



**New Hampshire Planners Association**

**June 25, 2018 9:15 pm**

NHMA Concord, NH

DRAFT MINUTES

Present: Becky Hebert, Shanna Saunders, Sara Carbonneau, Mark Connors, Jodie Levandowski and Ben Frost.

Meeting called to order at 9:30.

**Minutes of May Meeting** – B. Frost moved to accept the minutes of the May 4, 2018 meeting. M. Connors seconded the motion; motion passed.

1. **NHPA Spring Conference Recap** – J. Levandowski provided an update on the NHPA Spring Conference. She said that she does not have the results from the survey yet, but overall she felt the event went very well and she did not hear any negative comments. The outstanding invoices have been paid, but we might be in the red a little bit with the conference. B. Frost said that he went through the conference numbers last night and we are actually about \$2,000 in the black. There are \$400 in outstanding registrations and about \$400 in outstanding sponsorship that needs to be collected. The group discussed the event and agreed that it was well attended and that the central location likely helped. Sponsorship was also approximately \$5,000. B. Frost said that between the registration and sponsorship we collected about \$12,000. The expenses were about \$11,000 and we are \$1,800 in the black. The group agreed the food was excellent and the venue did a nice job. J. Levandowski also said the IT was all in house and there was no stress. There was a little issue when the room split but Tim Thompson solved the problem. The ethics session was also great. S. Saunders will send thank you notes to the speakers and sponsors. She also needs to mail out the revised award to Milford because it mistakenly said “Milton” instead of “Milford”. J. Levandowski said that she will follow up with D. Benton for the survey results.

The group also discussed the Lifetime Achievement Award and agreed this was a long part of conference, but all of the recipients are so worthy of the recognition it would be difficult to shorten this part of the program. S. Carbonneau mentioned that it might be nice to say something about Jeff Taylor before the awards are given out. The group discussed possibly giving out the Lifetime Achievement Awards at the NHPA annual meeting. It might give us more time to talk about the award and the grant for Jeff Taylor’s “Bean Pots to Bell Towers” foundation. S. Saunders also said it might be nice to look at options for a higher quality award for the NHPA awards. S. Saunders said that the annual meeting can be very stressful because there are so many things to cover with changes to bylaws; speakers; treasurers report; it might be hard to add awards on top of it. The group talked about always having the meeting in Manchester because it is centrally located. It would be easier if we know the venue and would know what to expect each year. The

group agreed to hold the meeting at Fratellos this year. B. Frost also awarded the Justin Bieber toothbrush to S. Carbonneau for bringing in the highest number of sponsors.

2. **Update on NNECAPA** – S. Saunders said that the group is moving forward with the MOU for the state associations. She said that 70% of the room at conference raised their hand in support of signing the MOU at the NHPA conference.

B. Frost moved to authorize the President to execute the MOU on the reorganization of the state associations. S. Carbonneau seconded the motion; all in favor; motion passed.

S. Carbonneau asked if we should address the student fees and if this would impact VT and ME. The group discussed that the final vote on the reorganization of state associations to APA Sections will happen at the NNECAPA conference in late October. There may be some changes to the NHPA bylaws in November at annual meeting and we can add the new student membership.

3. **Finance Workshop** – S. Saunders said that S. Marchant has been talking with NeighborWorks about hosting a training session on development finance for planners. The program would involve a few workshops and the cost would range between \$5000 and \$10,000. New Hampshire Housing Finance Authority may be able to sponsor the event. The group discussed having half day courses and possibly tying this in with annual meeting with a half day in the morning for the finance training and then the annual meeting in the afternoon.

4. **Thank you luncheon** – S. Saunders said that it is time to talk about the annual thank you luncheon for legislative committee members. The attendance has been a struggle and last year we only had three people outside of the executive committee. This year the legislative committee only met twice. The group talked about maybe doing thank you cards instead. The feedback we have from volunteers is that members did not feel like they put a lot of effort and also did not feel they were deserving of the event. B. Hebert suggested also include members of the COG. The group agreed to stick with the luncheon event and J. Levandowski will look into a tour of the Zimmerman House at the Currier or a visit to the Millyard Museum in Manchester.

