



**New Hampshire Planners Association**

**August 17, 2017 9:15 a.m.**

Upham-Walker House – 18 Park Street, Concord, NH

DRAFT MINUTES

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

Absent: Pierce Rigrod, Jodie Levandowski

**Minutes of July Meeting** – S. Carbonneau moved to accept the July 28, 2017 minutes. D. Benton seconded the motion; motion approved.

S. Saunders explained she would like the group to review the NHPA Strategic Plan at the end of the meeting.

1. **Legislative Committee Update** - S. Osgood provided an update. He said that of the 61 bills tracked by NHPA 21 made it to the finish line, another 21 were retained and he expects to see these again in the next legislative session.
2. **NHPA Newsletter** – S. Saunders said that M. Connors will update the group when he arrives. He is running a little late this morning.
3. **NHPA Annual Meeting** – S. Saunders reported that she has been in touch with the Town Administrator in Bristol and they are excited to host us. She said there is a new microbrewery opening and the old town hall will be available for the meeting. This is a single room with no break out space. The group discussed the event and agreed the layout should work. The event would be catered and the town would allow alcohol to be served at a reception following the annual meeting.
4. **APA Webinar & NHPA Legislative Update** – B. Frost reported that the legal webinar/NHPA legislative update is all set to be hosted at NHHFA. S. Carbonneau volunteered to bring the snacks. D. Benton said that 25 members have already registered. B. Frost said that the NHPA presentation will need to be emailed to him, he could not bring the material on a flash drive. Cordell Johnson from NHMA will be presenting a NH legal update and S. Osgood will let him know about the format for the presentation.

## 5. Updates:

- a. NNECAPA Liaison – S. Marchant said the APA advocacy conference is in September. She will use same information sheet that she used last year. The big things are the THUD bill and getting that passed. B. Hebert asked about the MS4 permit. NNECAPA would not take a position on this because it does not affect Maine and Vermont, but she could talk as a NHPA representative on this issue.
- b. Legislative Liaison – S. Osgood said there is nothing more to report.
- c. PIO – D. Benton has nothing more to report.
- d. Newsletter Editor – M. Connors said he is working on the next issue of the newsletter. The group agreed the newsletter could have less content than the last one.
- e. PDO – Nothing to report.
- f. Sustainability Coordinator – Nothing to report.
- g. Treasurer's Report – B. Frost said finances are good. There are still a few things to resolve from the conference. He said the NHPA conference broke even. He also reported that there are a few members that still need to pay their dues.
- h. VP Report – S. Carbonneau said that she would be starting the membership drive in September.
- i. NNECAPA State Director – E. Wood said that members should register for the NNECAPA conference. The registration numbers are low especially with NH and ME registrations. Donna will send out another email to members. The conference needs 25 more people to make their numbers work. She said that the awards are decided and two recipients are from NH. NNECAPA has new plaques for the award, each has an individual picture. The award ceremony will be outside and there will not be a PowerPoint, but they will have slides running inside.
- j. Other Business – S. Marchant updated the group on the NNECAPA/state organizational discussion. The task force has been taking a deeper dive at the issue and everyone feels like there is a human resources shortage and financial burden. She said that NHPA raised dues a few years ago but others have not done this yet and would like to.

She reviewed the two options – the first is an MOU between the state organizations to share resources and the second option is to become sections of NNECAPA. This would provide the states with free website and membership assistance. The states would also be officially recognized by APA. NNECAPA has prepared a white paper summarizing the options. This should go out Friday. The next steps are to talk with the membership to see what everyone thinks with the goal of setting this up for a vote next year. The NNECAPA annual meeting is at 8:15 on the Friday morning of the conference. S. Marchant said that she will present the options at the meeting. The MOU option is more expensive than the sections but would offer sharing of administrative help. Under the sections option, each state section would have its own executive committee and by-laws. APA would manage the website, membership, and flow of money from APA to NNECAPA and to the sections. S. Marchant said there is a lot of money at NNECAPA that is stuck at that level. B. Frost said the sections or MOU option would improve efficiency, but without the sections the state associations can't tap into the APA resources. Another benefit would be that the NNECAPA conference would be more of a shared responsibility rather falling on one state.

We would be able to hire an event management company to take the event planning burden off the state organizations. The group discussed the various options and agreed the next step will be to introduce this to the membership at the NHPA annual meeting.

- k. President's Report- S. Saunders distributed the NHPA strategic plan. She said it was last revised in 2015 at the work retreat. At that meeting the executive committee looked at every objective and goal. The sustainability goals and objectives were unresolved. P. Rigrod felt strongly about keeping these items in the plan. The group reviewed and discussed the goals and objectives. S. Saunders will distribute the updated strategic plan to the committee.

B. Frost asked the group if we should consider creating a new listserv. The yahoo group is inactive. It might be a good idea to start fresh with the new wild apricot membership list. D. Benton will research and present options at the next meeting.

S. Saunders asked the group about the action plan. This was a spreadsheet tied to the strategic plan to track actions and responsibilities of each executive committee member. B. Hebert offered to update the spreadsheet.

S. Saunders said that she and S. Osgood attended the NHDES drinking water/ land protection meeting. The committee is preparing a report which we can post on the website with recommendations for land protections and drinking water protection.

B. Frost said that the NH Institute of Art certificate program is starting next week. He spoke with the administrator and was surprised to learn how few planners enrolled in the program. B. Frost said that he will work with them on the CM side of program and that they will also be establishing an advisory committee.

B. Frost said that he has received an email from Kate Epstein inviting NHPA to attend a meeting on Thursday at OSI at 2:00 to discuss smart solar siting and the drafting of a model ordinance. S. Osgood volunteered to represent NHPA at the meeting.

B. Frost also said that there is a new director at OSI. M. Connors will draft a letter.

6. **Upcoming Meetings** - Next meeting is September 22<sup>nd</sup> at 9:15 at NHMA in Concord

D. Benton moved to adjourn, M. Connors seconded; all voted in favor. Meeting adjourned at 11:38 AM.