



**NEW HAMPSHIRE PLANNERS ASSOCIATION
EXECUTIVE BOARD MINUTES
FEBRUARY 7, 2014, 9:00 AM (9:15 START) @
NHMA, 25 TRIANGLE PARK DR., CONCORD, NH**

Present: Sarah Marchant; Mark Connors; Sara Carbonneau; Ben Frost; Matt Monahan; Shanna Saunders; David Brooks; Tim Corwin. Participating by Conference Call: Pierce Rigrod (from 9:18 to 9:29); Elizabeth Wood (from 9:10 to 9:15)

Meeting commenced at 9:10 a.m.

Congratulations on Mary's new grandchild!

Phone Updates:

Elizabeth Wood -

Reported that *NNECAPA* will meet at end of month (Feb.).

Book club met on Jan. 26 and the discussion on the book is continuing. Next meeting is March 9th at 3 p.m. at the Republic in Manchester. Elizabeth will email Matt to get this on website. Second book is *Devil in the White City*.

Awards – Executive Board needs to reach out more to get nominations. Also, Executive Board could nominate, as Vermont is judging the NH awards this year.

Pierce Rigrod -

Continues to work on the *potable water guidance document*. Hopes to be done in February sometime. Needs to meet with some code enforcement and health officers to provide clarification and guidance on administrative procedures.

Need articles for *newsletter*. Will coordinate with Mary. Deadline for submission for next issue is February 28. Aim for mid to late March publication. Cornerstone still will be doing the newsletter (at this point).

Granite State Future program in Meredith went very well last week). Good attendance.

Agenda Items:

1. Minutes from Dec. 20, 2013 - Should reflect that Mary Adamo Friedman was also present. Motion to approve as amended by David; second Ben. Vote all in favor.
2. EC Positions – Has everyone caught up on their roles? Any questions/concerns? Everyone all set on their roles at this time.
3. Update on *Wild Apricot* online management system – Ben has not looked at this during the past month. Ben will address this in the upcoming month. Has a skeleton of a NHPA website. We are at a base (free) subscription on Wild Apricot at this time. (Note: link in the 12/20/13 minutes does not work. Ben will send us the correct link.) Wild Apricot is an on-line membership management site. Once up and running with Wild Apricot, NHPA would be able to end its relationship with Cornerstone. Membership list - can

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this be on Wild Apricot? Yes and it can be password protected. Checks are currently arriving for membership (which Ben has and needs to process).

4. *Complete Streets Taskforce* update by Shanna and Sarah - Turn out was not nearly as good as at the prior meeting. It doesn't make sense to duplicate efforts (DOT, BPTAC, and HEAL) going forward; however, we should let them know that we are very interested in assisting. Complete Streets Taskforce hopes to present at NHPA's annual conference (with a primary speaker). Green-infrastructure is what Complete Streets Taskforce is really interested in. (Would be a great newsletter article – describing what the process is...get article from Nic Coates, Ben will contact him.) Also Transport NH - Rebecca Harris - Equitable Transport for All.
5. Spring Conference Update – Mary and Shanna "Place-making" Lots of varied activity throughout the state. Proposal from UNH from Mary 2/4/14 was briefly reviewed. Rates are very reasonable for staying overnight at UNH in the dorms. Includes Thursday dinner, but no Friday lunch. May want to reconsider the Thursday dinner/Friday lunch. Micro-breweries could be fun. Also, a segment on the redevelopment at Pease.

GSLA proposal – it wants to be part of the conference. (Granite State Landscape Architects). Also Susan Silberburg from MIT - placemaking and public art and inclusionary public process - prof. at MIT. Conference date June 5 and June 6. Is there a good place in Durham to be at night? Red Hook Brewery is located in Pease and there is also an Irish pub located close to Red Hook Brewery (bus there and back). Dover would be a great place to go at night. (Chris Parker and Tim Corwin could be our tour guides!)

6. Annual Awards, Nominations by NHPA Membership, voting/Awards swap with VT – Matt, Elizabeth and Sarah. Matt - request is out for nominations - they are due Feb. 28th. The Ex. Board needs to be involved. We need to spread the word and get nominations. David suggested the Hypertherm project – but was not sure if it fit within the guidelines. It was suggested that Joanne Casullo would be a great person to nominate as professional planner. (Also, maybe lifetime achievement award). Ben will work on this.

We will need to address Vermont's nominations at our next meeting on March 7th.

