



New Hampshire Planners Association
January 26, 2018 9:15 a.m.
NHMA Concord, NH

DRAFT MINUTES

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

Meeting called to order at 9:30.

Minutes of December Meeting – S. Marchant moved to accept the minutes of the December 1, 2017 meeting. B. Frost seconded the motion; motion passed.

1. **Election of Officers – Executive Committee (Saunders)** – K. Diers said she received six ballots and all were unanimous for the proposed slate. President – Shanna Saunders, Vice President – Sara Carbonneau, Treasurer – Ben Frost, Secretary – Becky Hebert, PDO – Jodie Levandowski, PIO – Donna Benton, Newsletter Editor – Mark Connors, NH Legislative Liaison – Scott Osgood, NNECAPA Legislative Liaison – Sarah Marchant, Sustainability Coordinator – Pierce Rigrod. S. Saunders said a quorum of ballots was submitted and asked if everyone was happy with the place they are in? D. Benton moved to accept the election results; B. Hebert seconded; motion passed.
2. **Lobbyist (Osgood)** – The group discussed possible candidates for lobbyist. S. Saunders said she reached out to a few people but all of them declined. S. Osgood said they had a successful legislative committee meeting and the group identified a lot of the bills for recommended action. He said several members emailed and said they could not make it and he would encourage everyone to take advantage of conference call option. Tom Irving, Dave Sharples and Jen Czysz signed in for a few bills. He said at the moment we are covering okay for this legislative season without a lobbyist. We have exhausted the tight ring of planners who may be interested in lobbying. Members will keep eyes open for someone who may want to represent us. S. Marchant suggested talking with the code officials. The NHPA budget for the lobbyist was \$7,000. B. Hebert suggested issuing an RFP/RFQ for a lobbyist. The group agreed this was a good idea and will plan to issue a RFP next July or August.
3. **Legislative Breakfast** – S. Osgood said he did not have an update on the breakfast. Someone from the RPC's reached out to see if we picked a date yet and he has not heard back. S. Osgood said the breakfast is usually done in February, but in the past few years we have seen skinny attendance by the legislators. The timing of the event is important. NHPA typically spends about \$400 or \$500 for food and the cost is split with the RPC's. The group decided it might be okay to pass on the event this year. S. Carbonneau said it does not sound like we are getting enough bang

for our buck with the attendance and we need to increase the effectiveness of the event. S. Osgood said if the RPC's decide to host the event, NHPA would need to decide whether or not to participate. The group decided that if it is manageable we should continue to participate. S. Osgood said he will reach out when he has more information. He said he thinks it is worthwhile.

4. **NHPA Spring Conference** – J. Levandowski said she would want to hold the conference in June and is looking into the Nashua Marriot Courtyard. It would be a one day conference and not as fancy as the conference in Hanover. B. Frost will send a reasonable budget for a one-day conference. Elizabeth Wood has offered to co-chair. S. Marchant suggested using the Hunt building for an ethics event on a Thursday night. It would be a walkable location with bars and restaurants nearby. Marriot would also provide a shuttle. J. Levandowski said that the idea would be to host an ethics discussion the Thursday night before. The conference topics might be able to crossover with CNU. S. Marchant said they are based out of Rhode Island but wanting to expand their northern New England membership. J. Levandowski said that Peter Floats is the developer of the mill yard hotel and parking garage project in Manchester. She said he is a good speaker. The group agreed to focus on urbanism and also bringing in art and walkable communities as themes.

S. Carbonneau said that the June schedule will be competing with graduations and weddings. S. Marchant said that there is an interesting international sculpture symposium event and the rail discussion is ongoing in Nashua. J. Levandowski said she wanted to have a keynote in the morning and keep the event less conference feeling and focus on smaller group conversations. S. Marchant said the maker space has an open house every Thursday night and we could use their space for free. Don Zizzi and Dar Williams were also mentioned as possible speakers. B. Frost suggested using the APA ethics case of the year. He also suggested that we need to think more broadly about ethics and also suggested having someone who teaches ethics. J. Levandowski will reach out to St. A's and UNH Law. The group decided to serve sandwiches and salad bar rather than hot food at the lunch. Building code issues for mixed use. Conference topics discussed included the placemaking plan for Manchester with discussion about the certificate program, urban agriculture and local agriculture, and new urbanism. The APA sections discussion will also need to be a topic at the conference.

