



**NEW HAMPSHIRE PLANNERS ASSOCIATION
APRIL 4, 2014, 9:00 AM
NHMA, 25 TRIANGLE PARK DR., CONCORD, NH 03301**

Note: There were not enough members present to constitute a quorum. Discussions commenced at 9:15 a.m.

Present: Sarah Marchant; Mark Connors (arriving at 9:45); Sara Carbonneau; Shanna Saunders; Mary Freidman. Participating by Conference Call: Donna Pohli (Conference Organizing Committee)

Minutes: From February 4th and March 7th – Not addressed.

Annual Awards VT: Marchant, Carbonneau and Corwin (via prior email) made their recommendations as follows:

Professional Planner - Sarah Hadd (3 votes at #1)
Volunteer Planner - Hugh Tallman (3 votes at #1)
Project – Ecos, Conservation, Manchester (each received a #1 vote)
Plan - Brattleboro (3 votes at #1)

An email will be sent to other Executive Board members asking for their rankings.

Annual Awards NH: NH Awards will be selected at the May meeting. It was noted that Frost had previously mentioned Joanne Cassulo for the life-time achievement award. All agreed.

Update Wild Apricot online management system - No update.

Housing Policy & Regulations Committee – Marchant noted that the group is making really good progress on a Fact Sheet (2 sided). Intent is to mail to Selectmen/governing body, and Planning and Zoning Board chairs. How to distribute it digitally? Asking all stakeholders to pitch in \$200.00 for printing and distribution costs. Since there was not a quorum, this could not be voted on. Marchant will contact Home Builders Association and NH AIA for digital distribution – if there are other organizations that should be receiving this fact sheet, please let Marchant know. Next meeting of the Committee is 4/21 to review the Fact Sheet.

By email vote on April 7 and April 8, the Executive Board voted to support the factsheet with the NHPA logo; and to support the request from the Housing Commission Working Group to provide up to \$200.00 to help cover the costs of printing and distribution of the factsheet.

Legislative Breakfast - Tentatively scheduled for April 30th. Marchant, Saunders, Connors and Carbonneau will participate. We need to develop some visuals. Start at 8:30 a.m. Conference info, business cards, postcard with info and website. (Candy.)

Spring Conference "The Art of Placemaking" Update – Details regarding the conference were discussed. Suggested that Tod Selig be asked to give the opening remarks.

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It was suggested that a MOA be sent to all presenters, detailing their role at the conference, and setting forth conference fees, meals, etc. Freidman to send a draft MOA to Marchant.

Recommended that conference attendees have their workshops/tracks included on their name tags.

Expenses:

Bus quote (\$400.00 including gratuity) – recommended that we hire the bus company. They will also provide a shuttle, as needed. Pohli should request a check from Frost.

Silberberg – requires her fee plus mileage and travel expenses. It was noted that she would prefer getting a check at the conference.

UNH will require a deposit.

Discussed the facilitators workshop (UNH Cooperative Extension, Carsey Institute and UNH's theatre program). This will need to take place on Thursday (4th track). Limited to 30 participants – cost is \$1,200.00, but will be “donated” as their sponsorship. Freidman will inquire if this could be videoed to be presented for those who do not wish to go on the mobile workshops on Friday afternoon.

Food was discussed and the consensus was as follows:

Continental breakfast

a.m. snack

Lunch sandwich buffet - sandwiches & desserts (cookies & brownies)

No p.m. snack - getting on the buses at 4 p.m.

Dinner on their own (appetizers at 7th Settlement)

Breakfast full breakfast on Friday (buffet)

a.m. snack

Lunch at the dining hall.

Conference Sponsorship - Connors has sent out the sponsor requests. Need to follow-up. The registration packet should go out no later than the end of April.

Placemaking in the community workshop – Decided that John Carroll would be a great presenter. Professor at UNH. Freidman will contact him. Session from 9 to 10:30 on Friday morning.

Freidman suggested that participant may want to do a self-guided tour of the Cottages and Lodges in Durham. Freidman suggested that this could be done on the participants own time. Freidman will take photos of the projects to put in the conference materials as a tease.

Safe Streets – On March 28th, Frost brought a request to the Legislative Policy Subcommittee from HEAL to have NHPA support a request to NH DOT urging it to adopt a “Safe Streets Policy.” The Executive Board could not take any action on April 4th, as there was not a quorum. *By email vote on April 7 and April 8, the Executive Board voted to support the HEAL's request to send a letter to NH DOT recommending that it adopt a “Safe Streets Policy.”*

Film Update – No update.

Officer Updates -

NNECAPA Legislative Liason - D. Brooks (not present)

Legislative Liaison - T. Corwin (not present)

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Public Information Officer - M. Monahan (not present)

Newsletter Editor - M. Freidman. Reported that newsletter went out. Board members noted that they were very pleased with the content of the newsletter.

Professional Development Update - M. Connors 13 participants at brown bag luncheon. It was very successful (It was suggested that we approach Rick Sawyer to write a summary/review of the brown bag lunch for the next newsletter.) Next brown bag may be a canal tour in Lowell in August.

Sustainability Coordinator - P. Rigrod (not present)

Treasurer - B. Frost (not present)

Vice President - S. Saunders

NNECAPA NH State Director - E. Wood (not present)

Other - Adjourned at 11:10 a.m.

Reminders –

May 1st 2 p.m. phone conference call for conference planning.

May 2nd is the next Executive Board meeting.

Submitted by,

Sara H. Carbonneau
Secretary