



NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
MINUTES FOR THURSDAY FEBRUARY 10TH , 10 AM
PROFILE ROOM – LOCAL GOVERNMENT CENTER, CONCORD

Present: T. Corwin, J. Harris, M. Engert, S. Marchant, S. Saunders, D. Brooks, J. Czynsz,

1. Minutes of previous meeting – M. Engert, J. Czynsz, as amended unanimous
2. NNECAPA Update – D. Brooks has participated in several email back and forth regarding chapter grants and the upcoming conference in Boston where there is talk about a joint reception for Northeast Coast participants. He has a conference call coming up on 25th.
3. NHPA Annual Conference update – B. Frost was not present. The committee determined that we need to form a COG. J. Czynsz spoke about the awards. Submission deadline has to be in April, a week before our meeting, so we can review the applications at the April/May executive committee meeting and announce the winners at conference in June. Nomination packets have to go out soon. J. Czynsz can do this. But we also need to update our media contacts. S. Marchant created it 2 years ago in mailchimp. She basically called all RPC's and asked them for their media lists. J. Czynsz also wants to try and get it to every municipality. Perhaps LGC can help us with that. RPC's may be able to help forward stuff on? They will at least have town/city contact info. We'll email folks the link and put the nomination package online. M. Engert asked if we are we keeping the criteria the same? S. Marchant thought that we should but added that there was discussion about adding an ongoing recognition category for lifetime achievement. We need to think about doing this fairly though to catch a well rounded group. D. Brooks thought perhaps we should at least recognize all submittals instead of just picking "the winner". Perhaps an honorable mention. There was discussion about what to do when there is only one submission in a category. Perhaps we should try and look at some internal nominations. M. Engert – I think we need to make sure there is plenty of time for the announcement and awards ceremony because last year's NNECAPA was pretty rushed. J. Czynsz mentioned that that awards ceremony is usually scheduled at the luncheon. J. Czynsz mentioned one last thing. She will update the wording for a "Project" and Plan" on the nomination sheet so that its very clear in nomination form what the difference is.
4. Review of draft Action Plan for 2011 – S. Saunders asked first about the legislative liaison committee and the survey since that was so time sensitive. T. Corwin said the committee is meeting Monday so perhaps they can discuss this Monday and get the survey out next week. The list is up on the website. J. Czynsz mentioned that last year's survey is up online that you can use as an example. We do need to do this soon because we need input about why and how we have the priorities we do. T. Corwin will get on that.

S. Marchant moved on with the rest of the action plan.

Item #9 “Begin following and engaging in Federal Legislation.” D. Brooks was on NNECAPA website and couldn’t find any info. T. Corwin let D. Brooks know he contacted Sharon Murry last year and she was a great resource. D. Brooks will contact her.

Item #6 “Membership Renewals”. She heard from Christian on the numbers , he does all membership services. We only have 71 renewals – not even half way. There was discussion on the “mentorship option” on the form. S. Marchant mentioned that item #7, “New Member Welcome Wagon” – this form is out of date. She asked J. Harris to please update it.

Item #11 Newsletter – S. Marchant explained that the next due date is March 30th. She wants to get an article in the newsletter about the mentorship program. J. Czysz needs help on the History article from the newsletter. She needs ideas and resources. D. Brooks wondered if she could get an NHPA list of presidents and start calling them and see if they can tell you a story. S. Saunders will do something about the community spotlight. M. Engert will do something about the sustainability update.

Item #12 “Email Announcements of Newsletter”– if anyone comes across new organizations please email them to the PIO. We will then send them the newsletter, any event notifications, and announcements. M. Engert asked if the following groups were already on the list - NHAI, DPW, APWA, Surveyors, Assessors, Plan NH, LSA, homebuilders, SEA, Wetlands Scientist, Engineers. J. Czysz suggested that perhaps we can go through LGC affiliate members. DES One Stop has all the joint boards listed. (some of eh Exec Committee didn’t know about this website – the thought was that perhaps we should put an article about eh DES One Stop in the newsletter or for new members – M. Engert will write an article for the next deadline☺)

Item #19 “Coordinate Legislative efforts”– J. Czysz said there is a meeting on Friday at OEP. In the past meetings were held monthly, we’ll continue with that schedule through the legislative session.

Item #24 “New England Rail Coalition” – M. Engert still needs to talk to C. Kohler. We support this group, it’s a NH State group. Tom Irwin from Conservation Law Foundation alerted J. Czysz initially to the formation of this group. They advocate for high speed rail into NH. We signed on as a supporter for this initiative.

Item #29 “Establish a new NHPA mentoring service” This is linked to the mentorship program. Lets put these items together.

Item-#31 “Explore Social Media”– We have a Linked-In account but not Facebook. Our group is more appropriate for Linked-In. Perhaps LGC can do a How to use this Resource primer for us? We’ll put this on a summer meeting for fleshing out.

Item #32 “Develop a Speakers Bureau” – C. Pattison is going to be doing this as she gets speakers. The Brown Bag lunch last Friday was fantastic. J. Czysz said there were 25+ people there and there was a lot of interest in future networking. M. Engert mentions that for consideration at future Brown Bag luncheons, the Congress for New Urbanism has spoken

about trying to partner with Fire/emergency services. Perhaps we should consider them for a conference. She will forward the link with attachment she just received on this.

