

## MINUTES

### **NNECAPA Executive Committee Meeting Vermont Law School, South Royalton, VT Thursday, January 8, 2009 – 11:00 a.m.**

#### **I. Introductions**

Present were Peg Elmer, Nate Miller, and Kat Garvey. Joining in on the phone were Anna Breinich, Donna Larson, Rebeccah Schaffner, Sharon Murray, Tara Bamford, Ben Frost, Sandrine Thibault, Mac Stocco, and Polly McMurtry (Guest from the Vermont Planners Association).

#### **II. Minutes from October 31st**

Following a brief discussion and minor amendments, Sharon Murray moved to accept the minutes of October 31st. Ben Frost seconded, and the motion passed unanimously.

#### **III. Treasurer's Report and FY 2009 Budget**

Herb Durfee was not present to give the Treasurer's report. Peg Elmer noted that she has asked Herb to forward an electronic budget to her, because it is the job of the President to assist the Treasurer in developing the budget. Peg advised that the budget needs to be finalized at the next Executive Committee meeting in March.

#### **IV. Communications**

Sandrine Thibault noted that she would be coordinating the website upgrades approved at the Executive Committee's October meeting with NNECAPA's IT consultant. Sandrine reported that materials from the 2008 NNECAPA annual conference have been posted in the "Resources" section of the website, and that news stories are updates as often as possible. Ben Frost noted that he tries to help Sandrine keep the website up to date, and recently deleted a number of job postings that had been filled. Peg Elmer advised that events that have already taken place should be deleted as well, and Sandrine noted that the upcoming website upgrades will make this process easier.

Sandrine Thibault reported that the publication deadline for the *Yankee Planner* is February 15<sup>th</sup>. Sandrine asked anyone interested in writing an article for the newsletter to contact her as soon as possible, noting that she would be distributing a list of potential articles very soon. Building on October's discussion of closer coordination with the *Ordre des Urbanistes du Quebec*, the upcoming edition of the *Yankee Planner* will include an abstract of a recent report called "Active Travel and Schools in Montreal," written by a professor at the University of Montreal. Sandrine noted that she would be looking into translation costs for articles from Quebec that may be of interest to planners in Northern New England.

## **V. APA Updates/Action on CPC Application**

The Executive Committee welcomed Polly McMurtry of the Vermont Planners Association (VPA) to discuss the forthcoming application to the APA Chapter Presidents Council (CPC).

Polly McMurtry noted that VPA's discussion of the "Implementing Small Town Density" concept was triggered by new legislation in Vermont to increase neighborhood density. Because this is intended to be a regional project, it was expanded to have applicability to all three states in the NNECAPA region. Peg Elmer noted that the application needs to be finalized. Anna Breinich reported that the application is due on March 17<sup>th</sup>.

Peg Elmer asked if the \$5,000 cost for distribution was an additional cost. Polly McMurtry advised that the cost for distribution was included in the total project cost, and that detailing the cost for distribution was simply a part of the application form. Peg Elmer noted other areas of the application form that need to be updated. The contact information for the NH State Director needs to be updated to include Tim Thompson, who is currently serving as interim NH State Director. Peg also mentioned that information about past CPC grants needs to be included in the application, and brainstormed some of the past CPC grants NNECAPA has been involved with: Photo Library, "Is your Community a Great Place?", and "Does Sprawl Make You Scream?" Peg advised that she would research NNECAPA's past CPC projects in greater detail to help finalize the application.

Peg Elmer asked what steps the New Hampshire Planners Association (NHPA) and the Maine Association of Planners (MAP) have taken on this topic. Polly McMurtry reported that New Hampshire has a new Workforce Housing Law in effect, and Maine is working on the "Gateway 1" project to integrate land use and transportation planning.

Polly McMurtry outlined the next steps for finalizing the application, noting that volunteers were needed from both New Hampshire and Maine. Ben Frost volunteered to be New Hampshire's liaison to the project. Rebeccah Schaffner volunteered to find a volunteer to be Maine's liaison to the project. Rebeccah Schaffner asked what the timeframe for completing the project would be. Peg Elmer advised that, originally, a one year timeframe was envisioned. However, that may need to be extended.

Peg Elmer asked about possible sources of funding for the project from within the NNECAPA region. Polly McMurtry advised that VPA has committed \$1,000 for the project. She will approach Smart Growth Vermont and the Vermont Department of Housing and Community Affairs for assistance as well. Ben Frost noted that the New Hampshire Housing Finance Authority may also have interest in supporting the project. Polly McMurtry noted that support from NHPA and MAP would also be welcomed. Ben Frost reported that NHPA has \$1,000 budgeted for this type of project.

Peg Elmer advised that she would follow up with the Executive Committee with an electronic vote to commit NNECAPA funding to the project.

## **VI. Professional Development Items**

Ben Frost reported that there are a number of events ongoing in the world of professional development, and that 35 NNECAPA members have already signed up for the free rural engagement webinar. Peg Elmer noted that the New Hampshire Association of Regional Planning Commissions (NHARPC) purchased the webinars last year, and asked if they purchased them this year. Ben advised that he would be meeting with the RPC directors this afternoon, and would follow up on that question. Peg Elmer asked all Executive Committee members to forward upcoming professional development events to Sandrine for inclusion on the NNECAPA website.

