



**New Hampshire Planners Association**

**April 21, 2017 9:15 a.m.**

NHMA – 25 Triangle Park Drive, Concord, NH

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

DRAFT MINUTES

Present: Sara Carbonneau, Becky Hebert, Sarah Marchant, Scott Osgood, Mark Connors, Elizabeth Wood, Donna Benton, and Jodie Levandowski.

Absent: Pierce Rigrod, Ben Frost, Shanna Saunders

1. **Minutes of March 24<sup>th</sup>** – D. Benton made a motion to approve the minutes as amended; S. Osgood seconded the motion. All in favor; motion approved.
2. **NNECAPA State Association Grants** – E. Wood reported that she had three inquiries and one application for the NNECAPA grant. The application is from the Town of Hinsdale. The grant deadline is June 15<sup>th</sup>.
3. **NNECAPA Retreat** – S. Marchant reported that the retreat was very productive. She said that NHPA was the only state association that also appears to have the capacity to be its own APA chapter. The consensus at the retreat was that the current system is not efficient and it is a duplicative system. All of the state associations agreed that it would be beneficial to make some changes – whether it's the APA sections model or something in between. NNECAPA will prepare a summary of the retreat findings. One of the options discussed was to create a MOU between the state organizations to share the cost of administrative support and fees such as wild apricot fees and possibly hiring a part time staff person. All of the state associations are limited on resources and volunteers and would benefit from sharing resources. The summary will be published in the newsletter and NHPA will talk with membership at the conference. S. Marchant also said that an internal study group was formed with NNECAPA officers and state association presidents. They plan to propose a new structure in the fall and visit each association at their annual meeting to describe the options. One important realization at the retreat was that NNECAPA members and state association only members have the same benefits but do not pay dues to NNECAPA. Maine and Vermont also need to raise their dues.
4. **NHPA Awards** – S. Carbonneau reported that information was sent out earlier this week for the awards. The group discussed the possible nominations for Citizen Planner of the Year. B. Frost suggested Barbara Ennis of Warner and the group agreed she was a good candidate. S. Osgood made a motion to nominate Barbara Ennis as Citizen Planner of the Year, S. Carbonneau seconded the motion. E. Wood abstained; motion passed. S. Carbonneau said that Rick Sawyer was

nominated as Professional Planner of the Year. D. Benton moved to nominate Rick Sawyer as Professional Planner of the Year, M. Connors seconded. E. Wood abstained; motion passed. S. Carbonneau said there were two applications for Plan of the Year –Downtown Lebanon Visioning Study and Tunnel Assessment and the Dover Stewardship Master Plan chapter. S. Osgood said he felt strongly about the Lebanon plan because it has a lot of public support and S. Carbonneau said the amount of outreach was impressive. S. Osgood moved to nominate Lebanon, S. Carbonneau seconded, E. Wood and D. Benton abstained; motion passed. S. Marchant and J. Levandowski are putting together a nomination for Bill Parker for the Lifetime Achievement Award. J. Levandowski made a motion to nominate Bill Parker for the Lifetime Achievement Award; S. Carbonneau seconded, E. Wood abstained, motion passed. The group discussed the application for Project of the Year. A nomination was made for the Concord Main Street project. B. Hebert said that although the Main Street project is impressive and she would support the nomination, the award would not be given to a NHPA member or professional planner. S. Osgood moved to nominate the Concord Main Street project as a Project of the Year, M. Connors seconded the motion. E. Wood abstained; motion passed.

5. **Legislative Committee Update** – S. Osgood reported that the Legislative Breakfast was cancelled and rescheduled for May 11<sup>th</sup>. He also said that Joanne Carr will attend.
6. **NHPA Display** – M. Connors said that he has made progress with the display graphics and hopes to finish it soon. S. Osgood said that he had a booth at Plan NH conference. Although the conference was packed there was not much activity at the booth.
7. **Newsletter** – M. Connors said we are on track for having the next newsletter out in mid-May. He said this newsletter will be shorter this time. The conference is June 5<sup>th</sup> and 6<sup>th</sup> and the group agreed that ideally the newsletter should be out by May 10<sup>th</sup>. M. Connors said that May 5<sup>th</sup> is the deadline for information. S. Carbonneau asked if Scott would do a legislative update for the newsletter.
8. **NHPA Conference** – J. Levandowski reported that there are not a lot of changes since the last update. D. Benton will submit a bio for her presentation. The group discussed posting the conference information on the website before the end of April. The spreadsheet for sponsorship also needs to be updated. If anyone has logos from sponsors, they need to be sent to Donna for posting on website. J. Levandowski is working on the program and pushing notices about registration to the membership. D. Benton said that at this point 23 people are registered. J. Levandowski is also working to get door prizes and stickers. There will also be canned food collection for the local pantry. She also has a conference call with Kate and Todd to go over their presentation. Directions regarding the parking should also be sent out. Attendees will likely have the option to shuttle or use the hotel valet parking. The valet parking is \$23 per night. D. Benton will also get a parking map for Hanover.
9. **Officer Updates:**
  - a. NNECAPA Liaison – No update.
  - b. Legislative Liaison – S. Osgood said he has nothing more to add.
  - c. PIO – D. Benton will be sending out emails about the conference and will also reach out to VPA.

- d. Newsletter Editor – M. Connors said he has nothing more to add.
- e. PDO – Nothing more to report.
- f. Sustainability Coordinator – No update.
- g. Treasurer's Report – No update.
- h. VP Report – Nothing more to report.
- i. NNECAPA State Director – E. Wood reminded people to submit grants if you have them.

10. **Upcoming Meetings** - Next meeting is May 26<sup>th</sup> at 9:15.

S. Osgood moved to adjourn, D. Benton seconded the motion. Meeting adjourned at 10:15 AM.