5. **Update on NNECAPA** – S. Marchant said NNECAPA has brought on a consultant to write the by-laws for the sections model. She also said there will be a retreat March 15th and 16th to review the draft. Then the by-laws will be reviewed by each state. S. Saunders asked if he was also setting up new by-laws for each state section. S. Marchant said that this piece is not in his scope of work. She said each said will need to be ready to adopt the new by-laws in October. We should allow about 30 minutes or more at the NHPA conference for discussion. Maine's annual meeting is in May and the goal is to have this ready for their meeting. It was asked if NHPA would NH also do a survey? We could use a template from VT. S. Marchant said that Vermont did it because they only had a few VPA members at their meeting. The weather was bad and VPA felt it was important for them to do the survey.
6. **CNU** – S. Marchant said the CNU – New England group would like to collaborate with NHPA and NNECAPA. They are trying to grow their presence north of Boston.

7. **NHPA Ski Day** – D. Benton said that Tom Irving emailed to ask if NHPA would host another ski day. The group discussed whether or not NHPA should fund the group rate if there are not enough participants. The group decided that if we did not lose too much money, then it would be okay. D. Benton will send an email out to the membership. The ski day is scheduled for March 9th. The group discussed also inviting the Maine planners to help increase attendance.

8. **Officer Updates:**

- a. NNECAPA Liaison – S. Marchant said there are rumors about Trump’s infrastructure bill and APA is very interested in this. The government shutdown has also been discussed and overall APA is waiting to see what happens from here.
- b. Legislative Liaison – S. Osgood said that he would send out the updated list and needs to schedule the next committee meeting. He will try to set up a teleconference for next Friday. The group discussed sending an email with upcoming hearings, so people can volunteer to sign in on bills we support or oppose.
- c. PIO – D. Benton said the 2016 & 2017 minutes are posted and RFQ and job postings are up on website. She will be taking maternity leave and is about 5 weeks from her due date. S. Marchant will take over updating the website while she is away. The group discussed setting up a training for Wild Apricot at NHMA next Friday, February 9th at 9:00 for anyone who is interested in being trained.
- d. Newsletter Editor – S. Saunders said she will work with M. Connors to update newsletter. J. Levandowski also offered to update her articles because the Manchester projects have been approved by the Planning Board.
- e. PDO - Nothing more to update.
- f. Sustainability Coordinator – No update.
- g. Treasurer’s Report – B. Frost is working the treasurer’s report.
- h. VP Report – S. Carbonneau said she is working on the membership drive. She is interested in getting more young planners involved and suggested free membership for undergrad students and first-year post grads. It was also suggested that free conference attendance could be a benefit if you worked at the conference. In the past students manned the registration desk. She said there have been turnover in the state with planning positions and we need to reach out to the smaller towns. B. Frost suggested cross-checking the NHMA directory of municipal officials.
- i. NNECAPA State Director – K. Diers – update for this meeting. First NNECAPA meeting is this afternoon.

- j. Presidents' Update – S. Saunders said that VPA has asked if we are willing to review their awards this year. The group discussed the review process and decided not to review the Vermont awards.
 - k. Commission on Rural Affairs – S. Carbonneau said she attended the meeting with staff from OSI. She said the meeting was rough and the group needed to take a broader approach. She said she received a letter of apology after the meeting.
9. **Upcoming Meetings** – Next meeting NHPA meeting will be on February 23rd at 9:15.
- S. Carbonneau moved to adjourn at 11:10; D. Benton seconded; all in favor. Meeting adjourned.

Respectfully submitted: Becky Hebert