5. **Legislative webinar** – B. Frost said that we need to pick a date for hosting the legislative webinar. The group discussed September 18<sup>th</sup> or 25<sup>th</sup> during the work day. The event would be a NH legislative update and a discussion of legislative priorities for NHPA. B. Frost said that he would use a presentation he prepared for the OSI conference. It would offer 1.5 CM law credits for AICP members. The group discussed the need to find a lobbyist in order to remain proactive with legislative issues. S. Saunders will reach out to Bill Klubben to see if he might be interested. The group discussed the budget for the lobbyist. We have \$4,000 budgeted for this fiscal year. B. Frost said we could revise the budget to increase expenditures little bit next year. The legislative session crosses budget cycles for NHPA. This year is a budget year for the state and it will be important to have a lobbyist. S. Carbonneau said that she is willing to do more letter writing and legislative support now that she is retired.

B. Frost moved to authorize the President to extend an offer to Bill Klubben to be our lobbyist to be paid a total of \$8,000 per year, paid \$4,000 semi-annually. S. Carbonneau seconded; all in favor; motion passed.

**Financial Update** – B. Frost provided the Treasurer’s report. He said that he was authorized to purchase QuickBooks a few years ago but never moved forward with it. He would like to do this now because we are changing banks and likely switching to the APA Sections. The online license is \$420 for mid-level. The President, Treasurer and Secretary would be able to access the account. QuickBooks would be billed monthly. He also reminded the group that even with the APA Sections, the NHPA budget would still be separate from NNECAPA.

S. Carbonneau moved to authorize the Treasurer to buy the online version of QuickBooks for a total of \$420 per year because this level will allow for multiple users; M. Connors seconded; all in favor; motion passed.

B. Frost explained that he is in the process of completing the paperwork to change our bank to Bank of New Hampshire. The Executive Committee will need to adopt a formal resolution to allow the new account to be created and authorize the Treasurer, President and Secretary to access the account. He explained that NHPA would open a checking account and money market account, but eventually we should establish an investment policy to shift all money or a portion to CD’s. The group agreed we should look into other investment opportunities.

B. Frost moved to adopt the following resolution: The New Hampshire Planners’ Association hereby adopts the “Corporate Authorization Resolution” granting Shanna Saunders, President, Rebecca Hebert, Secretary, and Benjamin Frost, Treasurer, the powers therein indicated relative to establishing and maintaining accounts with the Bank of New Hampshire. S. Carbonneau seconded the motion; all in favor; motion passed.

**6. Officer Updates:**

- a. NNECAPA Liaison – Nothing more to update.
- b. Legislative Liaison – Nothing more to update.
- c. PIO – No report.
- d. Newsletter Editor – M. Connors said he is working on next newsletter issue. He suggested the Executive Committee should look at officer titles and consider broadening the Newsletter Editor position to a Public Affairs Officer. The group discussed similarities with the Public Information Officer (PIO). The PIO is tasked with coordinating press releases and distribution of information to members. Perhaps the PIO could be re-named as the web master. The group discussed the need to work off of the APA platform. The NHPA website may switch to the APA platform. The group also discussed the role of the Sustainability Coordinator. S. Saunders suggested touching base with the previous Sustainability Coordinator. The group discussed the idea of holding a NHPA retreat to discuss the strategic plan and review officers duties.
- e. PDO – Nothing more to update.
- f. Sustainability Coordinator – No report.

- g. Treasurer's Report – B. Frost said the treasurer's report is up-to-date. The account balances are listed as of yesterday. He said the cash flow is in red \$1,600 because of the timing of the conference finances, but that once the final payments come in we are in the black.
- h. VP Report – S. Carbonneau said there are three new members. She will send welcome letters to all of them.
- i. NNECAPA State Director – No report.
- j. Presidents' Update – S. Saunders said that the GIS task force is seeking input from data users around the state and will be hosting input user sessions. They are looking for participation from NHPA. The group decided to send an email out to membership to ask people to participate and provide feedback.

k. Other Business –

B. Hebert said that she is participating in the Certified Public Manger's program and thought this might be something our membership would be interested in learning more about.

J. Levandowski said that there is an event for the Creative Placemaking Certificate program. She will forward the press release to D. Benton to email to members.

S. Saunders said that there is a Lead Partners Taskforce looking at significant changes to the law. This will have a big impact on municipalities. The law requires the denial of building permits on homes built prior to July 24, 1978, unless they have a lead safe certificate. A group will be working on putting a toolkit together for communities.

7. **Upcoming Meetings** – The next NHPA meeting will be on July 27<sup>th</sup>.

S. Carbonneau moved to adjourn at 11:09; M. Connors seconded; all in favor. Meeting adjourned.

Respectfully submitted: Becky Hebert