

## CCAPA EXECUTIVE BOARD

February 3, 2006

*Attendance:* Mark Pellegrini, Don Poland, Mike Piscitelli, William Sweeney, Mary Ellen Kowalewski, Chris Smith, Jason Vincent, Chris Wood, John Pagini, Dan Tuba, Patrice Carson and Alan Weiner.

*Minutes of the Executive Board meeting of December 2, 2005.* Approved, 12 - 0. Motion - Poland, second - Smith.

### **New Business**

*Affirmation of the e-vote on Web Services Budget.* Mark recapped the recent e-vote on the web services budget. The proposed budget transfer reflected a revised estimate for Paysonn's services through the end of this fiscal year. Approved, 12 - 0. Motion - Tuba, second - Pagini.

*Appointment of 2006 Nominating and Elections Committee.* Pursuant to the provisions of the new chapter bylaws, a chapter election is scheduled for three officer positions: President-Elect, Treasurer, and Secretary. Chris Smith, John Pagini, Dan Tuba and Bruce Hoben were selected to serve as the nominating committee.

*2006 Work Program and Calendar.* Mike presented a draft of the 2006 work calendar. Several additions were noted: (1) add key dates for AICP and FAICP; (2) note start and finish of Annual Report drafting; (3) check budget adoption dates; (4) add awards process; (5) add Legislative Wrap-up. Mike to post the calendar on the web site. Chris Wood to add information on the UConn CLEAR program when available to the web site as well.

*Purchase of Directors Insurance and General Liability Insurance.* Bill noted there is a \$1,500 line item in the budget for officers/directors insurance. Patrice asked if this policy also would cover our rental spaces. Bill and Don noted that it's both general liability and legal expense coverage. Don noted that state law covers liability but this policy also covers legal defense costs and general liability. Bill and Don will review quotes and purchase the policies. Chris Smith offered to have a look at the terms if needed.

*Three Rivers Community College Lecture.* Mark received a letter requesting a guest lecturer on urban and regional planning at a class on either April 11 or April 13. Several members who live / work in the area were mentioned. Mark will contact and follow-up with the professor.

### *Co-Sponsorship Opportunities.*

- *CNU Charette Workshop.* Mark is in receipt of a letter from CNU soliciting CCAPA as a co-sponsor for a proposed charette-training program in Hartford. There is a \$3,000 fee associated (+ other costs), which would be covered if we have break-even attendance. Unfortunately, the date is proximate to a chapter event. Following lengthy discussion, the offer was declined, 12-0. Motion - Pagini, second - Sweeney.
- *CCM Municipal Officers Training for Health Regulations.* Mark is in receipt of a letter from CCM soliciting CCAPA to participate in a program on the Health Code. Patrice noted a concern about our overall policy (cost and no-cost offers) since it may impact our program attendance or may not be core to our mission. John noted that related programs may be eligible for CDP program credits. The consensus was to send a representative to this conference and Chris Wood volunteered to do so.
- *Bedrock Wells.* Patrice noted that we have been invited to participate and/or arrange a training program with a UConn professor concerning bedrock wells. Chris Wood noted that this falls within a general interest in conservation subdivisions. Patrice will take the lead and follow-up. Possible Lunch/Learn session or regional conference topic.

*2006 Regional Conference Report and Work Program.* Dan Tuba reported that the 2005 conference books have been closed (record time). Rhode Island reported over \$30,000 in profit; this amount will be shared proportionately (based on member attendance) among the three states. Unfortunately, Connecticut was not well represented and will not receive as much as the other states. Dan expects our chapter share to be approximately \$5,600. On a related note, the 2004 conference also has been closed at a loss of \$1,800. Massachusetts will absorb the loss. Don and others questioned the large profit from 2005; it's much higher than profits in recent memory. Mary Ellen asked for an itemized summary. Don will get the back-up information. As for Massachusetts, this was a large swing – from an anticipated \$10,000 profit to a loss. Mike noted the financial policies for the regional conference changed and the revenue is not rolled over to the next conference. Don noted that for New Haven we need to be sure that lunch is available for the Day 1 walk-ins. Chris Smith noted that we need to make sure co-sponsorships are covered by the insurance policy (eg. receptions, etc.).

*Administrative Review and Focus Group Project.* Mark noted that the two ad-hoc subcommittees need to meet prior to the April meeting.

## **Reports**

*Treasurer's Report.* Bill Sweeney reported a checking account balance of \$7,977.93 and cash reserves of \$3,127.81. Bill noted that this report includes the transfer-from-reserves of \$3,000 to cover the web site costs now and anticipated through the balance of the fiscal year. Alan asked when we will have a first full year of dues at the increased amount. Bill said this will be in August.

*Government Relations Committee.* Chris Wood reported that the Committee will be meeting shortly. The Legislature is planning an informational hearing (1,000 Friends is involved) and it will have a transportation focus. Possible joint discussion with P&D and Transportation Committees. There are two rising bills concerning Kelo / eminent domain. The proposed "planning enforcement officer" bill is back. This is based on a lack of statutory reference to subdivision enforcement. Don thought it made sense to change the language to subdivision enforcement. Don met with the Partnership for Strong Communities with regard to an office of state planning.

*Professional Development.* John reported that there are 12 candidates for the AICP exam. The application deadline is March 1. They all have been provided with a preparation CD, courtesy of the chapter. A classroom review is scheduled for April 8. John put out a solicitation for the scholarship (exam fee waived). Regarding the continuing development program (CDP), Dominic Caruso and Jose Giner have been certified. John has reached out to CAZEO and AIA to identify other credit opportunities. Regarding FAICP, John will post the list of eligible members. The call for nominations will not be until June. Mark pushed the board to get their CDP credits.

*Chapter Communications.* Mark reported that Marcia is doing a great job keeping the web site up-to-date. Alan is working on membership and will email directly to the webmaster.

*Membership.* Alan reported that we need to complete the diversity study. Mike and Alan will work on this. It is due to APA in March.

*Ad-hoc University Relations Committee.* John met with Brian Sommers and Meg Reich yesterday. One of our key problems is that none of our schools is accredited. There are communications problems within the schools as well. Jason Vincent has surveyed the student members and will provide a report on findings. Meg thought it would be good to initiate an internship program. Don thought it made sense to look to UMass and URI as well; Dan noted that URI's program was recently shut down.

## **Other Business**

Mary Ellen initiated a discussion about new members and opportunities to get involved in chapter activities. All were encouraged to identify meaningful volunteer opportunities. New planners are encouraged to (1) join the chapter; (2) participate on the listserve; and (3) volunteer.

Mike noted that we received the back-up information from 1,000 Friends. The organization is seeking CCAPA to partner with them. Chris Smith will copy and distribute. Following review, Mark will initiate an email vote.

Chris Smith noted that the Bar Association is in receipt of recommended changes to the practice book. Specifically, Judge Pellegrino has recommended a change to the notification practice for settlements (letter to abutters instead of a legal notice). The Bar is leaning in the opposite direction and Chris thought it would be good if CCAPA provided comment in support of the legal notice approach. The board approved, 12 – 0. Motion – Poland, second Vincent.

Dan Tuba noted that he has been nominated for Region 1 representative. William Haase is running for AICP representative. Ballots will be mailed March 11 and there is a three-week turn-around time. Advocacy opportunities are limited, primarily to word-of-mouth, in light of new APA election rules.

The meeting was adjourned at 12:00 p.m. The next meeting is scheduled for April 7 in Hartford.

Respectfully submitted,

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Michael Piscitelli, AICP  
Secretary