



American Planning Association

Massachusetts Chapter

Making Great Communities Happen

APA-MA Board Meeting Minutes

Friday, May 11, 2007

9:30 a.m. to 12:30 p.m.

Northborough Town Offices

Approved 6/8/07

Board Members Present: Sean Bender, Steve Costello, Jef Fasser, Glenn Garber, Kathy Joubert, Courtney Knapp, Peter Lowitt, Lindsey Morse, Sabine Prather, Jennifer Raitt, Steve Sadwick, Heidi Samokar, Felipe Schwarz, and Richard Werbiskis

Board Consultants: Austin Lauria

Guests: Elaine Wijnja and Michael DiPasquale

Discussion of National Conference in Boston in 2011

Ideas for venues for the opening reception were solicited; it must be able to accommodate roughly 4,000 to 5,000 people. Ideas included the Museum of Science, Museum of Fine Arts and the Kennedy Museum. Forward additional ideas to Mr. Lowitt.

FAICP Eligibility

It was moved and seconded (Raitt / Werbiskis) that Board members should review the list of eligible planners and forward up to 3 recommendations to Mr. Lowitt and Ms. Samokar prior to the next Board meeting. So voted.

Co-Sponsorship of Designed for Life Workshop

The Board moved and seconded (Joubert / Werbiskis) to co-sponsor the event, which requires no financial contribution from the Chapter.

AIA Campaign

Per the request of a Chapter member, the Board briefly discussed the planning radio campaign that AIA has launched.

Certification Maintenance

Mr. Lowitt noted that rolling out the new program will take some time. (*Mr. Sadwick arrived*). He proposed that the Chapter transition to an entirely digital newsletter and using the savings to help pay to register courses and to support continuing education in

general, with a committee established to oversee the money. It was moved and seconded to support this proposal (Costello / Bender) with the amendment that membership is consulted. So voted.

Report on APA Chapter Delegate Assembly

Ms. Morse and Ms. Knapp served as Chapter delegates at the national conference and reported on the vote on the Food Policy and on the anticipated development of a policy on Global Warming.

Update on Website Launch

Mr. Lauria reported that he has delayed the launch of the web site until he has received the following items from the Board: blog articles of less than 200 words from each committee; student content; news items; events; announcements; missing newsletters; and updated AICP content.

2007 Regional Conference Update – Oct. 11 and 12

Mr. Schwarz reported that the conference committee met at the venue a few weeks ago. There will be 4 concurrent sessions for a total of 28 (45 proposals were submitted). They have determined a keynote speaker and will be confirming with the speaker. The preliminary program will be mailed July 2. The reception will likely be at Harry's.

Golf Fundraiser Update

Mr. Costello provided a draft of the flyer for the golf event, scheduled for July 17. He requested authorization to spend up to \$500 for various items such as prizes, signs, banners, and assistance from someone with experience in running tournaments. The board moved and seconded (Lowitt / Werbiskis) to approve the request. So voted. Mr. Lowitt expressed his appreciation of Mr. Costello's work in organizing the fund raiser.

MAPD Affiliation

Mr. Costello, as President of MAPD, has collected the required number of signatures for affiliation. It was moved and seconded (Joubert / Fasser) to formalize the affiliation. So voted. After MAPD membership has been informed of the vote, the Chapter will announce it in the newsletter.

Northeast Association of Realtors Smart Growth Symposium

Mr. Schwarz reported that the Northeast Association of Realtors will hold a smart growth symposium in October at UMass in Lowell. The free event will be open to planners. Ms. Prather noted that realtors in the Pioneer Valley are looking to do the same.

Federation Affiliation Update

Carol Thomas, FAICP and Bob Mitchell, FAICP met with Linda Feinan and two Mass Federation board members to discuss merger/affiliation. The impression was that the Board of the Federation is inclined to go much further along the path toward merger than its staff. They want help from the chapter. They need us to provide them with services – newsletter, assistance with regional meetings, and the like. They want to affiliate with the chapter, we need to draft a proposal for how much the provision of services will cost

and lay out what we will provide. Mr. Lowitt had floated a proposal of digital newsletter and allowing board memberships at \$20 per board at the prior meeting. No next meeting is scheduled. They expect a proposal from the chapter. Mr. Lowitt, Mr. Mitchell, Mr. Sadwick and Ms. Thomas will draft the proposal.

CPA-2 Update

Mr. Sadwick reported that the Zoning Reform Working Group met in late April and they are working on a marketing effort. It is still unsure when the hearing will be held. Their next meeting is May 23. A new presentation will be on the web site.

Mr. Sadwick has been attending meetings lead by CHAPA and the Smart Growth Alliance to craft a zoning reform strategy.

40T

Board members raised questions about the legislation including local control over amendments to a district, once adopted; lack of protections for low income residents that live in a district (particularly the use of liens); what happens if a municipality's master plan is either very old or one does not exist. Board members also reiterated the importance of having financing tools for infrastructure.

