



**New Hampshire Planners Association
Executive Committee Meeting**

**Minutes - DRAFT
Thursday August 25, 2011, 10:00 am
Local Government Center**

Present:

Sarah Marchant
Mikaela Engert
Tim Corwin
David Brooks (via phone)
Peirce Rigrod
Ben Frost
Camille Pattison

Excused:

Jillian Harris
Shanna Saunders
Julie LaBranche

S. Marchant convened the meeting at 10:20 a.m.

1. Presentation: James Howard – GASB Project

James Howard addressed the Executive Committee about GASB's economic conditions reporting project. The desired outcome at this point is for NHPA to endorse the idea of the project, to help sponsor the honorarium to bring a speaker to UNH in October to talk about the project and then to help publicize the event. He went on to say that should NHPA want to be involved further to shape and mold the guidelines that would be welcomed. He sees great opportunity and influence from planners on this issue.

The project itself is in the exploration phase of whether or not guidelines should be provided for additional information surrounding economic conditions, particularly as it relates to fiscal sustainability, as part of a municipality's general purpose external financial reporting (GPEFR). This is a topic that many communities may find interesting, given the focus on economic, social and environmental sustainability.

After his presentation, the Executive Committee said they would discuss it and get back to Mr. Howard with how they would like to proceed. He thanked the Executive Committee for their time and looked forward to their response. M. Engert said she would follow up with him in regards to the outcome.

2. Minutes

Minutes for May and July 2011 will be considered at the next meeting.

3. NNECAPA Grant Project and Awards Update

There was nothing to report in regards to the grant project. UNH wants to prepare and submit a proposal. However, they ran out of time. They are asking NHPA for an extension

to submit a proposal. The grant award is in the amount of \$2,000 this year. Typically, the grant is limited to \$1,000, but last year's awards were not disbursed. Motion was made by S. Marchant to grant the extension request for UNH to submit a proposal, with information due by September 2nd for review and decision by the NHPA Executive Committee by September 6th. C. Pattison seconded the motion and it carried unanimously.

The question was asked if NHPA award winners were submitted to the NNECAPA committee for their awards. It was reported that they were submitted.

4. HNH Foundation Grant Update

B. Frost reported that NHPA applied for the grant and it was received by the foundation. We are currently waiting to hear a response. He reported that they may want to interview applicants and if so, that would happen in the next month as decisions are made around the 1st of October and funds would be available in the New Year. The project is to bring in CDC people for a two day health impact assessment training. Attendance would be limited to forty NHPA members and this training would occur sometime in the spring. There would be no cost to NHPA members and the grant would cover the costs associated with the training.

5. APA Audio Webinars and Venues

C. Pattison gave an update on the audio webinars to the committee. The RPC Directors are meeting and will discuss it and get back to us in regards to their participation. Different venues were discussed: OEP, Central New Hampshire RPC, Southern RPC were identified. The idea of having one of these occur further north was discussed – perhaps at North Country Council, somewhere in Berlin, Laconia. Other locations discussed were Bedford, Merrimack, or Rockingham. If the RPCs agree to helping us out with this, then we could put out some dates and seek out spaces and hosts. C. Pattison reported that she anticipated hearing from the RPCs tomorrow.

6. FAICP Nominations

B. Frost had forwarded an email to the Executive Committee in regards to the FAICP process. He is working on a nomination for A. Breinich. Carl Eppich is working on a nomination for A. Jaegermann. The question was raised if NHPA would want to work on a nomination from our group or support one of the ones that is being put together. B. Frost reported on the last process for FAICP and reported that it was less than professional from the FAICP committee in terms of how they communicated to the nominees. He took the opportunity to express concerns to APA and thus changes have been made to this process. It was suggested that perhaps NHPA should see how this round goes with the changes in process now made and being tested. Should it go better this time around and confidence is increased in how it is managed and administered, then perhaps the group could revisit it and take it on next year. The group agreed to this.

7. Annual Meeting

C. Pattison reported that the date is all set – October 28th at Fratello's in Manchester. Parking is a logistical issue – but there is a solution. The city owns the parking spots and we can make use of a flex parking situation since a local business will have employees leave at noon at one of the lots. For our event, our members can park in that lot. We'll note where people can park on the information that goes out to members. We'll start the meeting at 1 pm instead of noon to accommodate this and the meeting will go to 5 pm. There is no room fee. However, there is a fee for the screen (\$45). There is also no charge for the bartender since it is early in the evening. The committee really appreciated this news. C. Pattison said that she and J. Czysz picked some food options. They chose a pasta bar and salmon and steak tips to accommodate both vegetarians and omnivores. There

