



New Hampshire Planners Association
September 22, 2017 9:15 a.m.
NHMA Concord, NH

DRAFT MINUTES

Present: Sara Carbonneau, Mark Connors, Donna Benton, Ben Frost, Becky Hebert, Elizabeth Wood, Jodie Levandowski, Pierce Rigrod and Scott Osgood.

Absent: Shanna Saunders and Sarah Marchant

Minutes of August Meeting – J. Levandowski moved to accept the August 17, 2017 minutes. D. Benton seconded the motion; motion passed.

1. **Legislative Committee Update** - S. Osgood provided an update. He explained the new list of LSR's has been released and at this time there are about 400. He said the Legislative Committee needs to schedule a meeting soon to review the list. The group decided Concord was a good central location for the committee to meet and also discussed setting up a webinar or call-in option for members who would not be able to attend in person. D. Benton said the summary of last year's bills is posted on the website. S. Osgood also said that there were a lot of people at the workshop last Friday and suggested that the legal update should become a yearly event.
2. **NHPA Newsletter** – M. Connors said that D. Benton had the idea that we should get the newsletter out more often. He said it helps when people help to provide content for the newsletter. He suggested having two people assigned two an issue where they would write about two or three topics. He also said it helps to have a theme for each newsletter. The group agreed to limit the content and have shorter newsletters that would be published more frequently. M. Connors said the next newsletter should go out in early October to keep with the seasonal theme. The group agreed that there should be an article on the NNECAPA discussion regarding APA sections or establishing the MOU between state associations. This will be a topic at the annual meeting and it would be good to get this out to the membership ahead of the meeting. It would also be good to include legislative topics. J. Levandowski volunteered to write a story about new development projects in Manchester. She is also traveling to New Orleans and offered to write an article about the trip. B. Frost offered to take some of the information from the NNECAPA newsletter for the NHPA newsletter. NHPA will not vote on the APA sections discussion until 2018.
3. **NHPA Annual Meeting** – J. Levandowski said she was looking at November 9th for the annual meeting but this is the Thursday before Veteran's Day weekend. The group discussed possible dates for the annual meeting and preferred having the event on a Friday. She explained that she

and D. Benton are working with the Bristol town planner and town manager. The venue requires us to cater the event and bring everything in. The group discussed the cost for attendance and agreed the price should be in the range of \$50 - \$75 per person. The event would be set up as a long half-day. She also said that there are a handful of microbreweries in the Bristol area and we could host a reception at the venue on the town property. The town has recently passed an ordinance change that would allow them to serve alcohol onsite. Nik Coates, the Town Manager also offered to talk about the ordinance permitting the consumption of alcohol on town property. The group agreed that the date of the annual meeting should be wither November 3rd or 17th. B. Hebert said that she spoke with CATCH about the Franklin mill project. The group thought we should save this for a session at the spring conference or possibly next year's annual meeting. B. Frost said that we also need to check the by-laws for election of officers. The ballot will need to go out in advance of the meeting.

4. **APA Webinar & NHPA Legislative Update** – B. Frost said it was a great event and the best attended session yet. He said D. Benton did a great job getting the word out to members and S. Carbonneau provided a great selection of snacks. Member have requested copies of the power point but it cannot be distributed it because it is an APA product. The total CM credits for the event was 2.5 hours. Ben will circulate a pdf of NH presentation to the members who registered. S. Carbonneau asked how many were no shows versus people who signed up the day of the event. D. Benton said 32 members registered ahead.
5. **Planner Therapy Session** – M. Connors said the last therapy session was at the Foundry restaurant in Manchester. It was sparsely attended but fun. S. Carbonneau said she would like to go to the Crazy Goat in Concord. M. Connors said there is a great microbrewery in Canterbury but it is only open on the weekends. They would have a private showing if you commit to spending at least \$100. The brewery is called Canterbury Aleworks. The group discussed the idea of hosting an event at the brewery and inviting the new OSI Director to attend. M. Connors said that S. Saunders is finalizing the letter to OSI Director.
6. **NHPA Listserv** – D. Benton said that there is one option for a listserv through Wild Apricot. She will look into this and update the group next month. She is having difficulty with the phone connection.
7. **Updates:**
 - a. NNECAPA Liaison – Nothing to report.
 - b. Legislative Liaison – S. Osgood said there is nothing more to report. He will get an initial list of LSR's and set up a meeting for the legislative committee. S. Carbonneau suggested maybe meeting before the annual meeting in Bristol. B. Frost said that we would not have the content of House bills yet and the Senate deadline is November 2nd. J. Levandowski will coordinate a place for the group to meet in Bristol. S. Osgood also said that the RPC directors very much appreciated the committee's work.