The Board decided to check back with Mr. Davis on the above questions and then put its position in writing to vote upon at the next Board meeting. A hearing on the bill is scheduled for June 11.

Other Bills of Interest to the Board

Mr. Lowitt compile the following list of legislative positions for the Board to discuss:

- Zoning Reform Working Group's CPA II - SUPPORT
- Various eminent domain bills – Study issue while APA National develops model new bill to address flaws with existing legislation
- State Transportation Infrastructure Bank - SUPPORT
- 40 T legislation - Conditional SUPPORT if tied to smart growth areas and local plans
- Workforce Housing proposal expected to come out of Bluestone's working group to which we have recently asked that Ms. Raitt be appointed. PARTICIPATE
- Reform of Article 97 to allow use of renewable energy generation on park land (with certain limits as to % of park so utilized and with appropriate performance criteria for its use) Marzilli bill
- Energy legislation - KEEP INFORMED about
- Water Infrastructure Finance Commission Legislation SUPPORT

Other bills suggested by Board members:

- Diesel Emission Reduction Bill (H.4719)
- MBTA Debt Relief Bill
- Environmental Justice bill (S.471/H.1295)
- HB 1239 "an act to encourage smart growth zoning and housing production" and urge the Board to NOT SUPPORT. This will water down smart growth notions behind the 40R program by loosening where 40R districts can be located.

(Mr. Fasser left)

Treasurer Report

Submitted post-meeting:

“Report – (for time period March 1 through April 30)

- Paid Audubon for lobbying, received second of two Ameriprise CD funds to pay for lobbying.
- Chris Skelly had a high and then a low billing month (see attached)
- Invoices/Payments for advertisements has not been reconciled in a while (Chris S and Chris E. need to get records together.
- Preparing to fund initial outlays of money for the NE APA conference in Hyannis
- Need to file Taxes”

PDO

There was no report this month.

CPTC

Mr. DiPasquale and Ms. Wijnja reviewed past activities and they are soliciting ideas for future workshops. Mr. DiPasquale also reported that they have begun the evaluation project. The project will survey past users of training to gauge outcomes of the trainings.

The Boston Society of Architects is offering a grant for developing education programs. The deadline is August 31. Mr. Bender, Ms. Wijnja, and Mr. DiPasquale will develop a list of possible ideas for the grant prior to the next Board meeting.

MAPD Update

The annual conference will be held in June in Worcester.

Student Reports

Ms. Morse was elected as the Region 1 student representative. She will write a brief article for the newsletter that introduces herself. Mr. Lowitt will distribute the article to the other newsletter editors in the region.

Ms. Knapp reported that they are planning an alumni weekend and are working on other events for the fall. The chair of the department is going on sabbatical and a new chair will be named soon.

Mr. Lowitt also noted that this year’s university symposium will be at Harvard.

Housing and Community Development Committee

It was moved and seconded (Raitt / Samokar) that the Board commit \$300 to cover 2 attendees at the Massachusetts Housing Institute on June 14 and 15. The recipients shall be APA members. So voted.

Mr. Costello and Ms. Raitt provided an update on the starter home / workforce housing initiative.

University Liaisons

Ms. Farooq submitted the following written report: The University Committee has been working on a survey of APA members to gauge interest in serving as mentors and resource persons for students and other researchers on projects, studios/classes, internships etc. We've created a draft questionnaire. The Committee is still reviewing/refining this, but it would be good to get the Board's input, especially on the following:

- 1) agreement on the general idea
- 2) key elements of the questionnaire
- 3) could our web redesign accommodate this as an online questionnaire that feeds into a simple spreadsheet (or other appropriate format) on the website? Advantages of doing this: people could fill/update it easily at any time -- we wouldn't need to do annual updates; information can be accessed by researchers as needed; we save paper and mailing costs; we wouldn't be sending junk mail to people who aren't interested. Between the newsletter and the massplanners listserv, I think we could get the word out.
- 4) open to all or APA members only? This is a 2nd level of detail, so not necessary to resolve right away.

Approval of March 23, 2007 Meeting Minutes

The Board moved and seconded (Sadwick / Schwarz) to approved the minutes of the March 23, 2007 meeting. So voted.

Next Meeting Planning

The next Board meeting will be held on June 8, 2007. Location to be confirmed.

ATTACHMENTS

**CPTC Combined Board of Directors/Advisors
Meeting No. 5
Friday May 4, 2007
Minutes
Held at CMRPC, Worcester**

Present: Doug Albertson, Sean Bender, Michael DiPasquale, Dorr Fox, Bruce Hughes, Catherine Miller, Alan Pease, Elaine Wijnja

Old Items:

2.06

Michael should take a closer look at Fall 2006 Workshop surveys to determine specific feedback for individual sessions. What did attendees think of the material and the presenter?