Peg Elmer advised that NNECAPA should begin planning for a spring professional development event, and recommended that the Consensus Building Institute hold a day-long workshop. Ben Frost mentioned that NHPA held a half-day workshop with the Consensus Building Institute in 2004, and received great feedback. Ben discussed the possibility of having the spring professional development event by webcast or skype, noting that NHHFA and VLS both have the technology available to host the event. Anna Breinich, Lee Krohn, Ben Frost and Sandrine Thibault volunteered to form a sub-committee to plan the spring professional development event.

Sandrine Thibault noted that she often gets requests from NNECAPA members for CM ethics training. Rebeccah Schaffner advised that CM ethics and law training sessions are planned for the upcoming conference in Maine. Peg Elmer reported that VPA has appropriated funds to buy APA ethics training CDs, and asked if the NNECAPA Executive Committee was willing to contribute \$200 toward the cost of the CDs to allow NNECAPA members access to the training materials. Peg advised that, because VPA is not a section of the NNECAPA chapter, this agreement would not affect APA's licensing agreement. Ben Frost moved to allocate \$200 for this purpose, and Donna Larson seconded. The motion passed unanimously.

Peg Elmer mentioned that the UVM Transportation Research Center is considering developing CM training opportunities related to transportation planning. Peg asked the Executive Committee for feedback. After some discussion, Executive Committee members supported this concept provided that: 1) training sessions aren't duplicative with other widely available training sessions, and 2) some means of reducing the travel burden is considered (e.g. offering the sessions by webinar, etc).

## **VII. 2009 Conference in Belfast, Maine**

Rebeccah Schaffner reported that the Conference Planning Sub-committee has met twice since the last Executive Committee meeting in October. The Hutchinson Center has been reserved, but the Sub-committee is still looking at nearby facilities that are big enough to host group events (e.g. group breakfasts, etc). Rebeccah noted that conference organizers will reserve a block of rooms at the hotel, but not enough for everyone. This is meant to encourage some conference attendees to stay at the local Bed and Breakfasts downtown. Rebeccah and the Sub-committee are working on evaluating local catering options, and are

looking for additional sponsors for the event. Tara Bamford noted that the CD of documents from last year's conference in Woodstock, Vermont will be helpful in accomplishing these tasks.

Rebecca Schaffner noted that there have been many requests for conference topics, including the Economy, Law and Ethics, and Sustainability. The Conference Planning Subcommittee will be meeting again next week, and will be working with Sandrine to include information about the upcoming conference in the February edition of the *Yankee Planner*.

### **VIII. Executive Committee Job Descriptions**

Peg Elmer advised that she was compiling a list of job descriptions for Executive Committee positions, and would like all Executive Committee members to submit drafts of their job descriptions to her.

### **IX. Youth Suggestions**

Kat Garvey provided a recap of her research on methods of reaching out to young people. Kat recommended that instead of the term "youth", the Executive Committee should be using the term "student" instead, and that outreach efforts be split equally between high school and college students. Kat noted that allowing college students to present their research papers in a conference setting would be one method of outreach. For high school students, outreach should be targeted toward familiarizing students with the planning profession. Peg Elmer recommended that an article should be written on this topic for an upcoming edition of the *Yankee Planner*, and Sandrine Thibault concurred.

Kat Garvey noted that she would be working with Mary Robinson and Steve Whitman to draft a concept for the NNECAPA Fellowship Program discussed at October's Executive Committee meeting. Mac Stocco asked what planning-related degrees are available in Maine, Vermont, and New Hampshire. Mac recommended that a list of college programs/degrees be developed to serve as a starting point for conducting outreach. Kat Garvey concurred, noting that many students don't know what educational planning resources exist in Northern New England. Kat Garvey will serve as the coordinator for this effort. Executive Committee members should e-mail the schools and programs they are aware of to Kat for compilation. Anna Breinich advised that the Young Planners Task Force of the APA may also be able to help provide this information.

### **X. Special Projects Updates**

Carl Eppich and Lee Krohn were not present to provide special project updates. This agenda item was tabled to the Executive Committee's March meeting.

### **XI. Next Meeting Date**

The Next Executive Committee meeting was scheduled for March 13<sup>th</sup> at 9:30 AM. The meeting will be a teleconference, and arrangements will be made for a face-to-face meeting for those who are available.

## **XII. Other Business**

Sharon Murray noted that NNECAPA members in Maine are closely monitoring the Economic Stimulus package currently being developed, and that municipalities in Maine are being asked to submit a draft program of potential projects. Nate Miller advised that the New Hampshire Local Government Center was asking the same thing of New Hampshire communities.

Peg Elmer made a motion to adjourn the meeting. Mac Stocco seconded, and the motion passed unanimously.

## **Postscript**

Following an electronic discussion between Executive Committee members, the next Executive Committee meeting time was finalized as March 13<sup>th</sup> at 1:00 PM at the NH Office of Energy and Planning offices in Concord, NH.