



**CCAPA Executive Board
Meeting Minutes of February 2, 2018
Shipman and Goodwin, Hartford, CT**

President Michael Piscitelli called the Executive Board meeting of February 2, 2018 to order.

In attendance: Amanda Kennedy, Alan Weiner, Chris Smith, Don Poland, Emily Hultquist, John Guskowski, Khara Dodds, Rob Phillips, and Sue Westa. Patrice Carson, Rebecca Augur and Abby Kenyon attended via phone.

Meeting Minutes of December 1, 2017

C. Smith made a motion to approve the meeting minutes of December 1, 2017. R. Phillips seconded the motion. Vote passed unanimously.

President's Report –M. Piscitelli

M. Piscitelli thanks the Executive Committee for a productive start to the year, including a recovery from the scheduling challenges with the Awards Luncheon and the annual breakfast working meeting to go over the annual work plan update. The SNEAPA team is well-organized and moving toward a great event in Hartford. Concerning programs, the first PSC event was well-attended and there seems to be good feedback. The first of CCAPA's new lunch and learn events is later today with Roberta Rewers from APA (31 people signed up). The Start with Planning process continues with completion of the policy papers and outreach to gubernatorial candidates. The APA performance criteria are now in place, as discussed at the retreat so we will need to focus on the development plan and bylaw amendments as well as new initiatives like the UConn partnership

Work Plan

M. Piscitelli said R. Augur created a Basecamp section that contains information regarding the website conversion. He asked the Board to review the site. A. Weiner noted the Virginia chapter still has two separate websites. R. Augur clarified it is not going to remain that way, they will move to one website in the future. A. Weiner said it appears the Virginia Chapter has two or three sections of the website that are member only and people don't have access unless they are a chapter member. For example, the Chapter Membership Directory is only available to members. A. Weiner also asked if that was a separately created membership directory or if they were using the APA National directory. M. Piscitelli said it would be a good question for the

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website call. There was a conversation about limiting access to materials to members only and having access to those items would add value to CCAPA membership.

R. Augur said one issue that has come up during the website conversion is high quality images. She noted if anyone knows of good sources for photos that would be useful information to have.

M. Piscitelli suggested we reach out to members to look for images and a location to load all images to would be established.

Treasurer's Report

K. Dodds reported there was \$9,381.79 in revenue and the Chapter received \$1,505.00 in revenue from the awards lunch so far; a total of \$3,323.07 was expended on the lunch. In addition to that, the CD went into automatic renewal. A. Kennedy asked if the Chapter loses money on the awards lunch. M. Piscitelli said we lost a little on the lunch as well as on the technical training session. J. Guskowski asked if the Chapter heard back about the grant from APA for the technical assistance. M. Piscitelli said they were still waiting on that, a new person took over so that may be delaying the decision.

R. Phillips made a motion to adopt the FY 18 budget report. C. Smith seconded the motion and it passed unanimously, 12-0.

Committee Updates

Communications

R. Augur said the next issue of the magazine will include Start with Planning. She is waiting to receive those articles. The release will be timed to coincide with the Legislative Breakfast in March. M. Piscitelli said details for the breakfast have to be worked out but it should be in mid-March. R. Augur said she will need all content for the magazine by the week of February 19th.

Program

S. Westa reported she has accepted a new job with the Pioneer Valley Planning Commission starting in March so the Chapter will need to find a new PDO. She has approval to finish the skill-building events, which end in April.

S. Westa said there will be a Northeast Regional Transit Summit in the fall and CCAPA will be partnering with the Hartford Transit Group. Assistance is needed to help out with that; E. Hultquist said she could assist.

S. Westa reported the SHPO conference in May will need attention. Craig Minor has helped in the past so she plans to reach out to him. Additional volunteers will also be needed to help with SNEAPA.

Membership

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A. Weiner said he has not received a membership list from APA in a while. The last time, A. Weiner said he had to email APA requesting the updated list. He noted as we make a transition to the new website, having a directory and maintaining a database of our members is key. A. Weiner said he will email APA again next week if he hasn't received anything.

Government Relations

A. Kennedy reported a meeting with Representative Lemar has been scheduled to coordinate legislative asks and to discuss proposed legislation. J. Guskowski said a survey was sent out requesting feedback on eliminating the requirement to publish legal notices in the newspaper. He noted they received good responses and anecdotes. There was a general discussion about a replacement option to newspaper publication. R. Phillips noted a registry might be a good idea. J. Guskowski said the trick with that would be an outside entity would have to attest it was published with sufficient notice. D. Poland commented notices in the paper are helpful in raising general awareness that an application is pending on a property so it is not just about attendance at the meeting. He also said application fees have increased as a means of recovering the cost for administering applications, including publishing legal notices. If this requirement is changed, there is a question about fees.

J. Guskowski said they will also be revisiting septic system regulations. He noted CCAPA may want to collaborate with the CT Bar Association.

A. Kennedy reported she has participated in the Fair Housing Working Group. One proposal is to introduce a bill to create mandatory inclusionary zoning. She noted there are reservations about blanket inclusion and it may be modified to exclude lower income communities. She said more research is needed. A call has been scheduled with CCM and CAZEO about the proposal; CAZEO has some concerns about the impact on towns and how it will be administered. A. Kennedy said continued work with those groups will be needed. She asked if someone else is able to attend the meetings, which are held the second or third Wednesday of every month. J. Guskowski said he will be able to go.

A. Kennedy said John Humphries with the Governor's Council on Climate Change wants to meet and discuss wind regulations. A. Kennedy also noted she saw Representative Steinberg at the housing event and said he is involved with the toll legislation. There was general discussion about tolls.

SNEAPA

M. Piscitelli said D. Sorrentino posted updates on SNEAPA on Basecamp. He reminded everyone about the conference in October.

UConn/Planning Education

E. Hultquist said she met with UConn and a lot of people are on board. She also reached out to UPenn to discuss their program. A meeting will be convened in March to discuss this further but the Department of Public Policy has indicated they think it is something that could happen, even if they start out with Certificate program. R. Phillips said there is a MPA alumni council meeting

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coming up, so he will speak to them about the program as well. D. Poland said CCSU is offering an undergraduate course in real estate principles through their Geography Department. M. Piscitelli asked if there was a way CCAPA could be involved. D. Poland will follow up with that.

Scholarship/Amendment to Guidelines

A. Kenyon reported last year the Committee received an application but could not grant the award because it was submitted by a planning consultant who was on the Executive Board. Together with K. Dodds and R. Phillips, revisions were made to the eligibility criteria to allow a consulting firm to submit an application on behalf of an eligible organization regardless of Executive Board membership. A. Kenyon said they also took the opportunity to organize the eligibility criteria, breaking it up into two categories "Eligibility" and "Basic Program Guidelines" to make it clearer.

C. Smith moved to approve the amendment to the Diana Donald Scholarship-Internship Award. A. Kennedy seconded the motion and it passed unanimously, 12-0.

Other Business

M. Piscitelli said progress was being made on the work plan and he encouraged the Board to continue the good work.

Adjourn

The meeting was adjourned at 10:55 a.m.