



New Hampshire Planners Association

March 24, 2017 9:15 a.m.

NHMA – 25 Triangle Park Drive, Concord, NH

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

DRAFT MINUTES

Present: Donna Benton, Sara Carbonneau, Becky Hebert, Shanna Saunders, Sarah Marchant, Mark Connors, Ben Frost, Scott Osgood and Jodie Levandowski.

Absent: Pierce Rigrod, Elizabeth Wood

1. **Minutes of February 24th** – B. Frost asked if the last names of executive committee members could be added to the minutes. The group agreed to add the last names. Motion to approve minutes as amended B. Frost, S. Carbonneau 2nd. All in favor; motion approved.
2. **NNECAPA State Association Grants** – S. Marchant reported that the NNECAPA grant has \$1000 available to communities or RPC's. The grant form is general and the money could be used for anything related to planning. There is no deadline for NNECAPA. Southwest Regional Planning Commission used the grant last year to develop educational materials regarding air pollution and wood burning stoves. B. Frost asked if we received a report from Southwest about what they did with the money. Shanna said that the money needs to be spent by September, and the group should pick a deadline for grant applications. The group agreed to June 15th as NNECAPA grant deadline. If we do not receive applications from communities the money could be used by NHPA for a special project.
3. **NNECAPA Retreat** – S. Marchant provided an overview of the NNECAPA retreat. The state associations will be meeting with NNECAPA to discuss the future organizational structure of NNECAPA and possible coordination between state associations, including the state associations becoming sections of NNECAPA. NNECAPA has asked that we send a survey out to members with questions about dues, membership and organizational structure. S. Saunders will pull together NHPA information. NNECAPA published a newsletter article about the sections vs. chapter model and possible scenarios for reorganization. S. Marchant said that she has had two responses from planners who are relatively new to New Hampshire. Both said that they generally save their professional development money to attend the NNECAPA conference and even lobbied for more money to allow them to send all their planning staff to the conference. B. Hebert and D. Benton will attend the retreat as NHPA representatives B. Frost and S. Marchant will also be there as

NNECPAPA executive committee members. D. Benton will send the survey electronically to the membership ahead of the retreat.

4. **NHPA Awards** –S. Saunders said that the submission deadline for NHPA awards is April 14th. J. Levandowski is working on an application. D. Benton ask if a project was completed last year could they submit it this year. B. Frost said that yes the project would still be eligible for an award. The group discussed possible candidates for the Professional Planner of the Year, Citizen Planner of the Year and Lifetime Achievement awards.
5. **Legislative Committee Update** – S. Osgood reported that he went to the RPC meeting to discuss the legislative committee and coordination with the State Association of RPC’s. He said that their legislative committee consists of two individuals. They have a spreadsheet, but did not have a list of priorities. At the meeting they decided to review NHPA’s list and they were trying to development a process for their organization. S. Saunders said that the first time they reached out to NHPA she was not sure what they were looking for but they seem to be struggling and need a helping hand. The group agreed we should support them. B. Frost said he was happy to reach out and may ask Nate Miller if he wants to serve on legislative committee. B. Frost thanked S. Osgood for keeping legislative committee organized. The group decided to keep the RPC group included in what we are doing. S. Osgood reported that HB2, a bill to abolish OEP is back but in a different form. The bill makes a distinction between Planning and Energy. S. Saunders said that NHPA is in the process of sending a letter to the new OEP director, Miles Madison. She is writing a letter to introduce NHPA. S. Osgood said that there is also an effort to reorganize DRED with a new Business and Economic Affairs Department and a Department of Natural and Cultural Resources. The group decided to watch HB2.
6. **Legislative Breakfast** – S. Saunders and S. Osgood are planning to attend the breakfast. S. Carbonneau said that this is a great way to get to know your legislators. The event is in the cafeteria. The RPC’s will also be there with a display. S. Osgood will confirm the starting time. S. Marchant said that she was also interested in attending. S. Carbonneau will email everyone the start time.
7. **NHPA Display** – M. Connors said that he could have the display ready for the breakfast. The display would need to be mounted to a pop-up frame. S. Marchant will find out where they had it printed last time. D. Benton said that it would cost about \$89 for a pop-up display. The display for Plan NH and the breakfast would include copies of the newsletters and the “what to do planners do?” sheet and save the date cards for the June conference.
8. **Plan NH** – B. Frost said that he had an email from Robin at Plan NH with instructions for the display. The sponsors may have a logo at the front of room, displayed on an easel or banner. B. Hebert said that she could print the logo and mount on a foam core board. S. Saunders said that NHPA has one free registration along with the sponsorship. S. Osgood volunteered to attend the event. B. Frost said that the display needs to be set up by 7:45 AM on Friday. S. Osgood will bring an easel and binder clips for the display.
9. **Newsletter** – M. Connors reported that the newsletter was completed and sent to members. D. Benton and S. Saunders both received positive comments about the newsletter and the group agreed it was excellent. M. Connors said that in the future he would like to try a shorter

