

**MINUTES**  
**NNECAPA Executive Committee Meeting**  
**Conference Call**  
**Friday, February 25, 2011 – 11:00 AM**

**I. Introductions**

Participants were Peg Elmer, Ben Frost, Nate Miller, Mark Lapping, Sandrine Thibault, Anna Breinich, Kris Hultgren, Polly McMurtry, Julie LaBranche, David Brooks, Tara Bamford, and Mary Friedman.

**II. Minutes from December 17<sup>th</sup>**

Mary Friedman moved that the minutes of December 17<sup>th</sup> be approved as submitted. Polly McMurtry seconded and the motion passed with David Brooks abstaining.

**III. Treasurer's Report**

Tara Bamford provided an overview of the year-to-date Profit-and-Loss Report, noting that the chapter has received final payment for the Photo Sharing Project. However, APA still owes the second payment for the Smart Growth Toolkit Project. The \$995 CM Provider Registration Fee has also been paid to APA.

Tara Bamford advised that \$4,000 has been transferred from the chapter's checking account to an interest-bearing money market account.

Polly McMurtry moved to accept the Treasurer's Report. Ben Frost seconded and the motion passed unanimously.

**IV. Review Task List- State Association Grants**

Peg Elmer reported that the State Association Grant form has been updated for this year's solicitation. Polly McMurtry advised that the Vermont Planners Association (VPA) is developing an application. Ben Frost noted that the New Hampshire Planners Association (NHPA) is also considering potential projects.

**V. Student Outreach Committee Update**

Mary Friedman noted that she was unable to attend the Executive Committee's last meeting in December and missed the discussion related to the Student Conference. Mary asked for clarification about who is going to host the conference. Polly McMurtry advised that the University of Vermont (UVM) will host the conference.

Mary Friedman noted that the Student Outreach Committee previously developed a list of potential student support activities for the chapter. Mary advised that, for students, the costs for travel and lodging often prevent them from attending conferences. If NNECAPA is going

to provide a stipend to support the Student Conference, the stipend should be used, in part, to offset student travel costs.

Mary Friedman moved that the chapter contribute up to \$2,000 to support the Student Conference at UVM on September 9-10, including travel expenses, food, and/or speaker expenses. Polly McMurtry seconded and the motion passed unanimously.

## **VI. 2011 NNECAPA Conference Update**

Polly McMurtry reported that the Steering Committee organizing the 2011 NNECAPA Conference has started meeting, and their initial priorities include lining up keynote speakers and sponsors. Polly noted that the Steering Committee has also started considering potential conference tracks.

Polly McMurtry noted that Landscape Urbanism could be an interesting track for the conference, perhaps with Harvard Professor Charles Waldheim as a keynote speaker. Mark Lapping suggested two topics for conference sessions: 1) Expanding broadband internet access as a means of rural economic development; and 2) Maintaining air service and airports in rural areas.

Sandrine Thibault reported that the City of Burlington, Vermont recently received a livability planning grant from the U.S. Department of Housing and Urban Development. The grant funding will be used to develop a downtown/waterfront plan for the City. Sandrine suggested a charrette-style workshop at the conference, where participants could play a direct role in helping to shape Burlington's downtown/waterfront plan. Polly McMurtry noted that the Conference Steering Committee is very interested in pursuing Sandrine's concept.

## **VII. Professional Development Items- Upcoming Conferences**

Julie LaBranche reported that the Local Energy Solutions Conference is scheduled for April 2<sup>nd</sup> in Penacook, NH.

Peg Elmer reported that the Vermont Planners Association Spring Workshop is scheduled for June 3rd at Vermont Law School in South Royalton, VT.

Mary Friedman reported that the Congress for New Urbanism (CNU) is hosting a Sustainable Urbanism Summit on March 17-18 in New Haven, CT. Ben Frost reported that CNU has requested that NNECAPA be a sponsor the conference. However, New Haven, CT is probably too far away for most NNECAPA members to travel. Mary Friedman moved that NNECAPA not provide a sponsor donation to the Congress for New Urbanism for this conference. Mark Lapping seconded and the motion passed unanimously.

## **VIII. Legislative Initiatives Update**

Kris Hultgren advised that he was recently appoint to NNECAPA as Maine's Legislative Liaison and asked about his position's job description. Ben Frost advised that the role of Legislative Liaison is three-fold: 1) Compile and submit chapter member comments on APA National Policy Guides; 2) Track the planning implications of state and federal budgetary initiatives; and 3) Track state and federal legislation that affects the practice of planning.

David Brooks noted that it is important that the three Legislative Liaisons work cooperatively. David will participate in upcoming APA webinars on legislative issues and work with Kris Hultgren and Sharon Murray to provide the Executive Committee with a summary of the results.

#### **IX. Nominating Committee**

Peg Elmer reported that it will soon be time to organize a Nominating Committee for Executive Committee positions. Peg asked Executive Committee members to reach out to (non-Executive Committee) NNECAPA members to recruit volunteers for the Nominating Committee.

#### **X. Other Business**

Sandrine Thibault reported that the next issue of the Yankee Planner newsletter is ready to be distributed. Sandrine also reported that, according to usage statistics, the redesigned NNECAPA website is being well-utilized since its launch.

Mark Lapping reported that the USDA Economic Research Service has developed an on-line "Atlas of Rural and Small-Town America" with substantial demographic and economic data. (The atlas can be found here: <http://www.ers.usda.gov/data/ruralatlas/index.htm>)

Peg Elmer advised that she will be scheduling the next Executive Committee meeting for late April or early May. The next meeting will be in-person.

#### **XI. Adjournment**

Ben Frost moved to adjourn the meeting at 12:30 PM. Polly McMurtry seconded and the motion passed unanimously.