New Items:

5.01

Elaine should have Fall Workshop survey letters to RPA's by May 15, 2007 so that there is enough time to poll RPA Board members, etc. before summer.

5.02

Michael and Elaine attended the MARPA meeting in Boston on Friday April 27, 2007.

5.03

Michael and Elaine will attend the Mass APA Board meeting at 9:30 AM on Friday, May 11, 2007, at Northborough Town Hall.

5.04

Michael sent Peter Lowitt at Mass APA a copy of the registration list for this year's Spring Conference, so that he can offer attendees a trial APA membership.

5.05

Catherine Miller will pursue developing a Sustainable Energy module for Fall 2007. She should coordinate with Elaine.

5.06

Sean Bender will work with Michael on producing a "webinar" teleconference/training that could be offered in Fall 2007. Perhaps get Bob Ritchie involved as presenter and advisor.

5.07

Michael explained that Aviva Rothman-Shore from the Fair Housing Center of Greater Boston wants to work on a module that addresses aspects of housing discrimination (or perhaps incorporate the topic across a range of several modules) that could be offered in Fall or Spring. Board directed Michael to proceed and have Aviva develop a proposal that she could present at a subsequent Board meeting.

5.08

Catherine suggested that CPTC could conduct surveys regarding Fall Workshop and Spring Conference topics by using an online service such as "Survey Monkey". This could make the survey available to a larger group of people.

5.09

Alan Pease suggested that a module be presented in Spring that describes a collaborative planning process to address issues related to sprawl.

5.10

Dorr Fox suggested a workshop module that describes a process of negotiating development agreements between towns and developers.

5.11

Catherine Miller suggested that future Board Advisors come from diverse backgrounds including representatives of land trusts and other environmental groups. We should refer to the original CPTC Memo of Understanding that calls out roles of Advisors and Board of Directors.

5.12

Michael should remove the outdated picture of the Board from the CPTC web site.

NOTE DATE OF NEXT MEETING:

Next Board of Directors Meeting is Friday June 8, 2007.

Submitted by:

Michael DiPasquale

May 7, 2007

Profit and Loss Statement april 30 2007:2

3/1/2007 through 4/30/2007 (Cash Basis)

5/15/2007

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Category Description	3/1/2007- 4/30/2007
INCOME	
Other Inc	9,220.00
_DivInc	181.14
TOTAL INCOME	9,401.14
EXPENSES	
Entertainment	975.00
Legal-Prof Fees	2,685.54
Misc	717.53
Printing and Reproduction	
Other Printing and Reproduction	5,316.67
TOTAL Printing and Reproduction	5,316.67
special projects funded MLURA work	4,500.00
TOTAL EXPENSES	14,194.74
OVERALL TOTAL	-4,793.60

Balance Sheet April 30, 2007 - As of 4/30/2007

(Includes unrealized gains)
As of 4/30/2007 (Cash Basis)

5/15/2007

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Account	4/30/2007 Balance
ASSETS	
Cash and Bank Accounts	
Checking at Citizens Bank	18,674.79
MAPA Conf Acct	567.26
TOTAL Cash and Bank Accounts	19,242.05
 Other Assets	
Customer Invoices	0.00
NE Planning Invoices	-400.00
TOTAL Other Assets	-400.00
 Investments	
American Funds	18,438.95
Ameriprise Brokerage	2,094.85
TOTAL Investments	20,533.80
TOTAL ASSETS	39,375.85
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Sales Tax	0.00
Accounts Payable	-4,422.71
TOTAL Other Liabilities	-4,422.71
TOTAL LIABILITIES	-4,422.71
EQUITY	43,798.56
TOTAL LIABILITIES & EQUITY	39,375.85

Monthly Charges Billed to Each Organization for Hours Worked-2007

Invoice Period	APA-Hrly Charge	APA-Expenses	MAPD-Hrly Charge	MAPD-Expenses	CPTC-Hrly Charge	CPTC-Expenses	Smart Growth-Hourly Charge	Growth-Expenses	Totals
Dec/Jan	\$420.00	\$70.64	\$60.00	\$0.00	\$120.00	\$0.00	\$50.00	\$0.00	\$720.64
Feb	\$192.50	0	\$27.50	\$0.00	\$330.00	\$0.00	\$27.50	\$0.00	\$577.50
Mar	\$27.50	\$0.00	\$41.25	\$0.00	\$1,058.75	\$259.90	\$0.00	\$0.00	\$1,387.40
April	\$55.00	\$0.00	\$0.00	\$0.00	\$110.00	\$0.00	\$0.00	\$0.00	\$165.00
May									\$0.00
June									\$0.00
July									\$0.00
August									\$0.00
September									\$0.00
October									\$0.00
November									\$0.00
December									\$0.00
Totals	\$695.00	\$70.64	\$128.75	\$0.00	\$1,618.75	\$259.90	\$77.50	\$0.00	\$2,850.54