

**New Hampshire Planners Association  
Executive Committee Meeting Minutes  
Local Government Center  
June 26, 2008**

**Minutes**

B. Frost moved to approve the minutes of the March 2008 meeting, M. Engert seconded the motion, all in favor, motion passed.

B. Frost moved to approve the minutes of the April 2008 meeting, M. Engert seconded the motion, all in favor, P. Rigrod abstained, motion passed.

**Executive Committee Member Appointment**

B. Frost moved to appoint Sarah Marchant as a member of the Executive Committee, M. Engert seconded the motion, all in favor, motion passed.

B. Frost moved to appoint Sarah Marchant as the public information officer, M. Engert seconded the motion, all in favor, motion passed.

**NNECAPA Update**

M. Engert reported that NNECAPA is meeting on June 27, 2008 so this month's update will be brief. NNECAPA will be announcing their \$1,000 grant program for a planning project in each state chapter following the June 27th chapter meeting. Additionally, during that meeting, NNECAPA will be meeting with representatives of NHPA, MAP and VPA to coordinate CM training opportunities as well as small CM credit registration fee grants.

**NHPA Action Plan**

J. Czynsz noted that an updated action plan was emailed out to the committee. Individual items will be touched upon under the officer updates. J. Czynsz will continue to update and distribute the action plan by email as a coordinated "to do" list for members to ensure we remain on target for the many ongoing actions.

**NHPA Annual Meeting**

Committee members began by discussing what professional development topics is of interest to members. The best way to discern the most relevant topics is to create a brief survey. C. Mitchell requested the survey also inquire about legislative policy ideas for the upcoming legislative session NHPA should take action on.

Survey subcommittee formed with M. Engert (chair), C. Mitchell, and K. Diers. Target draft survey completion date is 2 weeks.

B. Frost offered to conduct a legislative review for the professional development session in conjunction with others who could present recent changes to the shoreland protection act, alteration of terrain, the right to know act, wind energy regulation, and growth management ordinances. M. Engert suggested that the presentations focus on not only the law and rule changes but also how they impact planners.

J. Czynsz will contact LGC regarding holding the Annual Meeting at their facility. First choice date for the conference is October 24, 2008 with October 17, 2008 as a backup date.

B. Frost will coordinate elections for the Annual Meeting. Members with 3-year terms that expire this fall include J. Czynsz, P. Rigrod, and B. Hebert. S. Marchant will also need to be on the ballot for a 2-year term to complete the vacancy created by A. Vincent. B. Frost will send an email to each of the above to inquire whether they wish to run for another terms and will also solicit nominees from the full membership. Ballots will be sent out by mail in advance of the Annual Meeting.

Annual Meeting Organizing Group (AMOG) members include K. Diers (chair), B. Frost, C. Mitchell, S. Marchant, J. Czynsz.

## **NHPA Awards**

J. Czynsz reported that she has completed nominations from C. Koehler and J. Campbell for the Plan and Project of the Year. Planner of the Year is still in process. J. Czynsz will submit the NHPA nominations to the NNECAPA awards this summer.

## **NHPA Conference 2008**

B. Frost reported that the conference drew approximately 75 attendees, down slightly from the 2007 conference with approximately 90 attendees. This year the conference drew over \$5,000 in sponsorships and had a net revenue of \$70.

## **Officer Updates**

### **1. Public Information Officer**

J. Czynsz will forward all pertinent information to S. Marchant to assume the PIO duties. B. Frost will forward an updated membership spreadsheet to J. Czynsz, who will in turn update incorrect contact information for use by B. Frost and S. Marchant.

### **2. Treasurer**

B. Frost distributed the treasurer's report and updated FY budget. Individual memberships have now met targeted goals. Organizational memberships have exceeded their targeted goal by 157% thanks to all nine regional planning commissions joining for the first time ever. J. Czynsz moved to accept the report, M. Engert seconded, all in favor, motion passed.

### **3. Legislative Committee**

C. Mitchell noted that this session is nearly over, pending Governor signing of many planning related bills. He noted he would like to pursue a survey to discern priorities for the next legislative session and if there are any concepts worth pursuing action on and seeking a sponsor. He will work on a targeted schedule in the next couple months followed by a summary report.

### **4. Professional Development Officer**

See both the Annual Conference and Annual Meeting reports.

### **5. Newsletter Editor**

The summer edition is nearly set to go. The few remaining articles will be submitted to P. Rigrod as soon as possible. P. Rigrod stated he would like to have a couple articles in each issue pertinent to the current season. Ideas included flooding articles in spring; mulch or landscaping techniques and water conservation in the summer; town meeting article ideas for fall, etc.

### **6. Sustainability Coordinator**

C. Koehler sent an email to J. Czynsz reporting on progress prior to the meeting since she was unable to attend. She has spoken with A. Vincent and is planning to put together a strategy for NHPA to integrate sustainability into the organization. Committee members present felt the key would be to draft a sustainability policy that pertains to conferences, meetings, and other general organization practices. While there may be some bylaw changes that could be developed they should be minimal. It was recommended that C. Koehler review and utilize the NNECAPA and APA Sustainability Policies for guidance. A draft should be emailed to committee members by the end of July for review and comment prior to the August NHPA meeting where a revised and possible final policy can be reviewed. It is important that the policy be complete this summer so that it may be used in planning the annual meeting.

## **Old & New Business**

### **1. Local Energy Committee (LEC) Statewide Advisory Panel**

J. Czynsz reported that C. Koehler has requested a NHPA executive committee member to sit on an advisory panel that will meet once or twice per year. This panel will advise the existing working group convened by the Carbon Coalition and Clean Air Cool Planet to support the local energy committees. J. Czynsz will request C. Koehler email a formal request letter, detailing responsibilities. J. Czynsz will work with S. Marchant to distribute the letter to all members to solicit a volunteer.

### **2. Plan recording**

S. Marchant recently attended a meeting of surveyors and registrars where there was some controversy as to

what planning boards should be recording on plats and deeds. Perhaps this would be an educational opportunity or NHPA can convene representatives of surveyors, registrars, and planners to proactively develop guidance that represents consensus. S. Marchant will contact an existing group of surveyors and registrars to see if there is an opportunity for a high level conversation first. J. Czysz and B. Frost volunteered to assist.

3. **Membership update**

NHPA now has 205 individual members (200 was the goal) and only four years ago only had 135 members. To maintain these numbers the executive committee now needs to ask “How can NHPA better serve you?”

**Adjourn**

Upcoming meetings: July 24 (cancelled), August 28 and September 25 (10:00 – 12:00), October’s meeting will be replaced with the Annual Meeting

*Secretary Pro Tempore*