

APA-MA BOARD MEETING Minutes
Friday, September 8 , 2006
Northborough
9:30 a.m.
Approved 11/3/06

Board Members Present: Sean Bender, Tom Bott, Tom Broadrick, Chris Eaton, Kathy Joubert, Peter Lowitt, Steve Sadwick, and Heidi Samokar

Students Present: Chris Mancini (Tufts University)

New Business

Web Master and Web Site Improvements

Mr. Lowitt thanked Wentworth for offering to take over the chapter's web site maintenance. Mr. Bender gave an overview of the services. They offer services to a variety of non-profits. He has a team of ten students and a full-time coordinator to provide Monday to Friday, 9 to 5 support. They can also update the web site's platform.

Mr. Lowitt reviewed the process for web updates – he must approve all additions. He agreed that the platform should be updated.

The Board is interested in adding password protected access to the membership list. Also pictures should be updated – we could solicit people to send in pictures. Mr. Sadwick can provide the list serve archives that he has been storing.

The Board agreed to solicit additional ideas for web site improvements at the Chapter annual meeting.

Board meeting dates and locations should also be posted on the web site.

[Chris Mancini and Chris Eaton arrived.]

Town of Middleborough v. Housing Appeals Committee – Amicus Brief

Mr. Lowitt explained that the Chapter's amicus brief committee has reviewed the Middleborough case. The committee recommended that the Chapter file an amicus brief supporting the Housing Appeals Committee.

[Tom Broadrick and Tom Bott arrived.]

After much discussion about the merits and drawbacks of both sides of the case, the Board moved and seconded (Broadrick/Joubert) to remain neutral on the case, but promote discussion on the merits of both sides and the implications from the case. So voted.

The Board decided to solicit two viewpoints for the next newsletter and to engage in a discussion of the case at the Chapter meeting. In addition, Mr. Joubert and Mr. Bott will arrange a joint regional meeting for planners to discuss the case.

Conference Update

Ms. Samokar noted that as of 9/7 there were 174 registrants for the conference and 19 for the special Wednesday program. The Wednesday program is an experiment and will be a loss unless at least 30 attend. The Conference Committee has conducted more outreach to local officials to draw attendees on Wednesday.

Volunteers from Mass. to help at the registration table are needed. Please contact Ms. Samokar if you can assist.

Massachusetts must provide a raffle prize. Mr. Broadrick agreed to seek a hotel room on the Cape as a prize.

The Chapter receives two free hotel rooms for Wednesday evening and Thursday evening. The Chapter President will receive a free room each evening, Mr. Schwarz will have one free room for one evening and Ms. Samokar will have one free room for one evening.

The program is being finalized in the upcoming days.

The Conference Committee has exceeded its fundraising goal of \$13,000. The Board expressed its gratitude to Mr. Schwarz for raising funds from a number of Massachusetts consultants and companies.

Chapter Meeting

The annual Chapter meeting will be Friday, September 29 at the conference at 8:00 a.m. The meeting will be one hour long. So far, three items have been identified for the agenda: discussion of web site, discussion of Middleborough case, and visits from the APA President and AICP region representative.

Mr. Lowitt reminded the board that they must submit a report of their activities over the past year to him by Friday, September 22. Ms. Samokar will then edit and format the document and bring copies to the Chapter meeting. Ms. Samokar will also update the Board contact list and bring copies.

State Smart Growth Conference

This annual conference will be held on Friday, December 1. Mr. Skelly will handle registration and the Chapter will provide up-front money and support. Mr. Lowitt will be amending Mr. Skelly's contract to allow him to provide this assistance. The Chapter will be a co-sponsor for this event.

Other Events

Following the September 21 MIT Katrina event, the Board is welcome to join the President of the Louisiana APA chapter for dinner.

Ms. Eaton noted that Board members are welcome to a lunch that will focus on planning in Scotland. The lunch will take place at MIT on September 26 at noon.

Updates

2007 Conference Planning

Mr. Bott reported that they have selected the Sheraton Four Point Resort in Hyannis for the 2007 conference. The conference will be on October 11 and 12. The hotel room guarantees will be 10 for Wednesday night, 75 for Thursday night and 10 for Friday night. Mr. Schwarz will be the conference chair.

National Community Planning Month

Volunteers are needed to coordinate public service announcements on radio stations. Volunteers will need to take part in a September 20 conference call at 1 p.m. Jim Clarke from MassAudubon has volunteered to draft a press release on communities of tomorrow that focuses on South Weymouth. Mr. Lowitt will focus on the Bristol Myers Squibb facility.

Reports

Legislative

Expedited permitting has passed. There are no other updates at this time.

Treasurer

See attached profit reports and balance sheets. The resolution passed at the last meeting which authorizes Mr. Skelly to write checks for up to \$500 has been signed.

