



**New Hampshire Planners Association**

**January 27, 2017 9:15 a.m.**

NHMA – 25 Triangle Park Drive, Concord, NH

Call-in (603) 310-9300 Code 1111#

DRAFT MINUTES

Present: Becky, Donna, Sara C., Shanna, Scott (phone), Mark, Ben and Jodie (phone).

1. **Minutes of November 18<sup>th</sup>** - Motion to approve Sara C., 2<sup>nd</sup> Donna. All in favor. Motion approved.
2. **CDFA and OEP Discussion** - Shanna explained that she and Ben met with Taylor from CDFA. Clay came in November to discuss energy sector. Taylor was scheduled to meet with the committee in January but this moved to March because the January agenda was full.
3. **Legislative Committee Update** - Sara C. explained there are 13 committee members, four are also executive committee members. Their focus went right into hearings this year. The committee has submitted three letters, one to oppose abolishing rail commission, one for the net metering bill. Jo Anne Carr also represented NHPA for the energy net metering bill. The third letter was for HB119. This bill is for reimbursement for a few communities that did wastewater infrastructure improvements to make them whole, it was deemed inexpedient because the Governor said funding would be included in state budget. The committee had a two hour conference call and Nancy Johnson has also been asked to provide updates weekly. Shanna said that the committee asked Jo Anne to attend the hearing because schedules were too tight for Nancy to be all of the hearings. NHPA will likely be asking others to testify as well. Scott will be taking over legislative liaison will talk with Sara about coordinating the transition. Sara will be Vice President this year.
4. **Reorganization of Executive Committee** – Shanna announced the election results. She will remain President, Sara C. - Vice President, Becky – Secretary, Mark – Newsletter Editor, Jodie – Professional Development Officer, Donna – Professional Information Officer, Ben – Treasurer, Pierce – Sustainability Coordinator, Scott – Legislative Liaison, Elizabeth – NNECAPA State Director, Sarah M. – NNECAPA Legislative Liaison.
5. **Newsletter** - Mark handed out copies of the winter newsletter. The group discussed the content and layout. Shanna said that Mark should ask executive committee members for help with content. Donna shared copies of old articles from the NHPA 1992 and 2004 newsletters. Mark said the final version should be ready next week. The newsletter should also include the conference dates for NHPA, NNECAPA and APA.

6. **NHPA Display** – Mark will work on the display with the goal of having it ready by mid-February for the legislative breakfast in April. Shanna will send graphics that have been used in the past. The group agreed the display should include a geographic display, mission statement, NHPA committees, major tasks and pictures. The display could be printed on large paper and attached to a tri-fold. The group also agreed that they should have postcards made to pass out at the breakfast.
7. **Annual Meeting Recap** - Jodie provided an overview of the annual meeting. She said there were some negative remarks about space and distance to travel. She said they did not know we would be in the basement but overall it was a good event. There was a smaller group but very engaged participants. They received positive feedback on Shanna's presentation and the planners from northern New Hampshire were very happy to have the event in North Conway. There were 46 attendees. Scott agreed it was a very engaged group and ask if we could send a list of everyone who attended. Jodie said that all of the bills are paid. There were no sponsors for this event, typically the annual meeting is paid for by NHPA. There a few attendees who still owe a registration fee but not many.
8. **NHPA Conference** – Jodie said that the VHB presenter from NHPA annual meeting did a great job and that he was interested in coming back to present at the NHPA conference in June. Jodie described the possible venues for the conference including Hanover Inn or Meredith Mill Falls. The group picked Hanover as the conference venue and discussed possible dates for the conference. Jodie suggested a Monday – Tuesday conference to avoid conflicts with wedding venues. The group decided on June 5<sup>th</sup> and 6<sup>th</sup> for a Monday/Tuesday conference. Scott offered to help with the conference planning. Donna will send out a save the date, a call for COG members, and call for sessions. Jodie said she was not be chairing this conference committee but would be involved. She said they would break out positions for volunteers – sponsorship, food, sessions, etc. Sara C. suggested topics and themes in an email. The theme could be “Planning Across the Ages.” Donna will ask VT Planners to share the save the date and call for sessions. Ben suggested contacting Rob Houseman, the new Planning Director in Hanover. The event will end at 3:00 on Tuesday with a full day on Monday. Mobile sessions could include the AT and biking, the room rate is \$209 at Hanover Inn and they have catering in-house. It was suggested that John Martin, from Generations Matters, be considered for keynote speaker. 3:00 session could be a planners' therapy session. Mark offered to design a save the date card. Sarah, Donna and Sara C. could give an overview of their travels to India, China and Croatia. Becky suggested that Tim Stone, Stonehill Environmental, might be willing to present on geology of NH. Becky will reach out. Ben volunteered to handle the sponsors. Jodie will summarize and send out an email to membership on Monday. Ben said they needed to set up a sponsorship webpage. The group agreed to keep same levels used for the NNECAPA conference. Ben said he is also working to complete the paperwork for CM credits for the annual meeting.
9. **NHPA sponsorship of Plan NH conference** – Ben explained that Plan NH has been a long-time supporter of NHPA. He said the Plan NH conference was a significant commitment for the organization and he encouraged Robin to ask NHPA to be a sponsor. Plan NH always sponsors our conference. They did not ask for a specific amount, but they are usually at a \$500 level for NHPA events. There was not a \$500 sponsorship level. The \$750 level would offer more benefits. Donna moved to sponsor at \$750, Jodie 2<sup>nd</sup>. The group agreed to keep this on the agenda so we can

