) had hearings on Tuesday - there are questions regarding implementation of these proposed provisions especially whether they would be applied retroactively to previous planning board decisions;
 - HB 519 (repealing RGGI) has a hearing next week and Tim is hoping that Mikaela would be available to assist in drafting a letter of testimony;
 - HB 409 (Planning Board members) NHPA had originally supported the bill however the amendments that came out of the house make the application
 - HB 368 (Workforce Housing) the Senate committee voted ITL unanimously and went to the Senate floor yesterday.
 - HB 205 (upstream dam notification) NHPA has been working with LGC and DES to draft an amendment to the bill to realistically meet the intents of DES without being overly burdomesome. This is still in the works;
 - The merger bill is back and the Senate is proposing to tack the language of HB 352 on to HB 316.

Julie inquired about the \$30/car registration fee proposed repeal and whether this was going through. She reported that not only would this impact DOT funds for road improvements but also would impact each of the state's MPO's planning funds through their SPR funds.

- d. Public Information Officer - Jillian Harris will be making some modifications to the website, notices to go out, and will be meeting with Jen after the meeting to develop a notification strategy using the various media options.
- e. Newsletter Editor – Sarah noted that all articles have been submitted to LGC and the newsletter should soon be available.
- f. Professional Development Update – Camille Pattison asked about the best means of getting the word out about upcoming events. Should we highlight events in the newsletter? Jen noted we should try to increasingly post to the LinkedIn group. There was discussion on the usefulness of the Yahoo Group and whether it is no longer the current or best resource.
- g. Sustainability Coordinator – Mikaela Engert was not available to give an update.

- h. Treasurer - Ben Frost sent a treasurers report in advance of the meeting. Membership is currently at 182, down about 30 members. Ben and LGC will start contacting those that haven't yet renewed individually. Next month we will need to discuss the \$2,000 NNECAPA planning grant that we have to distribute.

10. Other Business

Jen Czysz noted she has begun research on developing a mentorship program for discussion at a future meeting.

11. Adjourn

The meeting was adjourned at 12:15 PM.

Upcoming meetings: May 12, July 14, September 8*, October 13, November 10*, December 8
* Teleconference Meetings