



**NEW HAMPSHIRE PLANNERS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING  
AGENDA FOR THURSDAY AUGUST 26, 10 AM  
CONFERENCE CALL**

**603- 472-8623 AND ASK FOR THE CONFERENCE CALL ON CONFERENCE LINE A.**

**Present: B. Frost, S. Saunders, J. Harris, J. Czysz, S. Marchant, J. LaBranche, C. Koehler,  
T. Corwin, M. Engert, R. Sawyer**

**Absent: P. Rigrod**

J. Czysz called the meeting to order at 10:12.

1. Minutes of previous meeting – J. Harris moves to approve, J. LaBranche seconds. The minutes were unanimously approved. R. Sawyer abstained.
2. NNECAPA Update
  - a. Conference Updates – J. LaBranche explains that the sessions are finalized and posted. Registration is through Constant Contact via web sign up. We have 58 registrants already in 4-5 days including some of out of state people. There is a 300 person maximum registrant number. There is a COG meeting next Tuesday. The focus is on sponsorship at the moment. Portsmouth is lining up the 2 tours: an historic waterfront tour and an LID and LEED tour. J. LaBranche went there last week and toured the conference area. It's beautiful. There will be room for 15 – 20 exhibitors.

Busses still need to be lined up and they need to check in with the Music Hall regarding the film that is showing. Sponsors are still needed for the reception on Thursday night which will take place above the Gas Light with hors d'oeuvres. Conference registrations can also be sent via regular mail to PO box 3410.
3. Awards Follow-up – NNECAPA submissions are all set. State directors make nominations. NHPA director submits the NHPA winners from each year.
4. NRPC request to support the RPCs Livable Communities submission to HUD – B. Frost was asked if Nashua got the letter. He responded that he did not know and that Kerri never let us know if they needed it. He is assuming they must have been all set. We can remove this item from future agendas.
5. Annual Meeting and Fall Elections – J. Czysz reminded the committee that we were last debating whether to have elections at the annual meeting or the December NHPA Birthday party. Ballots must be done pretty soon. J. Czysz has contacted Christa. She is interested in running again so her name should be added to the ballot. Sarah is interested. S. Saunders

needs to contact Angela from Meredith. She has not done that and will do that soon. If Angela isn't interested, Shana will let the committee know so they can brainstorm other candidates. An email should be sent to the general membership asking people to submit a name for consideration by the nominating committee. J. Harris will send out that email. Nominating committee is J. Czysz, J. Harris, and S. Saunders. The email should go out to the membership soon. Email should be out by Sept 9<sup>th</sup>. People should get back to us by the end of the month. Folks need to send us a name and 1 paragraph bio. Let's check with Mena Gyawali from Manchester as well, on interest. J. Czysz will make that phone call. Notice of annual meeting and ballots must go out between one month and fifteen days in advance. The bylaws online need to be changed. J. Czysz will find the bylaw changes and will check if we have T. Corwin to hold the election so early. We'll assume we are going ahead with Dec 3<sup>rd</sup> election.

B. Frost has ideas for December 3<sup>rd</sup> Birthday party. It's the 40<sup>th</sup> anniversary of NHPA. One of the founding members is still a member. B. Frost will ask if he is interested in doing a presentation on the history of NHPA with cake and balloons. Usually 40 – 50 people are in attendance. J. Czysz suggested forming a committee to pull this together. B. Frost is happy to be involved as well as M. Engert. Should we do a "life time achievement award" for those starting members who are still members. Erin at LGC could help us find a venue. J. Czysz will send her an email in regards to the matter. It was suggested that the venue be centrally located.

#### 6. Professional Development Update

- a. Partnership opportunity request with SNHPC (Dan Burden/Livable Walkable Communities) – that was done and sent by J. Czysz. They have been asked to submit a full grant.
- b. Brown Bag Lunch Series – 15 people came for the webinar. The survey results were that it should be a quarterly one on the first Friday of the month at OEP. The next Brown bag lunch will be in November. The speaker will be the Goffstown DPW director who just recently won an award and we will open the meeting up to all the DPW directors in the state.

#### 7. Officer Updates

- a. Public Information Officer - J. Harris – Nothing to report.
- b. Treasurer - B. Frost– sent out treasurers report this morning. Quarterly report from May – August. Expenditures were higher than revenue. Conference registrations are coming in but not reflected in this report yet. The Budget presented is as of this morning. Dues are down. We have a membership list. B. Frost will look to see who hasn't paid and what we need to do to follow up. If people are having trouble paying dues because of personal financial situation we may want to allow for some forgiveness. Paypal has been set up. Great deal for marketing. It also allows people to pay via credit card. We had a security breach. It's all been fixed but it was a bit scary. R. Sawyer motions, S. Saunders seconds to accept the treasurers report. Unanimous.
- c. Legislative Liaison – R. Sawyer – nothing to report other than to thank B. Frost for writing the year end summary that went out in the newsletter.

- d. NNECAPA Legislative Liaison - T. Corwin. Does B. Frost or J. LaBranche have anything to say from the NNECAPA exec meeting. B. Frost met with Chris Neery from Shaheen's office. She has been getting requests for signing on to livable communities act. T. Corwin will draft this letter and J. Czysz thinks he can sign it solo.
  - e. Newsletter Editor – P.Rigrod – newsletter is out. Nothing to report.
  - f. Sustainability Coordinator – C. Koehler– Community transportation summit on November 18<sup>th</sup> in Concord and will focus on Sustainability. The 2110 inventory needs to be upgraded and she'll be emailing everyone. EPA created a new office called Local governments for Sustainability headed by new staff Joel Sunkin. He will be contacting planners as part of outreach. He is doing interviews. C. Koehler will email everyone his info in case we want to contact him. B. Frost asks if he is willing to write an article for the news letter. B. Frost asks C. Koehler and J. LaBranche if we have follow up on carbon credits. She will follow up based on 200 attendees. It will be \$50 - \$100. Because the building is LEED certified there is an offset already built in.
8. Other Business - Next meeting is in September at LGC. J. LaBranche asks about posting info on CM credits for the NNECAPA.
9. Adjourn – R. Sawyer, B. Frost seconds. The motion was unanimously approved.

Upcoming meetings: September 23, October 28\*, November 25  
\* Teleconference Meetings