newsletter, but would send them out more frequently. The group decided to send the next newsletter right before conference in mid-May. The newsletter could highlight Hanover and the conference.

10. **NHPA Conference** – J. Levandowski said that they are moving forward with the sessions and conference planning. The keynote speakers are Kate Luczko from Stay Work Play and Todd Fahey from AARP. The bios, headshots, and abstracts need to be submitted by April 12th to get AICP credits. B. Frost distributed a sponsorship letter and form. The group reviewed the list and each person agreed to volunteer to contact a few sponsors. M. Connors suggested that the sponsor's logos be displayed electronically on a Powerpoint slide. Bill Klubbin has volunteered to help with the sponsorship drive. There are approximately 10 exhibitor tables available. Tent cards will also be placed on the tables, but the cards need to be provided by the sponsor. The sponsor logo could also be a hyperlink to their firm/organization on conference webpage. The group agreed that the registration cost should be \$150 for early bird (by May 1st) and \$175 afterwards, \$100 day one only, and \$75 day two only. The walk-in cost for both days would be \$200, the walk-in cost for one day would be \$125 for day one and \$100 for day two. The group agreed to not advertise the walk-in rates. Dartmouth has agreed to be a sponsor and AARP will also likely sponsor the event. Rob Houseman in Hanover is organizing the after-hours event at the Skinny Pancake. Dartmouth has agreed to sponsor the bus rental and bikes. The group discussed possible sessions and speakers. We may need to pay the speaker an honorarium or make a donation to their organization or charity. The conference planning committee is looking for pictures of adaptive reuse projects. D. Benton will send an email request out the members for pictures.

11. **NHPA Ski Trip recap** – D. Benton reported that eight people attended. Photos should be sent to M. Connors for the newsletter. The group talked about scheduling a summer or fall event, perhaps a group hike for members.

12. **Officer Updates:**

- a. NNECAPA Liaison – S. Marchant provided an update. There are cuts at the federal level for housing programs, transportation, rail, bus and the arts. TIGER, CDBG programs typically have strong congressional support. APA is sponsoring a webinar next week breaking down the federal budget. The general message is wait and see, but be ready for advocacy this fall.
- b. Legislative Liaison – S. Osgood said that he would send an email out to the committee to schedule the next meeting and to remind committee members of the breakfast.
- c. PIO – D. Benton reported that she and S. Saunders would respond to the Planners for Health interview.
- d. Survey to NHPA Members – B. Frost said that there may be opportunities to improve the listserv either using Wild Apricot or Google. D. Benton said that Wild Apricot does have a listserv option. She will look into what it would involve to set up a new listserv.
- e. Newsletter Editor – M. Connors reported that they had the first "Planners Therapy Session." Four members attended.
- f. PDO – Nothing more to report.
- g. Sustainability Coordinator – No update.

- h. Treasurer's Report – B. Frost reported the NNECAPA conference profit and year end budget. NHPA will need to file a new tax form because their revenue exceeded \$50,000 this year.
 - i. VP Report – Nothing more to report.
 - j. NNECAPA State Director – S. Marchant reported that NNECAPA elections are happening soon. All members are seeking re-nominations.
13. **Upcoming Meetings** - Next meeting is April 21st at 9:15. S. Carbonneau will chair the meeting. S. Saunders will be out of town.

S. Marchant moved to adjourn, D. Benton 2nd. Meeting adjourned at 11:15 pm.