will be plenty of options. B. Frost will have about 45 minutes to present on a legislative update. Thirty minutes will be provided for an update on CSPA rules/changes and thirty minutes will be devoted to an update on the citizen planner resources. It is anticipated we will wrap up around 4:30. NHPA has to get materials out pretty quickly – by 9/30. We need ballot names, descriptions and budget by 9/15. We also need to recruit two people just to cover our bases. We will need a nomination for NNECAPA state director that we can forward to NNECAPA and one executive committee position. It was discussed that Brian Rose and Meena Gyawali should be contacted in regards to their interest. T. Corwin and B. Frost mentioned they would follow up with some potential nominees. Names for the ballot should be submitted to the nominating committee (S. Marchant, J. Czysz and S. Saunders) by September 7th for consideration at our next committee meeting. B. Frost will set up a conference call line for folks that cannot attend in person.

8. Officer Updates

a. Public Information Officer – nothing new to report.

b. Treasurer

B. Frost reported that we are still seeing dues trickling in. We're doing pretty good this year so far. We had \$485 in revenues, \$1,735 in expenditures, which means we have a negative cash flow of \$1,250, but that is ok for where we are at in the year. Our account balances are still healthy. The conference worked out well for us. We brought in \$14,310.00 and spent \$14, 299.62 which means we made \$10.38 on the event! Good job to all that were involved.

Since we have funds available in our budget, B. Frost moved to provide \$150.00 contribution to the honorarium for Lisa Parker for the GASB Project for the October 20th meeting at the UNH campus. T. Corwin seconded the motion. The motion carried unanimously. B. Frost will write up a little blurb to send electronically to the membership. M. Engert will ask J. Howard for details of event so we can send out information to the membership.

c. Legislative Liaison

No updates to report. T. Corwin did review the LSRs and there are about 71 that we might want to keep an eye on. He reported that 28 look interesting/relevant. The group discussed doing a survey to the NHPA membership to identify topics that should be introduced at the next legislative session. For the next session, we would have to do this survey in September. S. Marcant mentioned that we should look at the MS4 communities and possible legislation to allow for communities to establish what would essentially be a stormwater utility; a dedicated funding source that can be borrowed against (LSR 194). T. Corwin will look at the previous survey monkey questions and update them for this next one and will try to get it out with responses by our next meeting. B. Frost will help with questions regarding conference format.

d. Newsletter Editor

P. Rigrod reported the newsletter was excellent. More content than we've ever had before. The next deadline for content is Sept 30th. He reported that he spoke with C. Pattsion about next brown bag event. It was suggested that perhaps it should be pushed out to Jan/Feb so it doesn't interfere with other meetings, conferences, etc. The question was raised if this could occur in December, after

Thanksgiving and before the Christmas holiday time. The first week might be really good. It was decided to aim for the 2nd of December to see if that could work with our identified presenter. B. Frost had an idea to reach out to Greenplay to have them do a presentation on complete streets. S. Marchant mentioned that might be a great idea for the NHPA annual conference. P. Rigrod will follow up with C. Pattison about the date, presenter and presenter information.

e. Sustainability Coordinator

No updates to report. M. Engert verified that the carbon offsets were purchased for the conference. B. Frost reported that the offsets went to three projects on farms that are doing methane digestion for manure. M. Engert stated she will work on preparing NHPA's carbon footprint for the annual meeting and will include the information on the offsets as well.

f. NNECAPA State Director

No updates to report.

g. Professional Development Officer

C. Pattison reported that she would entertain some ideas for ideas for the brown bag series. We will place this on the next agenda to brainstorm some. She reported that she will contact S. Slaughter to see if she would like to do a brown bag event or would rather do a presentation at our annual conference.

h. NNECAPA Legislative Liaison

Nothing new to report. Last APA webinar on legislative issues occurred some time ago. Not good news coming out from there given budget cuts and the mood in Washington. There will be a change in Livable Communities to a different name to see if that can help get it through. Another update should occur in the next quarter.

9. Other Business

It was decided that we will try to meet in person for every meeting. A conference call line will be established for those that need to call in if it is needed. However, the goal is to make it to the meetings. It was also decided to start meetings at 9:30 am. It was also mentioned that we all need to make a concerted effort to get to our meetings on time so we can start on time and leave on time.

10. Adjourn

A motion to adjourn was made by B. Frost, and seconded by T. Corwin. The motion passed unanimously and the meeting adjourned at 12:20 pm.

Next Meeting: September 8th at 9:30 am, LGC.

Respectfully Submitted,

Mikaela Engert
Secretary Pro-Tempore