



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
LOCAL GOVERNMENT CENTER, LIBRARY
AGENDA FOR THURSDAY APRIL 23, 10:00 AM**

Present: Jen Czysz, Christa Koehler, Ben Frost, Sarah Marchant, Rick Sawyer, Mikaela Engert

Absent: Kerrie Diers, Jim Campbell, Tim Thompson, Pierce Rigrod

1. Minutes

B. Frost noted on page 3, Item 5(c) that it should read HB 156, not HB 43. No further changes were made. Motion to approve the March 26, 2009 meeting minutes as amended was made by B. Frost, second by R. Sawyer. Motion unanimously passed.

2. NNECAPA Update

B. Frost mentioned that NNECAPA's fall conference will be in Belfast, ME and the dates are set. Additional information will be available in the coming months. S. Marchant inquired about the status of a replacement for NH State Director. B. Frost indicated that he would follow up with John Edgar to see if Angela LeBrecque would be available to fill this position.

3. NHPA Annual Conference

a. COG progress update

Registration is out. A revised copy will be sent out soon due to some name corrections in the original. S. Marchant reported that sponsorship is down this year. J. Czysz noted that it may be worthwhile to follow up via email and a phone call to possible sponsors. She mentioned that providing a deadline may be helpful in getting people to commit.

4. NHPA Annual Awards Update

There are three projects submitted for Project of the Year and three submitted for Plan of the Year.

The committee reviewed Plan of the Year applications first. M. Engert abstained from the review and the vote. The submissions were ranked by each Executive Committee member as 1, 2, or 3. The submission with the lowest score would determine the recipient. Concord and Stratham's submissions had a total score of 15 each. Keene's submission had a score of 6.

A motion was made by B. Frost to nominate Keene's submission for Plan of the Year. The motion was seconded by R. Sawyer. Motion passed unanimously.

Discussion then focused on the submissions for Project of the Year. The group compared each application. B. Frost, M. Engert, J. Czysz, and C. Koehler abstained from the review and vote. There were three submissions - one was submitted for the Innovative Land Use Guide, another from Cocheco, and another from Keene. Some discussion arose in regards to the submission requirements. After review of the I.L.U. Guide application, it was noted that item #3 under Section A was not submitted. The items listed under Section A are mandatory and submissions that do not have the required items are not considered for award. J. Czysz said that she would double check the email she received for the submission to verify that this item was missing from the application. The group discussed how to proceed and unanimously agreed that it is the responsibility of the nominator to ensure that the application is complete. Until verification on the missing information could be made, the group then ranked all three. The I.L.U. Guide scored 3, followed by Keene with a score of 7 and Cocheco with a score of 8. A motion was made by S. Marchant to nominate the I.L.U Guide for Project of the Year, pending verification of receipt of Item 3. Should that information be missing from the application thus making the application incomplete, then the award would go to Keene with the second lowest score. R. Sawyer seconded. Motion passed unanimously. Other discussion: J. Czysz indicated that if the information was not received for the I.L.U. Guide that a letter would be sent to the nominator indicating that the application was not complete.

The group also discussed the ability to nominate this project for the NNECAPA award. It was decided that NHPA would submit the I.L.U. Guide for consideration for the NNECAPA award if indeed it is not eligible for the NHPA award.

It was also mentioned that the criteria and other information for the submission process and for consideration of the award should be evaluated. J. Czysz indicated that electronic submissions are great since they are in line with our sustainability goals, however, they tend to also clog up inboxes due to their size. Perhaps looking into other ways to have these submitted, like a Gmail account or other FTP-like tool, would be better. This may also save time on dissemination of the applications to the Executive Committee. It was also noted that the Executive Committee should consider the requirement of creating one electronic file for submission since applications currently came in with several separate attachments. Dealing with these changes may be a summer project for the Executive Committee.

5. Officer Updates

a. Public Information Officer

S. Marchant reported that the website has been updated and that there seem to a lot of job postings, which is unusual given the economy.

b. Treasurer

B. Frost reviewed the submitted treasurer's report with the group. Discussion ensued around membership as 220 members were budgeted for and we currently have approximately 210 members. M. Engert made a motion to approve the treasurer's report. Rick Sawyer seconded. Motion passed.

c. Legislative Committee

R. Sawyer gave an update on several bills that NHPA has been tracking through the legislative process. In particular, HB 44, HB156, HB 321, HB 446, HB 585, SB 29, SB 59, and SB93 were reviewed for their status in the process. R. Sawyer mentioned that he received an inquiry about how NHPA establishes its priority for the legislative season. J. Czysz indicated that we utilized the survey from the membership to help determine a direction on which bills to support or not support. It was mentioned that perhaps this type of a survey should be conducted annually so that legislative priorities and professional development ideas would be consistent with the needs of the membership.

d. Professional Development Officer

No update.

e. Newsletter Editor

No update.

f. Sustainability Coordinator

C. Koehler indicated that she has been working on the LGC carbon footprint for the committee's meetings. She has also been making small changes to the sustainability page on NHPA's website. She also mentioned that a sub-committee of the E.E.S.E.A. Board is looking at the assessment of greenhouse gas emissions specifically as it relates to master plan, land use regulations, and other municipal functions so that this type of assessment could be incorporated into these functions of planning. As this group moves forward, updates will be provided.

6. Old and New Business

a. Membership Directory

B. Frost stated that the directory has been submitted to LGC and that it should be in the layout process. The directory will be electronic (PDF form) and members can request a printed copy for \$7.

b. Professional Organization Relationships

No update. S. Marchant indicated that she would try to bring something back for the June meeting.

7. Adjourn

Meeting adjourned at 11:57 a.m.

Upcoming meetings: May 28, 2009, June 25, July 23, August 27, September 24 and October 22. All meetings are from 10 am to noon at LGC.

Respectfully submitted,

Mikaela L. Engert
Secretary