

**CCAPA EXECUTIVE COMMITTEE MEETING
DECEMBER 1, 2006
SHIPMAN & GOODWIN
9:30 A.M.**

MINUTES

President Pellegrini called the meeting to order at 9:45 a.m. In attendance were Mark Pellegrini, Mary Ellen Kowalewski, Marcia Banach, Patrice Carson, Matt Davis, Alan Weiner, Dan Tuba, Chris Smith, Bruce Hoben, Don Poland, Chris Wood, and Laurie Whitten.

I. Adoption of Minutes of August 11, 2006 and October 6, 2006 **Approved (Davis/Smith) unanimous.**

II. New Business

1) Confirmation of e-vote raising advertising rates **After brief discussion, approved unanimously**

2) Renewal of contracts for services:

– TCORS for Legislative Committee Services **Expenses by end of December will be \$3,600, all the same cost and services as in past. A recommendation to continue the services was approved unanimously. (Smith/Carson)**

– Jeff Mills for newsletter editing and related services **A general discussion and some debate ensued on possibility of putting newsletter online as pdf, revenue generation from advertisers, and cost of hardcopy versus digital format. Motion to approve contract with a clause that if the CCAPA goes to digital format, the contract could be re-negotiated passed unanimously (Tuba/Poland)**

– Accountant contract **Matt Davis explained that he discussed the issue with past treasurer Bill Sweeney and Mark Pellegrini. They have not found a replacement accountant yet. It was decided that Matt Davis and Don Poland should come to an agreement on a new accountant, and executive committee could vote by e-vote if needed.**

– Payson LLC for Web Services **This contract expires on September 30, 2007. Chris Smith explained that it is the executive committee's responsibility to pull outdated information off site. There was a general consensus that Payson had been doing good work. Motion to renew for one year at current rate was approved unanimously (Smith, Hoben)**

3) Report on Responses to request for proposals for administrative services **Don Poland explained that he had received 7 applications. Only 1 application was TCORS, which only bid on event planning, all others bid on full proposal. Services range between \$12-13,000, and applications included conservation groups, Regional Planning Agencies, Non-profits lenders, among others. Mr. Poland suggested that he would finalize in 7-10 days, and would then get back to committee. He also wanted to check the budget.**

4) Discussion of focus group reports and identification of action agenda **President Pellegrini led the discussion stating perhaps we could get a synopsis report in the newsletter, and or on website. We would commit to actions based on focus group reports. Some discussion followed as to whether this should be presented at a membership meeting,**

Some felt that the focus group represented the membership. A general consensus followed to just have a quick question /feedback session at a regular membership meeting.

President Pellegrini stated that there had been common comments such as the need for standing meeting dates, more electronic information, need for ongoing research and focus. Also, there is a need to determine what the newer/younger members desired.

One suggestion was to have the one hour awards program typically at regional conference presented at a local workshop session. Dan Tuba commented that this used to be at a night session, and was not well attended. A general consensus was that a holiday party/awards luncheon might do well, perhaps on a Friday afternoon.

Matt Davis commented that he got the sense that the executive committee was doing a good job, and only minor refinement may be needed.

Marcia Banach stated that her group requested three items:

- 1. Constant legal updates, perhaps in a monthly column from Chris Smith,**
- 2. Executive Committee minute and agenda are not timely, and should be put on website as a draft for the membership as soon as available, and**
- 3. State and National News – already done by APA, but we could put a link to those items on the website for a news brief.**

Dan Tuba reiterated the need for target dates that are reliable for workshops He also suggested that we should strive to get a program with broad appeal maybe twice a year, and then in between have more specialized programs.

Patrice Carson suggested a planners lunch every other month. Perhaps try out a series with a topic and or networking session.

A motion was made that Patrice Carlson would begin planning a scheduled luncheon with help from Laurie Whitten and Mary Ellen Kowalewski

Mary Ellen Kowalewski brought up the fact that the legislative session had begun, and that the executive committee should consider keeping the membership informed on a timely basis.