Item #38 “Compile a list of useful technologies”– perhaps we can put one thing a quarter in the newsletter. We’ll start with M. Engert’s article on DES’s One Stop.

Item #46 “Establish a newsletter editorial Board” – P. Rigrod has been trying to do this for a long time. M. Engert asked if perhaps we can let the membership know of our needs this year and see if people want to volunteer? There was discussion on the Gmail account and who checks it and who things go to.

Item #49 “Develop a salary survey”– S. Marchant explains that the intent of this was to develop a survey to include department size, position title and salary. APA salary survey may be a good starting point.

S. Marchant asked that everyone look at this list and each person identify 2 priorities that they want to work on to help us start prioritizing. S. Marchant will update this and send to S. Saunders to send out with next agenda.

5. SNHPC/Manchester Health Department Dan Burden/Livable Walkable Communities Workshop – May 3 & 4. C. Pattison needs to send a save the date card for the Brown Bag. On Tuesday morning D. Burden will do a small group audit then there will be the brown bag lunch and another audit in afternoon. He will present his presentation that evening. The neighborhood chosen is in the Northwest corner near Hooksett. It was chose because it mimics a general NH community. M. Engert explains that Cheshire Medical and Vision 20/20 are hosting Mark Fenton (national expert on Walkability, SSRTS, etc.) those same days... perhaps we can partner. M. Engert will give S. Marchant contact info so she can contact. HEEL groups are involved in both. Lets add this to our event listing online.

S. Marchant explains that the Southern NH Regional Planning Commission is putting in a grant update for a livable/ walkable toolkit. Do we want to support this effort? The consensus was yes with our timee but we are short on funding. We can help them to promote it. The meetings will be in Manchester. This is the second SNHPA partnering opportunity. Perhaps we should let other groups know that this is an options so that we can expand these opportunities geographically. Is there any way we can put together a subcommittee under the exec committee to do these sorts of things? Perhaps put parameters in what we are willing to do in these partnerships. We’ll make this an agenda item on our next agenda. J. Harris can take this one since the request came from her office.

6. Officer Updates –
 - a. NNECAPA Legislative Liaison – D. Brooks – already discussed.
 - b. Legislative Liaison – T. Corwin – He explained that they had formed the legislative committee of 10 members. They met Jan 18 and 31st and then again at joint meeting with RPC’s. There is a meeting next Monday at LGC at 10 am. So far we have designated as priorities: HB 44 Designating the Oyster River as protected River; HB 85 Regarding the definition of an abutter – this has been killed; HB149 Protected River designations for several rivers in Lamprey River watershed, all branch rivers; HB 205 modifies requirements to notify upstream dam owners; HB 218 repealing

NH Rail Transit Authority; HB 336 Mascoma River designation, HB 352 Regarding requirement that towns will have to retroactively unmerge lots that were merged w/out the owner's permission; HB 409 no more than 1 planning board member can sit on any other board or commission; HB 470 repealing CSPA; HB 555 lower Exeter Squamscott River designation. Those are priorities. S. Marchant has received phone calls regarding HB 446 – licensure revocation bill. T. Corwin thought we tracked this bill last year. S. Marchant thought maybe T. Corwin could talk about it in the committee. S. Marchant also received a phone call about SB 104 relative to prohibiting a town or city to require bonds for intent to cut, and prohibits PB from regulation timber harvesting operations. T. Corwin explained that his group is watching this one. J. Czysz wants to move up HB 303 having to do with PUDs. Everyone urged T. Corwin to , please let them know when this list updated and please send out information to us. J. Czysz asked if T. Corwin or Nancy is going to the hearing for HB 409. She testified last year. T. Corwin confirmed that Nancy is going.

- c. Public Information Officer - J. Harris – J. Czysz let J. Harris know what still needs to be done for the website now that she is back from maternity leave. J. Harris likes the events and opportunities email that J. Czysz did.
- d. Newsletter Editor – P. Rigrod. No report.
- e. Professional Development Update – C. Pattison. No report.
- f. Sustainability Coordinator – M. Engert – we already covered quite a bit. She still has to meet with C. Kohler.
- g. Treasurer - B. Frost. No report.

7. Other Business

- a. Formation of AICP Exam study group – J. Czysz explained that B. Frost is taking care of this.
- b. Walter Warren recognition/memorial – Discussion ensued about a presentation at the conference. We will put this on next month's agenda. Lets put him at the top of "On Plan and Planners" in the newsletter. S. Marchant email his obit last week.

J. Harris and T. Corwin leave.

- c. 2011 NNECAPA grant – FCC shot clock – we'll wait till next month to talk about this.

S. Marchant asked that if anyone gets called on legislative bills please fwd the caller to T. Corwin to keep it centralized.

8. Adjourn – D. Brooks motions to adjourn, M. Engert seconds. The vote is unanimous.

Upcoming meetings: March 10*, April 14, May 12*, June 9
* Teleconference Meetings