PDO

Ms. Duncan emailed a report to the board:

- Selected worthy candidate for reduced fee scholarship.
- Working with individual candidates on resources available for exam prep.
- Preparing for and doing workshop on exam prep at the regional APA conference with the CT PDO.
- With Jenny Raitt, working with CHAPA and MHP on developing a multi-day affordable Housing Institute to be offered next spring as a professional development opportunity.
- Working on approval of continuing education credit for various programs.

Student Representatives

Mr. Mancini noted that Tufts students have just begun the semester. Their first department meeting is on Monday. They are interested in bringing more of a practicing planning presence to students with field trips, etc.

CPTC

Mr. Bender provided an update. See attached report.

MAPD

Mr. Sadwick announced the next MAPD lunch will be in Framingham on September 22. BSC will discuss low impact development. The MAPD conference will be next June in Worcester. Steve Costello is the new MAPD president and the Board will ask Mr. Costello to appoint a representative. Lastly, the October MAPD meeting will be at Devens and will focus on form-based codes.

Regional Representatives

Ms. Joubert and Mr. Bott will work to plan to co-regional event (see above).

Committees

There were no committee reports.

Other Announcements

Appointment of Harvard Liaison

The Board moved to appoint Ms. Iram Farooq as the liaison to Harvard (Samokar/Eaton). So voted.

Approval of 7/14/06 Meeting Notes

The Board moved to approve the minutes from the July 14, 2006 meeting (Joubert/Eaton). So voted with one abstention (Samokar).

Next Meeting

The next meeting is the Chapter meeting, scheduled for Friday, September 29 at 8:00 a.m. in New Haven at the regional conference.

The October meeting will be on Wednesday, October 18 in Northboro at 9:30 a.m.

CPTC Key Accomplishments 2005-06

1. **Model By-law Project** completed...providing an extensive web-based listing of model by-laws from throughout the Commonwealth – Further updates and improvements are in the works!
2. **2005 Fall Training** – Fall training in 2005 consisted of 18 workshops at 13 sites, and with 288 registrants (Fall 2004 had 232 registrants and 210 actual attendants).
3. **2006 Fall Training** – Organizing for Fall Training got an early start this year, resulting in 29 planned workshops at 19 sites.
4. **2006 Spring Conference** – The spring conference had 230 registrants and featured 17 unique workshops (many conducted by MA APA Chapter Members

and Leaders). The Conference net profit was estimated at \$9,244; a \$2,000 increase over 2005.

Items on the 06-07 Agenda

1. **Staffing Transition** - Michael DiPasquale will replace Diana Krauth as an interim CPTC Director in September. There will be changes to the existing job description and pay rate through UMass Extension that are expected to be an improvement over the current rate and duties.
2. **CPTC Evaluation** - Although CPTC has strong evaluations (both in % returned, and in approval rating,) the focus here is to document more specifically ways in which CPTC training has been applied in local land-use decision making. Methods to sample, survey, and track participants' application of tools and/or techniques that were gained through training have been suggested by Diana Krauth. It has been suggested that a proposal be developed to request funding from APA, which could be matched by up to \$4,000 from UMass Extension and with in-kind database and IT support from Wentworth Institute of Technology
3. **Fall Training Workshops** – Execution, Evaluation and Report (September through November)
4. **Spring Conference** – The Conference is set for March 17th at Holy Cross College. Additionally there is strong interest in working with MAPD to possibly combine conferences, as long as the appropriate depth and breadth for topics could be maintained for respective audiences. If so, both groups could stand to gain savings while creating networking opportunities and leveraging areas of topical overlap.
5. **Online Training** – With the increasing prevalence of web-based learning resources and programs, CPTC will research opportunities to provide a third level of training, beyond Fall Workshops and the Spring Conference. Possibilities include simply expanding the availability of certain static online resources (i.e. course materials and syllabi) as well as providing dynamic web-based courses (similar to the University of Phoenix or other “online” education programs). The Center for Community & Learning Partnerships at Wentworth will conduct initial research into this concept and provide CPTC with a report focusing on a variety of options, best practices and practical (delivery, staffing and financial) considerations.

MAPA Balance Sheet aug 31 2006 - As of 8/31/2006:2

(Includes unrealized gains)

As of 8/31/2006 (Cash Basis)

9/11/2006

Page 1

Account	8/31/2006 Balance
ASSETS	
Cash and Bank Accounts	
Checking at Citizens Bank	21,901.92
TOTAL Cash and Bank Accounts	21,901.92
Investments	
American Funds	17,891.89
Ameriprise Brokerage	6,842.67
TOTAL Investments	24,734.56
TOTAL ASSETS	46,636.48
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	46,636.48
TOTAL LIABILITIES & EQUITY	46,636.48

Profit and Loss July 1 2006 to August 31, 2006

7/1/2006 through 8/31/2006 (Cash Basis)

Category Description	7/1/2006- 8/31/2006
INCOME	
APA Dues	4,597.91
NE Planning Ads	1,250.00
Other Inc	981.00
TOTAL INCOME	6,828.91
EXPENSES	
Dues and Subscriptions	250.00
Misc	35.00
TOTAL EXPENSES	285.00
OVERALL TOTAL	6,543.91