



**New Hampshire Planners Association**

**May 4, 2018 2:00 pm**

NHMA Concord, NH

DRAFT MINUTES

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

Meeting called to order at 2:15.

**Minutes of December Meeting** – S. Carbonneau moved to accept the minutes of the March 23, 2018 meeting. J. Levandowski seconded the motion; motion passed.

1. **NHPA Spring Conference** – J. Levandowski reported that 60 people were registered for the conference. She will be setting up the CNU and AICP credits. The CNU credits have a \$75 fee. She said sponsorship is sad and she needs help. May 18<sup>th</sup> is the deadline for getting in the program. The sponsorship goal is usually \$5000 for one-day conference. At this point, we have \$2200 committed. The Regional Planning Commissions are sponsoring at \$1000 level. She suggested calling AARP. The early bird registration is complete. She said that volunteers are needed to help set up. Karin and Pamela could do the registration table and M. Connors volunteered to write the name tags. S. Marchant asked if we needed moderators. J. Levandowski said she might, but the sessions generally speak for themselves. J. Levandowski said the reception will be at the Flight Center and we will need to confirm that room and food is set up. She said Elizabeth Wood will be helping with the reception.
2. **Update on NNECAPA** – S. Marchant said that she did not receive any comments on the draft MOU and it is going out as is. M. Connors is working on infographics for the upcoming meetings. She said they have figured out what we are doing with the financials. The Sections will still have organizational dues. The plan is to vote on everything at the NNECAPA conference. The conference is the last week in October. People should book a cabin and plan to share, but there are also other hotels in the area. K. Diers said the save the date notice should be going out any day. S. Saunders and S. Marchant will present an update on the Sections discussion at the NHPA conference.
3. **NHPA Awards** – S. Saunders said that the awards have been uploaded to the Dropbox account. She asked everyone to take a look at the submissions. S. Marchant has a citizen planner nomination. S. Saunders said she needs a good frame for the awards. S. Marchant suggested ordering on Amazon. B. Frost offered to order the frames. S. Saunders said the lifetime achievement awards are in process and we need to decide who will present the awards. K. Diers

offered to present Bill Klubben's award. S. Carbonneau said she would like to say a few words about Paul Amado, she explained that she went to high school with him.

4. **NNECAPA state planning grant** – K. Diers said we have received one application from Dover for a zoning project in their CB District to enhance consulting elements and graphics. B. Frost moved to recommend to NNECAPA that the state planning grant be awarded to Dover; S. Carbonneau seconded. All in favor; motion passed.
5. **Fall Housing Finance Training** – S. Marchant explained that as planners we don't know a lot about the financing for housing projects. She would like NHPA to offer a professional development workshop to provide an overview of how single family and multifamily housing projects are financed. She said Neighbor Works does this and they would be willing to bring in a speaker for a one-day training. She suggested that NH Housing might be able to sponsor the event. It might be best to do two workshops, about a month apart. The cost is \$4000 for one day, per person is \$320 for the class, won't be the exact class because it's focused on working through the spreadsheet pro-forma. It is really helpful to see how this works. The workshop could have approximately 30 to 40 people. The group agreed this would be great for members and decided to pursue hosting the workshop in the fall.
6. **Officer Updates:**
  - a. NNECAPA Liaison – Nothing more to update.
  - b. Legislative Liaison – S. Osgood provided an overview of the legislative tracking spreadsheet. He said that of the ones that we have supported, about half have made it so far. He said the amendment to the building officials' bill was surprising. He said some have to do with ADA, interaction with FEMA, effect insurance rates, the need most recent ICC codes. The bill passed at the Senate but needs to go back to the House. Until the amendment came in, the bill was something NHPA supported. He said the public process is over, but we can submit letters or make individual contact. He will send an email out to see if this should be a priority. The House is in session next week and they will decide what to do. S. Osgood also said that the bill regarding the voting on variances will likely pass. He said the next things to look for would be bills for interim study.
  - c. PIO – No report.
  - d. Newsletter Editor – M. Connors said the newsletter went out and that hopefully he will get the next one out sooner. There are a few carry over articles that could be used in the next newsletter. He asked committee members to send their ideas to him.
  - e. PDO - J. Levandowski asked if we wanted to host the land use law update. She said this is usually in June. B. Frost offered to find out when the webinar will be available from APA.
  - f. Sustainability Coordinator – No update.

- g. Treasurer's Report – B. Frost said he sent out a report last night. NHPA is flush with cash, but that will change after the conference. He mentioned that the early bird rate for members only worked to force people to renew their membership. He said we are doing well with dues and the conference registration numbers are good. He also said that he is hoping to move funds to Bank of New Hampshire and is also working on the 501c(3) designation.
- h. VP Report – S. Carbonneau said there are three new members. She will send out the welcome letter and will also ask how they found out about the organization. The group discussed free memberships for students and NHPA conference pins. S. Carbonneau asked if she could stay on with the committee after her retirement and the group agreed she would be able to stay on the executive committee.
- i. NNECAPA State Director – K. Diers said that there is a call for grapevine updates for the NNECAPA newsletter. They have switched to an e-newsletter. The group discussed possible content for the newsletter and asked if a venue had been selected for NNECAPA 2019. K. Diers said that they have not yet selected a venue.
- j. Presidents' Update –  
  
S. Saunders thanked J. Levandowski for her work on the conference. She said the next event will be the thank you luncheon. J. Levandowski said she participated in a tour of the hydro facility in Manchester and that this could be an interesting idea for the luncheon.

7. **Upcoming Meetings** – The next NHPA meeting will be on June 22.

S. Marchant moved to adjourn at 3:38; S. Osgood seconded; all in favor. Meeting adjourned.

Respectfully submitted: Becky Hebert