Do we want to share our nominations with PlanNH? Shanna inquires - Sarah M. says this is a very different process. (March 7th is PlanNH's return date.) Shanna will contact Robin Leblanc at PlanNH.

We do awards for:

Professional planner

Project of the year

Volunteer planner

Life-time achievement award

7. Banner update – Shanna and Mary; defer at this time
8. Officer Updates –
 - a. NNECAPA Legislative Liaison - D. Brooks Omnibus spending package has made it through the house. Restores funding to Tiger, Amtrak, sustainable communities initiative, etc. Has gone through the senate, but not sure what the allocations are. Map 21 bill expires September 30th.

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- b. Legislative Liaison – T. Corwin When is the legislative breakfast scheduled? During crossover sometime...last year was March 9, 2013. Ben wasn't sure if the RPCs are doing it this year. Tim will update this afternoon. What happened with the drone bill HB 1620? (An article by David Brooks of the Nashua Telegraph about drone use... last week's paper.)
- c. Public Information Officer - M. Monahan awards. See above.
- d. Newsletter Editor - M. Friedman See above.
- e. Professional Development Update – M. Connors: brown bag lunch at end of March or early April. Cottage style housing. Panels would be a good idea.
- f. Sustainability Coordinator – P. Rigrod No report.
- g. Treasurer - B. Frost no report at this time. Ben still needs to close out 2013 and to finalize the NNECAPA conference costs. Ben feels that NHPA should cover the initial costs of the film. Will get reimbursed through the kickstarter campaign.
- h. Vice President - S. Saunders Nothing to report.
- i. NNECAPA NH State Director – E. Wood See above.

9. Other Business -

Kickstarter Campaign - Ben provides an update. The kickstarter campaign has raised more money than needed; however, it really should be considered similar to a restricted fund – the funds shouldn't be diverted to another project. \$4,816.00 right now! Fundraising closes at 11:59 p.m. this evening. The extra funds could be used for a public screening of the event. Also, could fly Claudia back to do a Q&A after a screening of the film. This could take place in mid-October, as Claudia will be the keynote speaker in Maine at the IRiS institute. Also, may need funds for professional production of the DVD and to include the mailing - may need to raise some additional money for this.

Amy Messer at NH Disabilities Council - very excited about this film. Lots of opportunities for interesting collaborations. Partnerships, outreach potential, etc. Documentary film run time is between 1 to 2 hours. Discusses Appendix B - need a small group of people to serve as advisors to Matt. Meet within the next week or two with Matt Frost. (Could talk about Complete Streets... get Nic Coates.) Appendix B also includes the timeline. Shooting to finalize film - around the end of June. Could there be a feature length and a 30 minute length? Ben says that is wouldn't work without extra cost. It would need to be restructured. Sarah could possibly meet with Matt Frost. Ben will check with Amy Messer, Rebecca Harris and NH Association for the Blind. Van Macloud - from the arts community. Also, maybe someone from Red River Theatre. Not sure where the meeting with Matt will take place yet.

While not addressed at the meeting, the Board voted by email to formally approve the addendum to the scope of work submitted by Matt Frost, upon motion by Sarah. Seconded by Sara. Vote: All in favor with Ben abstaining.

Housing Policy & Regulations Committee - Sarah M. sits on the committee. 30 plus people on this committee. Many different organizations represented. What makes affordable housing difficult in

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NH? Last meeting the Committee met with building and fire officials. NHPA has been put in charge of a working group –to work with building/fire/code officials/planners/builders as to how best to coordinate the rules/regulations and how to educate communities. Disconnect on the codes. Communication issues between fire and building officials. Ultimate goal is promoting cross-training for fire, code, planners. How does the process work? Need to educate. Bill to appropriate money to accomplish this training. Where does the money come from? Suggest a “fact sheet,” keeping the information simple and straight forward – essentially, review and interpret the statute. Tim will work with Sarah on this. Need printing and mailing money. Funding resources - NH BOA and NH Fire Chief Association.

OEP Conference is May 3rd at the Mountain View Grand in Whitefield. May be a plenary session done by Dennis Delay and Russ Thibault.

APA is considering two new *policy guides* - sustainability (revised) and aging. The may be a Region I APA conference in Saratoga June 2015. How about presenting the film at that time?!!!

10. Adjourn - adjourned at 11:40 a.m.

Submitted by,

Sara H. Carbonneau
Secretary