- c. PIO – D. Benton said she is leaving for Spain on Tuesday and will be back after Columbus Day. She said she is working on food for the annual meeting. There is a good Mexican restaurant in Bristol but they were not set up well for catering. The group decided to serve soup, salad and sandwiches. She also said there is a mock-up on the website for the listserv on Wild Apricot but website administrators could review it. She said that if NHPA picked this option, members would have to log-in to use the listserv.
- d. Newsletter Editor – S. Carbonneau said the newsletters have been amazing. She asked if M. Connors could help with a brochure to highlight the benefits of NHPA membership.
- e. PDO – J. Levandowski said that UNH Manchester has amazing meeting spaces and she recently learned that it is free as long as the rooms are available. The larger rooms could easily host the annual meeting.
- f. Sustainability Coordinator – P. Rigrod provided an update of programs he has been working on for the NHDES.
- g. Treasurer’s Report – B. Frost said we are nearing the end of the third quarter. We have one conference sponsorship that needs to be paid and one conference registration. There are also some outstanding dues. Overall finances look like NHPA is “blackish” for the conference. The group agreed Hanover was a great venue and the event had a lot of sponsorship. B. Frost said we have received a request from PlanNH to sponsor their fall conference on 10/26 & 10/27 in Dover. The request was for \$750 sponsorship. B. Frost reviewed the agenda. The group agreed to sponsor the event at a \$300 level with an exhibitors table. B. Hebert moved to sponsor the PlanNH event at the \$300 sponsorship level if we can have someone staff the display table, otherwise we would sponsor the event at the \$200 level. E. Wood said she might be able to represent NHPA at the event. B. Frost seconded the motion; motion passed.
- h. VP Report – S. Carbonneau reported that she is working on the membership list. There are 32 NNECAPA members who are not NHPA members. She would like to send them a specific invitation to attend the NHPA annual meeting and will also be creating a one page flyer highlighting the benefits of NHPA membership. She asked everyone to email her “one liners” about why the membership is important and what they get out of it.
- i. NNECAPA State Director – E. Wood said that two NH winners at the NNECAPA awards this year – Concord Main Street won project of the year and Rick Sawyer won professional planner of the year. She will provide a write-up for the newsletter summarizing the NNECAPA awards. J. Levandowski suggested that if we needed speakers for conferences or newsletter content some of the applications for the NHPA awards may make a great article or session. S. Carbonneau said the award presentations at NNECAPA felt overshadowed at the reception. She also said three people at the conference had mentioned to her that the Portsmouth conference was their favorite NNECAPA conference.

- j. NHPA Strategic Plan – B. Hebert said she would update the action plan once the strategic plan had been updated to reflect the changes discussed at the last meeting.
 - k. President’s Report- Nothing to report.
8. **Upcoming Meetings** – The group decided to have the next meeting on October 20th at 9:15 to avoid conflicts with the PlanNH conference. The meeting will be at NHMA in Concord.
- M. Connors moved to adjourn, S. Carbonneau seconded; all voted in favor. Meeting adjourned at 10:48 AM.

Respectfully submitted: Becky Hebert