



## **New Hampshire Planners Association**

December 4, 2015 Meeting @ 9 a.m.

Meeting Location: 25 Triangle Park Drive, Concord, NH

Members present: Shanna Saunders, Sara Carbonneau, Donna Pohli Benton, Jodie Levandowski, and Ben Frost (arriving at 9:50 a.m.) By phone: Sarah Marchant, Mary Adamo Friedman, Scott Osgood and Elizabeth Wood (coming on line at 9:45 a.m.). Meeting commenced at 9:15 a.m.

1. Minutes from October 8, 2015 – Motion by Pohli Benton to approve as submitted. Seconded by Marchant. Vote: All in favor.
2. Record of Vote from November 4, 2015 - Motion by Pohli Benton to approve as submitted. Seconded by Marchant. Vote: All in favor.
3. NHPA Annual Meeting Recap – Meeting went very well. Much positive feedback. Noted that the space worked out well and the panel was very good. Approximately 45 were in attendance. It was suggested that future locations of annual meetings could be a way to showcase planning efforts in local communities – however, it was also noted that it is important to keep in mind travel time (Newmarket was a great location – but was a long drive for some).

There will be no NHPA conference in 2016 due to NH sponsoring the NNECAPA conference. Saunders stated that we will sponsor a Spring 2016 meeting for professional development and to present the NHPA Planning awards.

4. Sound Equipment – Saunders discussed the sound equipment that she had purchased prior to the Annual Meeting. The equipment was used at the annual meeting and worked well. She stated that she had purchased the equipment (2 speakers, microphone, wireless receiver, and connecting cables) for \$365.95 with her own funds. Wanted to know if NHPA wanted to purchase this equipment from her. She noted that with rental costs of sound equipment, this purchase would pay for itself many times over. Decided that this would be put to an email vote by the Executive Committee after Saunders sends the

specifications for the system to Executive Committee members. Noted that this equipment was extremely portable.

5. Executive Committee Positions – Noted that elections for executive committee positions will be conducted by email. NNECAPA Representative (Elizabeth Wood) will prepare and handle the ballots. Noted that Sarah Marchant cannot be the NNECAPA Legislative Liaison as she is now NNECAPA President.
6. NNECAPA Conference Update – Wood stated that the keynote speaker Brian Yorkey (writer of *If/Then*) has been confirmed. Blocks of rooms will be reserved at the Hilton Garden Inn and the Residence Inn. Next COG meeting will be held on Thursday, December 10<sup>th</sup> at 5:30 p.m. at NHHFA offices. Frost will set up call-in number. If anyone has ideas about speakers for the conference (Planning & the Arts), to contact Wood. Looking at securing a block of tickets to see the performance of *If/Then* in Boston.
7. Winter Ski Retreat – Tim Corwin has been working on coordinating a NHPA membership ski retreat. It appears that it will be held at Gunstock in Gilford. This would be a fairly low key event – a doodle poll will be conducted to determine the best date. A room dedicated for use only by NHPA would cost \$100.00. Also, in order to secure a group rate (for reduced rentals), a \$200.00 deposit is required (this is above and beyond the \$100.00 room rental cost). Motion by Pohli Benton to send out a doodle poll to determine date and then secure a room for \$100.00 and equipment rental discount rate deposit of \$200.00. Seconded by Frost. Vote: All in favor.
8. NNECAPA Grant Opportunities - \$1,000.00 of grant money is available to NHPA via NNECAPA. Deadline for submitting grant application to NNECAPA is February 6<sup>th</sup>. Therefore, NHPA Executive Committee will need to make a determination regarding grant sponsorship at its January meeting. We will solicit the membership for grant ideas/concepts. These will need to be submitted by January 7<sup>th</sup> by end of day.
9. Misc. Updates – Frost reports that we are in the black. Pohli Benton stated that the transition to Wild Apricot has gone well. Decided that we can terminate the subscription to Constant Contact. Frost will download the information from Constant Contact to Wild Apricot. No further developments on the NHPA logo. However, it was suggested that the membership vote on the “finalists,” – maybe the current logo and one contender. Grapevine submissions are due to Wood by Saturday, December 5<sup>th</sup> at 10 a.m. Osgood suggested that we might want to consider using the platform *Slack* for organizing NHPA Executive Committee discussions. He will resend the link (as some thought it might be spam). Friedman will send OEP consultant data base to Pohli Benton. (This list has been

reviewed and updated by her planning students.) Marchant provided an update on the federal transportation legislation.

10. NHMA Support Services – Frost and Saunders stated that they had spoken with NHMA about support services in 2014. At that time, the estimated cost was higher than NHPA could afford. Saunders will speak with NHMA again regarding the possibility of a la carte services (such as graphic design, newsletter, conference support, etc.).
11. NHPA Intern – Discussed the possibility of securing an Intern to work with NHPA. Friedman stated that UNH could provide office space. We would need to develop an MOU, define the responsibilities and a stipend/salary. Friedman noted that 150 hours are required for an internship. Typically, \$10 to \$15 per hour and 8 to 10 hours per week. Suggestions for tasks an intern could address – increased social media presence, newsletter, attendance/help at all committee and subcommittee meetings, etc. This will be put on the January agenda for further discussion.
12. HB 2 – Saunders provided an update regarding HB 2 and the request for an OEP Study Commission. There is a meeting scheduled for Thursday, December 17<sup>th</sup> at 1 p.m. at OEP. If anyone is interested in participating, they should contact Saunders. Suggested that Saunders contact Chris Parker, as he was an active supporter of the OEP Study Commission proposal.
13. Complete Streets – Noted that there has been a lot of positive press regarding complete streets. Carbonneau noted that Swanzey adopted a Complete Streets policy in the fall of 2015. There is a pending LSR regarding the adoption of complete streets policy by the State.
14. Newsletter – Deadline for submission of articles (send to Scott Osgood) is December 20<sup>th</sup>.
15. NHPA Banner & Display Materials – Banner and display materials need to be prepared; important for use at the Legislative Breakfast. Needs to be done once new logo is chosen.

Motion by Levandowski to adjourn. Seconded by Marchant. Vote: All in favor. Adjourned at 11:10 a.m.

Submitted by,

Sara H. Carbonneau, Secretary