



**NEW HAMPSHIRE PLANNERS ASSOCIATION
DECEMBER 20, 2013, 9:00 AM (9:15 START)
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**NEW LOCATION!! NHMA, 25 TRIANGLE PARK DR., CONCORD, NH 03301
CONFERENCE CALL LINE : NO CALL IN. BE THERE OR BE SQUARE ☺**

Present: Merchant, Sarah; Wood, Elizabeth; Rigrod, Pierce; Connors, Mark; Carboneau, Sara; Frost, Ben; Monahan, Matt; Saunders, Shanna; Brooks, David

1. Minutes - none
2. EC Positions – voting and discussion (Training on new positions) – E. Wood. There are copies of the ballot for everyone. We wanted to discuss the positions this year so folks, especially new folks, know what to expect. We went through the list and discussed all positions and assigned folks who were interested. The nominations are as follows:

President: Sarah Merchant, AICP
Community Development Director, Town of Amherst

Vice-President, Shanna B. Saunders,
Planning, Zoning and Code Director, City of Laconia

Secretary, Sara H. Carboneau
Director of Planning & Community Development
Town of Swanzey

Treasurer Benjamin D. Frost, Esq., AICP
New Hampshire Housing

Newsletter Editor, Mary Adamo Friedman, Ph.D.
Community & Environmental Planning Program
University of New Hampshire

Public Information Officer Matt Monahan,
Principal Planner, Central New Hampshire Regional Planning Commission

NH Legislative Liaison, Timothy J. Corwin, Esq.,
Assistant City Planner, City of Dover, NH

NNECAPA Legislative Liaison, David Brooks
City of Lebanon

NHPA MISSION STATEMENT: THE NEW HAMPSHIRE PLANNERS ASSOCIATION PROMOTES, ASSISTS, AND SUPPORTS THE PROFESSIONAL PLANNER IN THE GOAL OF ACHIEVING PLANNING EXCELLENCE TO IMPROVE THE QUALITY OF LIFE TODAY AND TOMORROW IN NEW HAMPSHIRE'S COMMUNITIES.

Sustainability Coordinator Pierce Rigrod
NH Department of Environmental Services

Professional Development Officer, Mark Connor,
Nashua Regional Planning Commission

NNECPA Ex-Officio, NH State Director, NNECPA Elizabeth Wood, AICP
Town of Windham - Community Planner

Everyone was asked to train those who may be in their previous positions. D. Brooks moves to accept the positions as voted. P. Rigrod seconds. The vote was unanimous. Matt will update the website. We do not need to update the letterhead.

3. Cornerstone contract/discussion with NHMA – B. Frost. S. Marchant reviewed the Cornerstone contract. It renewed in November. But can be terminated with 90 days. It's a fee for service contract. B. Frost and S. Saunders met with Judy Silva the new director of NHMA. NHMA is interested in bring the affiliates back in. They need some time to put together a fee schedule. There was discussion with NHMA about using Wild Apricot to manage some of our online needs such as membership management, website. B. Frost has set up a trial membership to test out the service. Membership dues have to go out in January, with fees due by April. Wild Apricot will do website, mailchimp, constant contact as well as member management. The price is \$50 for a 500 member database. B. Frost set up a homepage NHPA.wildapricot.com. Check it out and at the next meeting lets hear what everyone thinks. Cornerstone needs to get out our membership notice. B. Frost thinks we can get fully up in Wildapricot by April 30. Perhaps we should stay with Cornerstone until the conference is complete. Ben wanted all mail to be sent to our PO Box at 3458 Concord 03302. This needs to change on the website. M. Monahan will make those changes and S. Marchant will make sure all billing will include this address. Its agreed. B. Frost will work closely with M. Monahan on the setup as M. Monahan is the PIO and will be handling it thereafter. There is \$3000 budgeted for next year.
4. Complete Streets Taskforce – EC membership? Chair person? Goals, initiatives, etc. – S. Marchant. The task force has been formed. Jack Munni is interested in joining. The next meeting is Jan 16th at NHMA. The first meeting revealed that there is a lot going on regarding this topic already and the Task Force is working to define its place in everything already happening. S. Saunders will serve as the NHPA liaison. M. Friedman asked if we could get pictures of the meeting to M. Friedman for the newsletter. She also asked for other grapevine-type stuff to be sent to her for the newsletter. E. Wood then asked if the grape-vine stuff can be sent to her for the NNECPA newsletter.
5. Spring Conference location and date/Create COG – S. Marchant. S. Marchant mentioned that M. Friedman and S. Saunders were supposed to be looking for a location. M. Friedman mentioned UNH. Everyone thought that was a great idea. Any time after graduation. The OEP conference is at the Mountain View Grand May 3. Perhaps the first week in June? June 5-6? The COG = M. Connor, M. Friedman, S. Saunders and S. Marchant. We'll reach out to Durham Planner, Michael Behrendt. Also Charlie French, Molly Donavan, etc. Keep in close communication with M. Monahan to get stuff on the website.

