

**MINUTES**  
**NNECAPA Executive Committee Meeting**  
**NH Office of Energy and Planning- Concord, NH**  
**Thursday, May 19, 2011**

**I. Introductions**

Participants were Peg Elmer, Ben Frost, Nate Miller, Mark Lapping, Kris Hultgren, Polly McMurtry, Tara Bamford, Mary Friedman, Carl Eppich, Jeff Guevin, and Lani Ravin (Guest from the University of Vermont).

**II. Minutes from February 25<sup>th</sup>**

Ben Frost moved that the minutes of February 25<sup>th</sup> be approved as submitted. Kris Hultgren seconded and the motion passed unanimously.

**III. Treasurer's Report**

Tara Bamford provided an overview of the year-to-date Profit-and-Loss Report, noting that the final payment for the Smart Growth project and the chapter's first quarter payment from APA are expected shortly. The final payment for the Photo Sharing project has been received and the grant has been closed out.

Tara Bamford reported that sponsorships helped the 2010 NNECAPA Conference finish with a modest profit.

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

Peg Elmer reported that the chapter has been billed \$500 for the regional reception at the APA National Conference. NNECAPA had agreed to provide a contribution proportional to the number of conference registrants from Northern New England, not to exceed \$500.

Following discussion, Carl Eppich moved to approve payment of \$500 for the NNECAPA share of the regional reception at the APA National Conference. Ben Frost seconded and the motion passed unanimously.

Executive Committee members agreed that, when the question of regional reception funding arises for future APA national conferences, the chapter will contribute a lump sum rather than tying the contribution to the proportion of conference registrants from Northern New England. Executive Committee members also agreed that the chapter should seek outside sponsorships to cover this cost.

**IV. Student Outreach Committee**

Mary Friedman reported that student activities related to the NNECAPA Annual Conference are being scheduled for September 10<sup>th</sup>. Mary advised that the \$2,000 allocation from

NNECAPA will be used to subsidize direct costs for students attending the conference, including travel.

Executive Committee members brainstormed possible activities for students on September 10<sup>th</sup>. Some ideas included:

- Participating in the City of Burlington's waterfront planning Charrette;
- Touring the Intervale Center to learn about food systems planning;
- Participating in a mobile workshop/tour of UVM planning initiatives and projects.

Polly McMurtry advised that a decision needs to be made soon. Outreach materials need to be developed to promote the event and explain the student conference sessions.

Mary Friedman advised that she will coordinate with Lani Ravin and Mark Lapping to finalize the student session schedule and provide detailed information to Polly for conference outreach materials.

Ben Frost noted that conference organizers will need to decide if Saturday events should be CM eligible for professional planners. Ben continued, noting that the fee structure for students attending the conference is also a significant subsidy, and is crucial to attracting students to attend the conference. Following discussion, Executive Committee members agreed that students should be charged \$20 per day to attend the conference. Mark Lapping advised that University of Southern Maine planning students attending the conference will have their attendance costs covered by the University.

## **V. 2011 Conference Organization Updates**

Polly McMurtry provided a series of updates about the 2011 NNECAPA Annual Conference. The conference organizing committee is working on booking speakers, developing a program, and organizing mobile workshops. The goal is to release registration materials in early June. As with recent conferences, registrations will be done online.

Polly McMurtry noted that meetings are ongoing with potential caterers, and the conference organizing committee is in final negotiations with a keynote speaker.

Executive Committee members discussed potential conference sessions, and Ben Frost advised that he would facilitate a CM-eligible ethics session. Polly McMurtry noted that she has not yet received any proposals for CM-eligible law sessions. Ben Frost volunteered to organize a CM-eligible law session about recently proposed statutory changes, in a political context.

## **VI. Professional Development Items**

Ben Frost reported that the Vermont Planners Association has scheduled a training session for June 3, 2011 entitled "New Trends in Exterior Lighting". However, VPA has yet to apply for CM credits for this event.

Ben Frost reported that the New Hampshire Planners Association Annual Conference is scheduled for June 9-10, 2011. The conference's theme is "Planning for Public Health". Mary Collins and Ben Hewitt are the keynote speakers.

Ben Frost noted other planning-related training opportunities happening around New England, including:

- Southern New England APA Annual Conference in Providence, RI on October 20-21, 2011;
- American Bar Association "Regional Sustainability Conference" to be held in Portsmouth, NH in early December;

Ben Frost reported that he recently held two training sessions for AICP Exam Preparation, one in South Royalton, VT and one in Portsmouth, NH.

Carl Eppich reported that the Maine Association of Planners Annual Meeting is scheduled for June 17, 2011 in Brunswick, Maine.

## **VII. Status of State Grants**

Polly McMurtry reported that the Vermont Planners Association has submitted a grant application to NNECAPA.

Ben Frost reported that the New Hampshire Planners Association is still considering potential projects.

Carl Eppich reported that the Maine Association of Planners is also considering potential projects.

Tara Bamford advised that NNECAPA needs to develop guidelines for State Grant administration, including progress reporting and payment schedules. Peg Elmer advised that the Chapter Presidents Council (CPC) guidelines should be used as a starting point. Tara Bamford volunteered to draft the guidelines and will distribute the document electronically to the Executive Committee for review and approval.

*Postscript: On May 20, 2011, Tara Bamford distributed the aforementioned draft guidelines to the NNECAPA Executive Committee for review and approval. By electronic vote, David Brooks moved to approve the guidelines. Ben Frost seconded and the motion passed unanimously.*

## **VIII. Communications/Website**

This agenda item was tabled.

## **IX. Legislative Initiatives Update**

Kris Hultgren reported that many environmental and land use regulations are being rewritten in the State of Maine, under the recently-elected Governor's administration. Kris

Hultgren noted that there is an initiative to eliminate the state entity that oversees land use in unincorporated areas of the state. Maine's Informed Growth Act is also being reviewed, and much of the legislation may be repealed.

David Brooks submitted a New Hampshire legislative update by e-mail prior to the Executive Committee meeting. David's report recapped the ongoing discussion to remove New Hampshire from the Regional Greenhouse Gas Initiative (RGGI), repeal the New Hampshire Rail Transit Authority (NHRTA), reform or repeal the Comprehensive Shoreland Protection Act (CSPA), and prohibit sprinkler requirements for certain residential developments.

## **X. Nominating Committee**

Peg Elmer reported on behalf of the Nominating Committee. The Nominating Committee includes Peg, Julie LaBranche, and Rebecca Schaffner.

Peg Elmer noted that Polly McMurtry is stepping down as Vermont State Director. With Carl Eppich becoming president, the Vice President spot will be vacated. The next Vice President (and Carl's successor as President) should be from New Hampshire. The Executive Committee discussed potential Vice President nominees from New Hampshire.

## **XI. FAICP Nominations**

Peg Elmer reported that APA is soliciting nominations for FAICP consideration. The Executive Committee discussed potential FAICP nominees from Northern New England.

## **XII. Adjournment**

Carl Eppich moved to adjourn the meeting. Ben Frost seconded and the motion passed unanimously.