



**New Hampshire Planners Association**

**February 24, 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, Sarah, Scott, Mark, Ben and Jodie.

1. **Minutes of January 27<sup>th</sup>** - Motion to approve Sara C., 2<sup>nd</sup> Donna. All in favor; motion approved.
2. **VT Awards and NHPA Awards** – The group decided to move the discussion of the Vermont awards to the end of the meeting. The submission deadline for NHPA awards is April 14<sup>th</sup>. Donna said that we will need to send an email to request applications and nominations. It was also suggested that executive committee members call to suggest that applications be filed for projects/planners. Possible nominations for the Lifetime Achievement Awards were discussed including Bill Parker, Rick Taintor and Chris Northrop. Donna will send a notice out by email and post on the webpage. Sarah also said that NNECAPA was working on a planner emeritus recognition. This would be for planners with at least 30 years or more in the profession. Shanna said that we are usually short on nominations for Citizen or Professional Planner of the year.
3. **April Meeting**– Shanna said that the April meeting will conflict with school vacation week. The group decided to move the date to April 21<sup>st</sup>. Becky will call NHMA to move the meeting date.
4. **Legislative Committee Update** – Scott reported that there had been some confusion with Nancy signing incorrectly on a few bills and we are unsure if letters were delivered. He explained that letters were also emailed to committee chairpersons ahead of the hearings. The group reviewed the terms of the lobbyist contract. Nancy was paid \$2500 on January 1<sup>st</sup> and NHPA agreed to pay \$1500 on July 1<sup>st</sup> provided there was a satisfactory review.

Scott suggested reaching out to people we can rely on. Sara said that emails to legislators sometimes get lost because they typically receive a large volume of email. She said we need to follow up with a phone call. Ben offered to sign in and deliver letters on behalf of NHPA but he cannot testify. Becky suggested asking Heather Shank at Concord City Hall to deliver letters. Ben said that there are six priority support bills at this point and none that need us to testify.

Ben said that there are a few bills we should have someone testify such as HB121. Sara offered to cover this hearing which is in about two weeks. The other priority bills are SB243 and SB169 which were referred to committee. HB267 (Rail Transit Authority) was looking like it might pass, but they

are adding buses to the group's authority. Sarah will follow HB267, it is retained in committee so there will be no action until next year. HB225 (renewable energy portfolio) is scheduled for a hearing on the 14<sup>th</sup> but ought to pass. Scott offered to reach out to Nancy to terminate the contract.

Ben will check to make sure the amendment HB225 is acceptable, with the proposed amendment NHPA would potentially drop opposition. Scott said that the legislature breakfast is scheduled for April 6<sup>th</sup>. Ben suggested the Legislative Committee meet or have a conference call next week. Crossover is March 30<sup>th</sup>. Shanna said they could set up a phone call next week or have a meeting in the afternoon. The group agreed to meet at 2:00 on Friday at NHMA.

5. **NHPA Display** – Mark will work on the display with the goal of having it ready by mid-February for the legislature breakfast in April. Shanna offered to send graphics and pictures that have been used in the past. The group agreed the display should include the NHPA mission statement, calendar of events and pictures of planners at conferences.
6. **Newsletter** – Mark reported that he is close to completing the newsletter. Shanna will send a letter to be included in the newsletter. The group discussed also including the NHPA and NNECAPA conference dates and a plug for planner therapy. Mark explained that planner therapy would be a happy hour event for planners. It would be a monthly or bi-monthly, low-key event at various venues. Donna suggested adding the ski event.
7. **NHPA Conference** – Jodie said that she has talked with Rob Houseman, Planning Director in Hanover. He is suggesting that they have a really fast planning charrette to help with a Hanover project, either senior housing or recreation center. He envisioned having someone present the plans and people could critique the plans and offer suggestions. Shanna suggested having this at the end of the conference so people can use what they have learned and maybe even have a two part session with a mobile tour. Jodie said that there are lots of opportunities for mobile tours. She said they are in need of three more sessions and also still need a keynote speaker. She said they are looking at the Skinny Pancake in Hanover for an after-hours event. Joanna Whitcomb proposed a Zagster bike tour and a bus tour to White River Junction, VT. Ben said that they will also have a screening of "Getting There" and a walking tour. Sarah suggested asking Randy Pierce, he is sight impaired and is also a professional inspirational speaker. It was also suggested that Jodie contact Todd Fahey at AARP.

