



**NEW HAMPSHIRE PLANNERS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING  
LOCAL GOVERNMENT CENTER, LIBRARY  
AGENDA FOR THURSDAY JUNE 25, 10:00 AM**

**Present:** Jennifer Czysz, Ben Frost, Sarah Marchant, Christa Koehler, Pierce Rigrod, Rick Sawyer, Julie LaBranche (via telephone)

**Absent:** Kerrie Diers, Jim Campbell, Mikaela Engert

J. Czysz convened the meeting at 10:00 am.

1. Minutes

Motion to approve the minutes of the Executive Committee meeting held on April 23, 2009 made by S. Marchant, seconded B. Frost. Motion unanimously passed.

2. NNECAPA Update

J. LaBranche has been appointed NH State Director by the NNECAPA Executive Committee to fill out the current term. Tim Thompson vacated the position to allow LaBranche to be appointed so that she could begin work on the 2010 NNECAPA Conference.

3. NHPA Annual Conference

a. Post conference update:

The conference had about 70 attendees, slightly below last year's. J. Czysz said that thank you letters had gone out to speakers and to those sponsors that have paid. S. Marchant said that 4 sponsors still have not paid: Dubois & King, MG Planning, AER, and Bruss Construction. B. Frost said that based on the bills he's seen from the Fireside and from the Canoe Club, it looks as though the conference will be close to break-even on its budget.

b. 2010 Annual Conference:

B. Frost stated that because Boston would be the host city for the 2011 APA National Conference, the Massachusetts chapter would be in the throes of planning for that and would not be holding their annual conference in 2010. It has been suggested that NHPA, as NNECAPA Conference 2010 host, might wish to open its conference to those who would otherwise have attended the annual Southern New England Planning Conference. Similarly, there has been a desire to reach out to some of the Canadian planning organizations, such as those from Ontario, Quebec, and the Maritimes.

A suggestion was made that we consider moving the annual conference to spring 2009, given that the APA conference in Boston will draw a lot of people. Moving our conference to spring would shift it to a different budget year for most people. J. LaBranche will circulate that idea to the NNECAPA Executive Committee for feedback.

S. Marchant will email the NHPA membership, seeking names of those interested in serving on the Conference Organizing Group. B. Frost will scan the member database for those who indicated an interest in working on a conference.

#### 4. NHPA Annual Meeting

- a. Professional Development Topic: By popular acclaim, ethics is the topic of choice. C. Koehler said that there had been an APA Ethics session done in York earlier in the year. B. Frost said that he, Anna Breinich, and Lee Krohn (the NNECAPA PDO team) were working on an ethics session that might be suitable. J. LaBranche suggested Susan Slack as a possible speaker.
- b. Meeting Agenda: possible locations include Bedford Village Inn, PSNH Energy Park, Center of New Hampshire. Dates in order of preference are 11/6, 10/23, 10/30 (a distant third), and 11/13.
- c. Elections: the 3-year terms of B. Frost, K. Diers, J. Campbell are expiring this year; only B. Frost will seek re-election. Additionally, R. Sawyer's appointment expires with the election, requiring an election to a one-year term.

J. Czysz appointed the following members of the Nominating Committee: J. Czysz, J. LaBranche, S. Marchant, C. Koehler, M. Engert, and P. Rigrod.

#### 5. Officer Updates

- a. Public Information Officer

S. Marchant said that she had been given the RPC press release list, and she noted that there are RFPs on the website.

- b. Treasurer

B. Frost reported that between 4/23 and 6/24, revenues were \$8,362.50 and expenditures were \$2,832.85, with a net cash flow of \$5,529.65. The next report will show a negative cash flow, as conference bills get paid. Checking account balance is \$12,525.61. The CD account balance is old, and B. Frost still needs to arrange to change the signatory from Jamie Steffen to himself, which requires a trip to Hampton. Motion to approve the Treasurer's report made by C. Koehler, seconded by R. Sawyer. Motion approved unanimously.

- c. Legislative Committee

R. Sawyer and B. Frost discussed the passage of SB 147 (variance hardship standard) and SB 93 (extension of the 4-year exemption by two years). It was suggested that we repeat last year's online survey to garner ideas for legislative proposals, and to present the results to the annual meeting along with a slate of legislative initiatives for the 2010 session. J. Czysz said that she would convene another joint legislative meeting with OEP, NHPA, NHARPC, and NHMA in the late summer.

- d. Professional Development Officer

No report.

e. Newsletter Editor

P. Rigrod said that the deadline for articles would be next week. J. Czysz will prepare the president's message and awards; Julie will compile "Of plans and planners" and will circulate a draft before submitting for publication; S. Marchant will send a message to the membership from P. Rigrod calling for articles to be submitted, including those that have been published elsewhere. R. Sawyer will prepare a short article on SB 147 regarding changes to the zoning variance hardship standard, with a more substantial article for the fall newsletter. Deadline for the upcoming edition will be 7/6. The next deadline will be 9/30.

f. Sustainability Coordinator

C. Koehler said that she is working to estimate the carbon impact of the Executive Committee meetings. Information on the annual conference has been sent to Native Energy so that NHPA may purchase the offsets.

6. Old and New Business

a. NH Rail Coalition:

J. Czysz distributed materials and will ask for a vote by email to approve NHPA membership. C. Koehler volunteered to be the NHPA contact.

b. Membership Directory:

This will be posted to the NHPA website on a hidden page, the link to which is given only to members.

c. Collaboration with Surveyors and Registrars:

S. Marchant discussed the work that has been done to date, previously distributed by email. A suggestion was made to circulate this to NHMA legal; J. Czysz will check with LGC's Stacy Koscielniak about doing graphic design.

7. Adjourn

A motion to adjourn was made by C. Koehler, and seconded by R. Sawyer. The motion passed unanimously. The meeting adjourned at 11:59 am.

Upcoming meetings: July 23, August 27, September 24, October 22.

Respectfully submitted,

Ben Frost  
Secretary Pro Tempore