discuss the display table, who would man it, and talking points. This could be an opportunity to solicit new members.

10. **Bretton Woods Ski Trip** – Donna said they had 16 members registered and there needs to be 20 in order to get the \$51 rate, or otherwise the rate would be \$56. Donna said she could set it at a higher rate and use any extra money to buy snacks for the event. Ben said the event should be cost neutral and suggested keeping it at \$51. NHPA can underwrite it. Snacks and drinks can be on your own. Donna will email the membership. Because of the pay pal fee, it was agreed the registration cost should be \$55 to cover fee. NHPA should front money for the participants.
11. **Legislative Breakfast** – Sara C. said the breakfast will be on April 6<sup>th</sup>. Ben said this was crossover day and would be a great day to have the breakfast because house will be in session. Scott will be available and said he would talk with the legislative committee about the breakfast. Shanna also said she would be there. Ben suggested leaving a postcard at legislators' seats a week in advance. Sara will coordinate with Becky Baldwin at Southwest RPC. NHPA pays 1/10 of the cost. Becky Baldwin is taking the lead for RPC's. Sara will also let Nancy know about the event.
12. **RPC Meeting** – Ben and Shanna met with NH Association of RPC's to talk about how we approach legislative matters. The RPC's are struggling with how to collectively tackle legislative issues. Shanna said they explained NHPA's process. Cordell Johnson was also there and talked about NHMA's process. In general RPC members and staff disagreed on the process. RPC staff members would like to rely heavily on NHMA and NHPA and would like copies of Ben's spreadsheet. They asked if they could assign a liaison from Strafford RPC to represent the association. The group decided to hold off on making a decision. The RPC member is not a NHPA member. The group questioned whether or not the RPC member should also be a NHPA member to attend the meetings. Ben said that NHPA also sends legislative tracking spreadsheets to the RPC directors.
13. **Officer Updates:**
  - a. NNECAPA Liaison – Scott said that he watched a webinar from APA on how to help local legislators. He offered to share his notes.
  - b. Legislative Liaison – Shanna said that a student has asked NHPA for ideas for a capstone project. They are looking for suggestions for organizational or administrative work. The student is a UNH MPA candidate. Becky suggested that he review OEP and compare the organization and duties with other state planning agencies and make suggestions for improvement. It was also suggested that he could study variance law and make suggestions on how the law could be improved.
  - c. PIQ – Donna said she has posted lots of job announcements. Also Heather Shank is now on legislative committee, she will update the membership on the website.
  - d. Newsletter Editor – Mark said there was nothing more to report.
  - e. PDO – Jodie mentioned the new NHIA certificate program for creative placemaking. This a very exciting program with opportunities for coordination. Shanna said that they had a conference call with NNECAPA and NHPA. The coursework will be mostly online, but there will be some collaboration with SNHU and UNH Manchester.
  - f. Sustainability Coordinator – No update.
  - g. Treasurer's Report – Ben passed out the report. He said the 4<sup>th</sup> quarter of 2016 shows a positive cash flow with a yearend total account balance of \$26,347. NHPA is in the black

by roughly \$12,000. This is subject to final adjustments after the NNECAPA conference is closed out. He said NHPA made several thousand dollars on the conference. Dues for 2017 are also starting to come in.

- h. VP Report - None
  - i. NNECAPA State Director – Ben and Shanna provided an overview of the retreat in March which will bring together NH, VT, and ME to talk about the APA organizational structure among the three state organizations. Ben said this conversation comes up every few years. There are opportunities for collaboration and coordination of finances if the three groups became sections of NNECAPA. NNECAPA is inviting all chapters and Robert Mitchell is facilitating the meeting. He is a planning consultant from MA and knows the history of the New England chapters.
14. **Upcoming Meetings** - Next meeting is February 24<sup>th</sup> at 9:15.

Donna moved to adjourn, Mark 2<sup>nd</sup>. Meeting adjourned at 11:15 pm.