

**CCAPA MEETING
OCTOBER 6, 2006
SHIPMAN & GOODWIN
9:30 A.M.**

MINUTES

(Approved at December 1, 2006 Executive Board Meeting)

I. *Welcome New Officers:* President Pellegrini welcomed Matt Davis as the new Treasurer, Laurie Whitten as the new Secretary, and Don Poland as the new president elect. In attendance were Mark Pelligrini, Don Poland, Chris Wood, Matt Davis, Laurie Whitten, Alan Weiner, John Pagini, Mary Ellen Kowalewski, and Dan Tuba.

II. *Approval of Minutes of August 11, 2006* Tabled

III. *New Business*

1) *2006 National Community Planning Monthly Activities: Radio Spots* -President Pellegrini agreed to get some public service announcements out at his discretion.

2) *Focus Groups: Reports:* Alan Weiner and Dan Tuba relayed that their Municipal Planners Group met two weeks earlier, four veteran planners attended. The general consensus from those that attended thought that the CCAPA provided good services, that the chapter website should be kept more up to date, and that some services should be made available only to chapter members, for instance legislative discussions. ENEWS was decided to be discussed at a later time. Alan suggested that a new focus group be created geared toward younger and newer planners. Maybe have "regional" groups for community purposes. Dan commented that many people like the networking opportunities at workshops, which was nothing unexpected. Mary Ellen Kowalewski reported on her State and Regional focus group. 6 people attended 3 from state, and 3 from RPA. Reasons why people belong included networking, addition to resume'. They also discussed how the APA policies were formed. Some suggestions from this group included setting up a more regular meeting schedule such as CAZEO, discover ways to reach out to Commissioners and citizen planners, and how to train the trainers at regional or local level, i.e. skills training. Another possible format model would be how the CT Bar Association has divided.

Discussion led to a consensus that all additional focus group reports would be released to members via ENEWS

3) *Administrative services RFP: Status* Don Poland reported on RFP for the Administrative Service . He explained that it would be open with flexible deadline with a recommended 30 day response, to be first week in November. Recommendation will be discussed at December meeting.

4) *PDO Items: AICP Training Classroom:* - John Pagini discussed training for the AICP. He is trying to gather volunteers to teach $\frac{3}{4}$ of a day. There would be no charge to students, although some states do have a charge. He is exploring the idea of hiring a private trainer and charging for the service. After discussion, a general consensus was made for the PDO to pursue alternative training methods that may require additional fees, and see if it is feasible.

5) *University Subcommittee Report: Next Steps* - President Pellegrini and John Pagini reported that there are very specific recommendations that need to be reviewed and discussed at greater length. It was decided to put this on the next agenda as a major topic for discussion. The CCAPA executive committee needs to decide on 1 or 2 initiatives to promote based on the June 9th report.

Chris Wood reported on the Central Naugatuck Council of Governments training class for land use staff and commissioners. He believed that this should be made a legislative issue. Perhaps follow the inland wetlands training as a model. It could be through the UCONN CLEAR as a Land Use Institute. Don Poland commented that the OPM report makes special recommendation to create this, which would mean that the state would have to help fund. It was decided that Chris Wood would get John Pagini as PDO an invitation to attend the CT Land Use Academy (CLUAC) or Education Advocate Committee (believed to meet Dec. 7)

6) *2006-07 Legislative Agenda* Chris Wood reported that Lou Wallace was leaving the legislature, and that CCAPA should keep a close watch on State Planning issues. A discussion followed on the impending smart growth announcement from Governor Rell, the involvement of 1000 Friends of CT , and emphasis on Transportation Oriented Development (TOD). Don Poland suggested that the CCAPA needed to get involved to promote affordable housing supply and costs. President Pellegrini suggested that he was not in favor of the “white paper” process, and would rather have a tactical plan to get directly into the executive offices to state our goals. Don Poland commented that policies needed to be set on the issues from CCAPA , .

7) *Newsletter/TCORS/Web Site Contract Negotiations* President Pellegrini stated that CCAPA needs to re-negotiate contracts regarding communications, both the website and TCORS – legislative liaison. General consensus was to wait until December to follow up.

8) *Commercial links to/from CCAPA Web Site: Subcommittee Report* Marcia Bach was to check on advertisement rates

IV. *Reports*

- *Treasurer's Report* - Matt Davis discussed some minor issues such as emails regarding the conference, bounced check and refunds. Dan Tuba announced that the books would be closed by November. In addition, Dan commented that CCAPA is often paying taxes to vendors when we should not be, Dan agreed to follow up by applying for a tax number from the state. A motion was made by Dan Tuba, seconded by John Pagini stating “ I move that the Treasurer proceed with all due diligence to research the tax exempt status of the Chapter with the assistance of our consultant accountant, and the assistance of the National APA finance office (if needed), and apply for a State Tax Exempt certificate and number at the earliest possible date.” Motion carried unanimously.
- *Professional Development Officer's Report* - John Pagini discussed how he has been having difficulty with getting local programs qualified for ACIP credits, with a typical 5 week turn around.. John stated that he would be pursuing this issue with APA. Discussion followed regarding a possible program to promote seasonal and veteran planners to seek AICP .
- *Government Relations Committee* - Chris Wood commented that relations had been hard lately. After some discussion it was decided that Val and President Pellegrini would set up a program for the oral history of planning in Connecticut, i.e those in the state since the 1950's, war stories, etc. Dan Tuba thought it would be beneficial to video tape the program.
- *Program Committee* - Some possible programs were presented by the committee. Included was State Planning vs. Utility Extension: Towns vs. OPM vs. DEP discussion on growth management plan and how there is lack of funding if a town encroaches into the non growth area, and the need for interagency communication. Don Poland, Chris Wood, Matt Davis and Laurie Whitten were selected to work on this program

- *Publicity and Communications Committee* tabled
- *Member Services Committee* - Alan Weiner commented that since there was lack of funds to print a membership directory, then it should be produced electronically. He stated that CCAPA often sells labels, and not lists. President Pellegrini agreed to write a letter to the sub-committee to address this issue, cross referencing the RFP re: directory issues.
Alan Weiner discussed the update of the CCAPA ENEWS. He stated that announcements all originate from listadmin@ccapa.org because it had spam blockers and less bounce backs. If blocked, it is easier to unblock with 1 domain name. All documents must be in plain text with no attachments Email and webmail links within the body of the email is ok. It was decided that with the transition away from paper, that CCAPA needs to contact those members without email.

V. *Other Business* - Meeting Adjourned at 12:05

Minutes Respectfully submitted by,

Laurie Whitten, CZEO, AICP
Secretary for CCAPA