



**CCAPA Executive Board  
Meeting Minutes of August 3, 2018  
Shipman and Goodwin, Hartford, CT**

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

In attendance: Khara Dodds, John Guskowski, Abby Kenyon, Rob Phillips, Dan Tuba, and Alan Weiner. Rebecca Augur, Amanda Kennedy, and Jonathan Reiner attended via phone.

**Meeting Minutes of June 1, 2018**

D. Tuba made a motion to approve the meeting minutes of June 1, 2018. K. Dodds seconded the motion. Vote passed (9-0-1), A. Weiner abstained.

**President's Report –M. Piscitelli**

M. Piscitelli reported the Chapter accomplished a lot this summer and thanked board members for the extra effort. He noted the Start with Planning outreach meetings were successful and the conversations were very productive. Together with A. Kennedy, a meeting was held with Mayor Boughton in June and together with A. Kennedy, E. Hultquist, R. Philips and C. Smith, a meeting was held with Ned Lamont in July. He noted additional conversations may be scheduled with other endorsed candidates. The public component of the Start with Planning initiative will be launched at the upcoming CCM and SNEAPA conferences. M. Piscitelli said the lead writers for the policy papers will attend and present.

M. Piscitelli said Hot Topics went well and the new venue was successful. There was a general discussion regarding use of Goodwin College in the future or if an effort should be made to move the event each year to be more accessible to planners in different parts of the state.

M. Piscitelli reported as part of the work plan, the Chapter is looking to form new partnerships. A meeting with Metro Hartford has been scheduled to discuss partnership opportunities. There will also be a key decision item coming up regarding the Transport for Hartford summit in the fall.

The Board was encouraged to start thinking about Community Planning Month. M. Piscitelli will create a project on Basecamp so the Board can contribute ideas.

**Discussion Topics**

### **Opportunity Zones**

The Board discussed Opportunity Zones. M. Piscitelli reported Opportunity Zones were designated in communities across Connecticut. J. Guskowski noted Putnam has an Opportunity Zone, which differs from the zones that have been designated elsewhere in the state. It was suggested APA provide two tracks of guidance, one for urban and one for suburban/rural areas as the needs are very different. The Department of Economic and Community Development will be running the program. M. Piscitelli said an event will be held in September to rally communities to encourage planning work in these zones.

### **CHFA/Affordable Housing**

A. Kennedy said she is working to partner with CHFA to host an event in February intended to serve as an educational opportunity for planners to learn about the funding and financing environment and how to help regulate projects and land use in order to receive funding. She said it will be helpful for planners to have an update on the private real estate market and the projects being supported. CHFA was also selected for a SNEAPA program, it was noted this may be a good partnership moving forward.

### **Yale UDW / YSFES**

M. Piscitelli noted he has had conversations with the Yale Urban Design Workshop and it will be beneficial to explore partnerships with colleges and universities. Municipalities and students can both benefit from project collaboration, as demonstrated through the Diana Donald scholarship program.

### **Chapter Performance Criteria**

The chapter still needs to complete two sections of the chapter performance criteria before the end of the year. The first is the bylaw amendment which will reconcile the elections with the APA annual calendar. Chris Smith is developing the draft which needs to be approved by the executive board and then sent to the membership for adoption by chapter vote. K. Dodds and A. Kenyon to follow up with C. Smith. For the strategic / development plan, there will be a meeting on August 8<sup>th</sup> at 2 PM to consolidate the most recent retreat notes and assess the work plan document. This will be a good opportunity to identify outstanding items and lay out what needs to be done at the October meeting. M. Piscitelli said a section would be set up on Basecamp for this.

### **Treasurer's Report**

K. Dodds reviewed several highlights noting the Chapter collected more revenue than was anticipated in some areas, including dues and conferences/workshops. She said overall, \$4,000 was collected from Hot Topics; she will assess to see how this compares to the expenses for the program. She will follow up with C. Smith and J. Davies to make sure all expenses have been submitted. Overall, the Chapter has collected 87% of the projected revenue as \$61,000 was budgeted and there is a little over \$53,000. In terms of expenditures, 61% of what was projected has been expended. K. Dodds said the Chapter received the \$2,000 CPC grant; a \$1,000 match was required and \$4,000 has been spent on it.

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K. Dodds reported \$21,000 has come in for revenue for SNEAPA and \$17,000 has been expended. M. Piscitelli noted a separate bank account may be needed in the future for SNEAPA.

J. Guskowski made a motion to adopt the August financial report. A. Weiner seconded the motion and it passed unanimously.

### **Committee Updates**

#### **Communications**

R. Augur said the website transition is progressing and that she would like to be on the new platform by SNEAPA. She asked for feedback on the upcoming edition of the fall magazine. The Board discussed whether a regular fall edition should be published or if a special edition for SNEAPA should go out. It was decided there will be a special edition for SNEAPA that will contain advertising. The edition will highlight conference workshops and will contain a few articles about Hartford as it is the host city.

#### **Membership**

A. Weiner said for the first time, there are over 400 members. He noted the Board needs to consider what we do to make it worthwhile for people to become members.

#### **Chapter Awards**

R. Phillips reported he researched APA awards to compare those awards and criteria to the Chapter awards in order to better define the structure for the Chapter awards. He also looked at awards given by the Chapter in previous years and reported there was no consistency in awards. There was a discussion about the Bruce Hoben, Special Chapter, and the Distinguished Service Awards. M. Piscitelli noted it is important the Chapter acknowledge and recognize planning projects and professionals in the state through the awards. A. Weiner cautioned that it should always be for significantly distinguished work. R. Phillips and D. Tuba will examine the Bruce Hoben and Special Chapter awards further to better define them and draft award criteria.

#### **Government Relations**

A. Kennedy is working with the CT Bar Association. She said C. Smith is recruiting a handful of members to work with CCAPA. She will follow up with C. Smith on this.

J. Guskowski reported Partnership for Strong Communities is looking to develop a series of resources to help municipalities develop an affordable housing plan. These efforts will continue into the fall. A. Kennedy noted her COG is hosting a Sustainable CT fellow and one of the criteria for Sustainable CT is an affordable housing plan. There was a general discussion about Sustainable CT and certification for municipalities.

### **SNEAPA**

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A. Weiner reported together with Craig Minor, they are developing a game to be played at SNEAPA, Game of Zones. Each Chapter President will need to select three members to participate. M. Piscitelli was asked to provide three names along with their contact information.

### **Scholarship/Amendment to Guidelines**

A. Kenyon reported the project for Manchester has been closed out and the final payment issued. The presentation went very well and the project was a great benefit for both Manchester and the intern. The report will be posted on Basecamp for the Board. She said the agreement with Hampton has been executed and the first payment will be made as soon as an intern is hired.

### **Other Business**

M. Piscitelli said Stamford Mill River Park was recognized as an APAGreat Place. This will be featured at SNEAPA. He also said the Program Committee will be working on coming up with activities for Community Planning Month. It was also noted the bylaw amendment will be posted on Basecamp for an e-vote before going out to the Chapter membership. A. Kenyon will post for the Board and R. Augur will assist with the Chapter vote.

### **Adjourn**

The meeting was adjourned at 11:20 a.m.