The group agreed to send a "register now" card rather than a "save the date" to encourage earlier registration. Jodie said that this might not work with bike tour, because the numbers would be limited. The group discussed needing more sessions that highlighted the younger population in the state. Becky suggested contacting Stay Work Play for a possible conference session. Sara will reach out to Pierce to ask if he knows a geologist, or possibly someone from Dartmouth who could speak on NH geology. Sarah was asked by a presenter if they could be compensated or get free admission to the conference. Sarah said that if they only speak and leave they don't need to pay. The group agreed that it was important for speakers to also register for the conference if they intended to stay for both days. Sarah said that there is also the option of applying for a travel grant for up to \$50 to off-set the cost of the conference.

8. **Bretton Woods Ski Trip** – Donna said that eight members are registered for the event, four have passes and will not need to pay for tickets. NHPA needed to have at least 20 people sign up to qualify for the group rate. The group agreed that NHPA could pay the difference for four people. Donna said the event is on Friday, March 10<sup>th</sup>. Ben made a motion to support the four members who thought they were signing up at the group rate by having NHPA cover the \$11 difference, Donna 2<sup>nd</sup>. All in favor; motion passed. Donna said she would keep advertising the event.
9. **NHPA sponsorship of Plan NH conference** – Shanna said that the Plan NH conference is on March 30 & 31<sup>st</sup> at the Capitol Center in Concord. Jodie, Sarah and Mark volunteered to cover the NHPA table. The group discussed having the display board at the table and copies of the newsletter. Ben will let Robin know that NHPA will be sponsoring the event.
10. **EPA Climate Conference** – Shanna said that Christa Kohler is working to plan the EPA climate conference in Manchester, NH. She wanted to include an executive committee member on the conference steering committee. Jodie is on the committee as a rep from Manchester and Sarah is be the rep from NNECAPA. The event is scheduled for April 30<sup>th</sup> – May 2<sup>nd</sup> 2018.
11. **Officer Updates:**
  - a. NNECAPA Liaison – Sarah updated the group on the T-HUD bill. She said that CDBG money won't be available until the budget passes but there are also bigger concerns. APA is pushing hard to have passed.
  - b. Legislative Liaison – Nothing more to report.
  - c. PIO – Donna will be sending emails to membership on upcoming events.
  - d. Newsletter Editor – Nothing more to report.
  - e. PDO – Nothing more to report.
  - f. Sustainability Coordinator – No update.
  - g. Treasurer's Report – Ben said that he was closing out the 2016 budget. As a NH nonprofit corporation, NHPA needs to file a report every five years for tax purposes. He also said that he would like to start the process of switching banks from Bank of America to Bank of NH. Bank of NH is a community bank with branches in several NH locations. He also said that the account needs to be updated to include Shanna. The group agreed with this suggestion; Ben will report back to the committee next month.
  - h. VP Report – Sara C. said that she has been working on membership drive and will create a google document to figure out who is not on the membership list. She also said that the committee needs to discuss the list of consultants and whether or not we include this on the website. Chris Northrop spent time keeping the list current. Ben suggested maintaining a spreadsheet and posting on the website. This would be an information resource for members. Sara will draft some language for a disclaimer. Donna will send consultants reminders about the conference and other events. Sara will also send an email to consultants to encourage NHPA membership.
  - i. NNECAPA State Director – Sarah reported on the NNECAPA state association planning grant. The program funds up to \$1000 for a NH planning project. Last year Southwest Regional Planning Commission used this for an ad campaign on woodstoves and air quality. The submission deadline is March 24<sup>th</sup>. Sarah said there is an application form, but the grant can be used for anything related to planning. She also said that there will

be a NNECAPA planning retreat April 7<sup>th</sup> and 8<sup>th</sup> Shanna said she is planning to attend. Two people from each state association is able to attend. Bob Mitchell will be facilitating the retreat. There was an article in the Yankee Planner, Sarah suggested reissuing the article in the next NHPA newsletter.

- j. VT Awards – The committee discussed the VT nominations. The group agreed to recommend David Bolton as the citizen planner; Hubberton Plan for Plan of the Year; Steve Lotspeich as Professional Planner; the Bethel and Hartford projects as a tie for Project of the Year.

12. **Upcoming Meetings** - Next meeting is March 24<sup>th</sup> at 9:15. April meeting is on the 21<sup>st</sup> at 9:15.

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