Don Poland commented that CCAPA does not have a policy guide except for smart growth. President Pellegrini asked whether we should have a group to develop policy in general such as a position paper, and whether we should commit to policy issues this year at all?

Alan Weiner commented that it is hard to be consistent with policies, as it is difficult to get a consensus with such a diverse organization. Because of this, we often get cut out by special interest groups filling in the gap. We should be more consistent with informing members routinely at meetings and on web. Patrice Carson suggested that someone could develop a fact sheet to be put on the website or newsletter. Chris Wood commented that we are not an advocacy group. Chris Wood suggested that Housing Policy should be used as a test pilot which was agreed to unanimously

President Pellegrini summarized that many of these issues need to be addressed at a later date. These include a legal corner, posting of minutes and agendas quickly, regularly scheduled meetings. He agreed that he would draft a summary finding with commitments in 2007. Chris Smith agreed to follow up with the CT Bar, and e-news to members.

5) *Preparation and adoption of 2007 work program and calendar* Numerous dates and timetables were handed to Secretary Whitten to edit and combine into a 2007 schedule. Secretary Whitten will also prepare the Diana Donald Scholarship documents for 2007.

Bruce Hoben suggested that chapter awards should be solicited by mid June for nominations, with a deadline first week in September. As suggested earlier, awards ceremony could be held at holiday party in November or December

6) *Review of University Liaison Subcommittee report and selection of action items for 2006 – 2007* President Pellegrini reported in lieu of John Pagini who was not present. He stated that the Land Use Academy had some money for training. There is a general move to create a planning program in the CT university system. John Pagini will be able to elaborate more after he finishes with his focus group.

7) *2007 program ideas*

- *Connecticut planning history* Pellegrini and Ferraro trying to put a February session together-
- *CCM municipal officials training for health regulations* Decision to OMIT
- *Public water supply regulations and the planner and planning commissioner's responsibility* Still a possibility
- *Plan of conservation and development – OPM, DEP, and provision of sanitary sewers* Don Poland, Matt Davis and Laurie Whiten to meet together and possibly put a program on in May with DEP Bill Hogan.
- *Enforcing subdivision regulations* Chris Wood commented that the legislation for planning enforcement office will probably not happen, perhaps a session on how to enforce subdivisions, distinguish between subdivision, cluster housing, and or alternative subdivision design
Patrice Carson announced that on March 2, a session on required square footage for retailers will be held. Chris Wood reminded all that the Commissioners training at Wesleyan University will be held on March 17, 2007.
Patrice Carson agreed to make up a draft schedule. She also relayed that Jason Vincent would like to set up a N.Y. City Session on a Saturday

III. Reports

- *Treasurer's Report* Matt Davis reiterated that he was still looking for an accountant. Don Poland commented that he and Matt should review the tax status, run with it as soon as possible. It was agreed that they would present a year to date spread sheet at the next meeting.
- *Government Relations Committee* Chris Wood announced that there would not be any special legislative items, however monitoring of various items (one of which

being eminent domain) will continue. He commented that an article would be placed in the newsletter regarding responsible growth.

- *Program Committee* Dan Tuba discussed the last regional conference. He stated that all bills had been paid, but he was still waiting on some receivables. He stated that he is attempting to get some tax costs rebated from the hotel. Matt Davis thanked Dan and others for all of their assistance at the conference.
- *Professional Development Officer* Mark Pellegrini stated that PDO John Pagini relayed that 3 people passed the AICP
- *Chapter Communications Committee*-all done
- *Member Services Committee* Alan Weiner reported that he was working on a questionnaire for the membership to fill out, which would be placed on the website. Dan Tuba suggested that CCAPA might consider having a one day retreat for conversations on evolving policies and issues. General consensus was that this was a good idea to pursue. Potential date was set at March 2, 2007, 9:30 a.m. at the Hartford Club. Don Poland is to get reservation, Dan Tuba to compile agenda

IV. Other Business Meeting adjourned at 11:55

Respectfully submitted

**Laurie P. Whitten, CZEO, AICP
Secretary for CCAPA**