



**NEW HAMPSHIRE PLANNERS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING  
MINUTES FOR THURSDAY MAY 12, 10 AM  
LOCAL GOVERNMENT CENTER, **PROFILE ROOM** – CONCORD**

Present: C. Pattison, M. Engert, D. Brooks, P. Rigrod, J. Czynsz, S. Marchant, S. Saunders, B. Frost via phone

1. Minutes of previous 2 meetings (March and April) M. Engert and J. Czynsz, P. Rigrod is abstaining.
2. SNHPC/Manchester Health Department Dan Burden/Livable Walkable Communities Workshop – Several members attended the Brown bag lunch. It was great. The group discussed feedback regarding this partnering process. It was decided that overall opportunity was very successful and this may be a model we are willing to follow in the future. Registration could use some refinements. There were separate registrations for the conference and the brownbag. LGC didn't realize they were separate so RSVP's got confused. Communication could have been better between the partners. Labeling of rooms for sessions was confusing, too. There was discussion on agreeing to future partnerships on a case by case basis. Perhaps developing criteria or a process by which we choose who to partner with. It was agreed that we need to make sure we spread out our resources and not simply continuing to support Southern RPC.
3. NHPA Annual Conference update – B. Frost let us know that sponsorship levels so far are good. We have 5K so far but we have high speaker costs: 3K for speakers. We have both high speaker's fees and travel costs. Three \$1000 sponsorships from RPC's, NH Charitable and HNH Foundation. HNH Foundation is thrilled that NHPA is continuing the public health theme. We have LGC and NH Housing at \$500. We will do poster with 1K and \$500 sponsorship company logos. M. Engert sent B. Frost a list of local businesses. B. Frost will follow up with that list. J. Czynsz asked about VHB – she will follow up with them. Shanna knows she needs to follow up on her list. We need names of sponsors by the end of May to print in program. Program is all set. LGC has material for formatting, and the speaker are confirmed. Sessions are planned. Certification Maintenance application is in. Reception will be at Margaritas on Thurs from 530pm – 730pm. Last issue is transportation costs to last mobile session in Harrisville. If we can register 60 folks we are very close to break even. We planned for 80 participants because the public health community is circulating this agenda. Many Keene municipal staff and board members will be attending. B. Frost will get another constant contact message out. COG is meeting Monday from 9-11 at NH Housing.
4. Review of Award nominations and how to handle Honorable Mentions – the committee discussed the nominations. Citizen Planner of the Year was Paul Goldberg, Planning Board Chairman, Town of Bedford, NH; Professional Planner of the Year was a tie between Tim

Thompson, Town Planner, Town of Londonderry, NH and Christopher Parker, Director of Planning & Community Development, City of Dover, NH; Project of the Year was LRPC's Winnepesaukee Gateway Project; Plan of the Year was the 2010 Master Plan for the Town of Bedford. Honorable mentions were discussed as well. It was agreed that we should do honorable mentions. There was discussion about giving the first place winners a plaque. Jillian will do certificates, J. Czysz can buy frames and S. Saunders will do the plaques. B. Frost will email high quality log to S. Saunders. S. Saunders moves, D. Brooks seconds, the vote was unanimous.

5. **Discussion on Special Recognition Award** – NH Lifetime Achievement Awards should go to Ken Niemczyk and Posthumously Walter Warren. C. Pattison followed up with some contacts and the thought was a plaque to be presented for lifetime achievement, presented to Walter Warren's kids. Let's do a framed certificate. Should we do this for all retirees too. It was agreed that twice a year, at conference and annual meeting we'll do recognition. C. Pattison will do lifetime achievement award for Walter. For retirements let's do Career Recognition. S. Saunders will look into seeing if we can get a larger sign off (Governor or OEP head) on the retirement. There was agreement that we should set up a threshold for 10 years or 20 years of service. And they must be NHPA members. There was discussion about putting a "are you retiring" on the website. Jillian will check to see if LGC has hit numbers for our website so we know what traffic we are getting.
6. **Officer Updates** –
  - a. NNECAPA Legislative Liaison – David Brooks – NNECAPA hasn't met yet. There is a meeting next Thursday. There is a webinar on the 26<sup>th</sup> for a legislative update. B. Frost will help put together a summary for the meeting next week meeting. NNECAPA Conference is Sept 8-9. Call for presentations is out there, deadline is 26-27<sup>th</sup> of May.
  - b. Legislative Liaison – Timothy J. Corwin – an issue now being discussed is that form based codes are difficult to implement in NH, because the State RSAs lay out abutter notice and hearing protocol. Do we want to try and tackle this legislatively? The Board discussed and decided to put the topic on a future meeting.
  - c. Public Information Officer - Jillian Harris. No report.
  - d. Newsletter Editor – Pierce Rigrod – P. Rigrod spoke briefly of Drinking Water conference. Newsletter deadline is June 30<sup>th</sup>. All the events should be highlighted and recognition awards should be highlighted. Should we highlight the changes the State is making? Perhaps coming from a local planner written as "these changes are going to affect me... "Tim can help out. What about the idea that we do an open letter to the NH Planning Community from the Exec Comm. End it with what can we as an Association can do to support you, our membership, given all this information. There was discussion with timing and if this should be a separate open letter. P. Rigrod has other ideas for articles. We need to provide info and be advocates.
  - e. Professional Development Update – Camille Pattison – P. Rigrod thanks B. Frost for getting credits for Wednesdays Drinking Water Conference. C. Pattison needs a date for the next Brown bag. August, first Friday. Then November. B. Frost had someone from Stonehill Environmental in mind for August. And J. Czysz had a speaker idea from MIT. P. Rigrod also threw out Rob Roseen's Forging the Link presentation. The discussion changed to the proposed Mentoring Program. J. Czysz drafted up an outline for the program. She discussed the framework and format for linking people.

There are two different models from Illinois and Pennsylvania and Northern California. IL has Yahoo group with mentor profiles that a mentee peruses and picks then administrator put them together. PA, the administrator makes the match. M. Engert said Vermont Planning Association has something like that. P. Rigrod asked about linking with the Degree programs in the state. Please look at her hand out and add categories. There was discussion on administration.

- f. Sustainability Coordinator – Mikaela Engert – she started to calculate a rough carbon footprint for upcoming conference. Estimate now is \$70 for 50 tons. She will update as things pan out more. B. Frost budgeted for this. He would like to have this all finalized so we can update the conference attendees what this line item paid for off sets. M. Engert will have more time in the next couple months to get tasks done and do some education. P. Rigrod have we helped facilitate carpooling. Almost too late for this conference but lets keep it in mind for the next event.
- g. Treasurer - Ben Frost – Spoke Briefly to the budget. Dues are coming in. Bank account is good. J. Czyns moved to accept the treasurer’s report/D. Brooks seconded.. The vote was unanimous.

7. Other Business - Please add NNECAPPA state director report to Officer Update.

8. Adjourn – D. Brooks moved to adjourn./C. Pattison seconded. The vote was unanimous..

Upcoming meetings: June 9\*\*, July 14, August 11\*

\* Teleconference Meetings

\*\* Annual Conference