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6. Update Membership forms with new fee schedule – work with Cornerstone on Membership – S. Marchant. S. Marchant will update that and get it to Cornerstone and make sure it gets out.
 7. Directory – nominate committee to get this done. – S. Marchant. We now know that there is an interest and people want it digitally. B. Frost said WildApricot allows for a members only site. We will wait until after WildApricot is up and running. S. Marchant will get this on the May agenda.
 8. Annual Awards, Nominations by NHPA Membership and voting/Awards swap with VT – S. Marchant. Info needs to get out in January on website, we need to have emails every 2 weeks to remind people. We need to really push it personally. E. Wood said that NNECAPA said we need to realign our format to NNECAPA standards. We thought we had done this. M. Monahan will find the forms and get them to E. Wood and she can verify that the forms are consistent. NNECAPA needs them in fall. We usually announce at Annual Meeting. So the deadline will be Friday April 4.
 9. Banner update – S. Saunders and M. Friedman. We have found they are about \$300. M. Friedman found two sites that sell them: displayit.com, displays2go.com. We want the membership map, photos. The company will help with layout. Did we want to change the logo. There is also New England Sign Company in Salem. UNH does big glossy posters for \$70. So we want to know what the budget is. B. Frost said to budget for \$350. Several folks mentioned they knew of folks who had recently bought them and would check on company and price. (S. Marchant, M. Connors, B. Frost) S. Saunders has a vision she will draft up and bring to the next meeting.
10. Officer Updates –
- a. NNECAPA Legislative Liaison - D. Brooks. There has been a budget deal. But there are still appropriations. MAP 21, the transportation bill – proposed language upgrade to update pedestrian language to be more comprehensive. Rulemaking will be in the spring. HUD and USDOT put together a “location affordability portal” by the census block. There is an APA document “Planning for an Aging Community” that will be circulated for comment soon. NNECAPA also budgeted to send each State Rep to Washington for the Policy Weekend so if there is anything we want to bring to Washington on behalf of the NHPA lets think.
 - b. Legislative Liaison – T. Corwin. Next Meeting is January 17th.
 - c. Public Information Officer - M. Monahan, no report
 - d. Newsletter Editor - P. Rigrod. Newsletter just went out. Next one will be March or April.
 - e. Professional Development Update – B. Frost will send to M. Connor some info on the last conference.
 - f. Sustainability Coordinator – No report
 - g. Treasurer - B. Frost. No report yet. He will have year end soon. B. Frost got final sponsorship check this week for the NNECAPA conference. We made a profit of \$3300. He is working on the kick starter campaign for the Claudia Folska video production. It should be up and running by Jan 1.
 - h. Vice President - M. Friedman. No report.
 - i. NNECAPA NH State Director – E. Wood. The next meeting has not been scheduled. Book club is coming up, Jan 26th 3PM at True Brew Café a the Gibson’s gift store. The book is Death and Life of Great American Cities by Jane Jacobs. Gibson’s is offering 10% off the book. M. Monahan will put this on the website and out on Planlink.

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11. Other Business – P. Rigrod created a potable water subcommittee that includes Planners, Code Enforcement Officers, he will have feedback by January. We hope to have a document to distribute next year to better define potable water.

P. Rigrod also mentioned the Annual Drinking Water conference April 30 at Grapone.

S. Carbonneau asked about whether we want to have a facebook page. We have a Linked-in account. M. Monahan monitors it. There was the sentiment that we should just do it and link it to the gmail account. We need to regularly check the gmail account too.

When do we want to meet? Friday? It was decided the first Friday of the month. Next meeting will be Feb 7th at NHMA. M. Connor will buy coffee. Receipts go to B. Frost. There will be call-in availability. M. Friedman mentioned using Google Plus for video conferencing instead.

12. Adjourn B. Frost moves to adjourn. D. Brooks seconds. The vote was unanimous.