



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE COMMITTEE MEETING
MINUTES FOR THURSDAY JANUARY 27, 10 AM**

Jen Czysz, Camille Pattison, Ben Frost, Sarah Marchant, Shanna B. Saunders, Mikaela Engert, David Brooks

1. Minutes of previous meeting J. Czysz moved to approve as amended, C. Pattison seconds. The vote is unanimous as amended
2. NNECAPA Update – B. Frost announces that NNECAPA will be holding an executive committee conference call in late February He just got a solicitation notice for the grant NNECAPA is offering the three member organizations. If he remembers correctly we are considering a grant to help municipalities with FCC shot clock and wind turbines? These are both things we had talked about spending our special project money on, as well. The group agrees that these are issues of importance.
3. NHPA Annual Conference update – B. Frost explains that he and his Co-Chair Brian Rose are trying to nail down a venue. The timeframe looks like early June. Mill Falls in Meredith is available in early May but he is thinking that is too close to APA national in Boston. He is thinking Meredith in part because of the Healthy NH Foundation collaboration that is occurring. Also looking at Red Jacket in N. Conway and the Courtyard Marriot in Keene. Erin from LGC is involved in researching a venue as well as doing the publicity etc. B. Frost explains that they are still looking at a public health oriented theme to the conference. M. Engert mentioned that Keene is bringing in Mark Fenton. She thinks we should really look at what else is happening in the area and see if we can piggy back or get sponsorship. S. Marchant asked if there is a COG yet? S. Marchant mentioned that Jillian is coming back to work next week so she may be able to help out. J. Czysz mentions that the VP always helps for awards. J. Czysz is ready to get to work. We should plan to receive applications two months before the meeting. This means they must be submitted in April. J. Czysz will have a packet of information about the application at the next meeting. S. Marchant recommends using the media outreach list to try and get the word out. B. Frost said typical attendance is under 100 - between 80-100. How about. B. Frost will look into the Eastern Slopes Inn in Conway, as well.
4. 2011 Meeting Schedule –S. Marchant explains that survey results gave us several options. Thursday at 10 for the first and second week of the month and the third Tuesday of the month. J. LaBranche cant do mornings in general. Afternoons though look bad for more folks. S. Marchant will send out another survey with only those three options and will narrow the decision. She will let everyone know by the next meeting.
5. Review of draft Action Plan for 2011 – S. Marchant would like to table this item until we sit down face to face. We have done many of these things already. Please send any updates in to

S. Marchant by February 3 – that’s one week and she’ll update the matrix for the next meeting.

6. Professional Development Update

- a. Partnership opportunity request with SNHPC (Dan Burden/Livable Walkable Communities) - S. Marchant is working on a May 3-4 date. It is a partnership between the SNHPC and the Manchester Public Health Department. The public portion is just the first day. D. Burden will do 2 neighborhood audits. He will then write a technical paper based on these audits that will be used state wide. He will do a presentation on his audit and that is where they want help from NHPA. They are hoping NHPA can help with publicity. They are asking to host a brown bag lunch the first day he is here. They are hoping our promotion will draw more people in. It’s a Tuesday... not our normal meeting date. This would be in Manchester. The projected capacity is 120. This would also be disseminated through their public health list-serves. S. Marchant asks if LGC could do a save the date for the Brown Bag? Yes, it was determined they could. C. Pattison will get details from S. Marchant and get that moving. B. Frost thinks this will qualify for CM. They are also looking for a name. If you think of anything please contact S. Marchant.
- b. Brown Bag Lunch Series : C. Pattison explains that Carl L. Quiram – will be speaking at the upcoming Brown Bag on Feb 4th. J. Czysz has RSVP’s and we have 10 people so far signed up. He will be talking about the relevant projects in Goffstown for ½ hour then will give an opportunity for questions for ½ hour. We need ideas for brown bag lunches. We are all set for May but let’s try and get ideas for the fall. J. Czysz will forward out another reminder. B. Frost updates C. Pattison on conferences he is applying for CMs on.

7. Officer Updates – *Please note this will be the last recap from this year’s officers. Next year’s officers will give the next update.*

- a. Public Information Officer - J. Harris (J. Czysz) – J. Czysz is updating the website. Send her anything else that is needed by next week. On home page we could update the “Articles and Opinions”. J. Czysz was going to put up the new Keene info up on “On Plan and Planners.” Please update minutes too. We also need to get a tracking sheet from Tim and testimony letters. There is survey results up still from last year that will be removed. We should get a new survey up there to the membership this year about legislative priorities.
- b. Treasurer - B. Frost – No activity over the past month. He is waiting for one check from RPCs for audio webinars and then he can do a final report for 2010. We should start getting membership checks soon for 2011 revenue. Things look good. He has done Secretary of State’s registrar for Business and Charitable Trust division of the Attorney General’s office. Which we have never done before and should have.
- c. Legislative Liaison – Timothy J. Corwin. No report.
- d. NNECAPA Legislative Liaison – D. Brooks let everyone know that NECAPPA has a conference call on February 25th. There is another legislative committee meeting on the 31st of January to review pending legislation that has been introduced. B. Frost explained that yesterday was the deadline for house bills. One bill from Nancy Patton we are interested in is regarding notice of abutters to upstream dams. Office of Energy and Planning – is looking to continue hosting the meetings that they have

hosted in the past for groups interested in Legislation. It is just for informal discussion.

- e. Newsletter Editor – Pierce Rigrod. S. Marchant knows he sent all info to the LGC for the newsletter. Please let J. Czysz know when it's done so she can post on Website.
- f. Sustainability Coordinator – M. Engert - She is still coordinating with Christa Koehler on the exchange of info.

8. Other Business

- a. Formation of AICP Exam study group – S. Marchant had a request from someone to see if NHPA was spearheading an effort to get a AICP Exam study group for the May exam. Could we put out a call out to see if there are people interested. B. Frost can post something to the NNECAPPa list serve and see if there is interest the NH based study group.
- b. Recognition of Retiring Planners - D. Brooks mentioned that in Lebanon, the long time planner Ken Niemczyk is retiring. He has been there 20+ years. Another planner has just left. They are trying to hire a city manager. City Manager will probably hire the new Planning Director. Should NHPA do something to commemorate Ken's retirement similar to what we did when Karen White retired. We gave her a recognition award. Should we do something for Ken. B. Frost thought yes we should do this. D. Brooks will work on a "On Plan and Planners" article for spring addition. We can put the new job posting on NNECAPPa and OEP and NH Planners Website.
- c. New NHPA Membership Committee - S. Marchant let everyone know that in the new action plan is an action item about having a NHPA member committee to work with new planners who are hired. J. Czysz mentioned also that there was talk about a mentoring program. She has added this to the membership form. B. Frost mentions the training sessions that RPC's put on several years ago for new planners - perhaps we should revive those. There was much interest in the group for this. C. Pattison – what about an internship program. Everyone agrees this is helpful.

9. Adjourn – B. Frost moves to adjourn, M. Engert seconds. The vote is unanimous.

Upcoming meetings: TBA – S. Marchant will let us know how second poll results next week