



MARGARET WOOD HASSAN
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
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September 23, 2015

Her Excellency Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

- 1) Authorize the Office of Energy and Planning (OEP) to conduct a one-day conference on Saturday, April 23, 2016, at the Grappone Conference Center in Concord, NH (VC 158921) to provide training to local land use board members in accordance with RSA 673:3-a, for a total cost of the conference not to exceed \$21,000.00, upon Governor and Council approval for the period effective October 21, 2015 through April 23, 2016. 100% Other Funds (Registration fees, \$19,250.00/Revolving Fund Municipal and Regional Training \$1,750.00).
- 2) Further Authorize OEP to accept registration fees in an amount not to exceed \$19,250.00, effective upon Governor and Council approval. 100% Other Funds (Registration fees).

Funds will be deposited into account: 01-02-02-024010-82160000 Office of Energy and Planning, Revolving Fund Municipal/Reg Training Fund, Revenue Source 402141.

EXPLANATION

This conference is organized to help fulfill our statutory obligations under RSA 673:3-a by providing information sessions on planning and zoning issues for municipal land use boards. Since 1993, OEP has held this conference to meet the training needs of volunteers serving on these boards.

Due to the history of attendance at this event, it is necessary to seek a host facility that can accommodate 400 participants and speakers, has a minimum of six breakout rooms, and a separate dining area. Several factors were taken into consideration when selecting potential facilities including: capacity to accommodate 400 participants; dates of availability; layout conducive to the function of the conference; and travel distance for participants.

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In the past, OEP conducted two training conferences per year. Now, with one conference per year, an effort is made to hold it in a central location in the state so that attendance by local land use board members is made more convenient by a reduction in travel time. Two sites were considered prior to selecting the Grappone Conference Center in Concord (please see "The Bidding Process," attached). The Grappone Conference Center was selected because it was the lowest bidder.

The total cost of this one-day conference (not to exceed \$21,000.00) includes the cost of the facility rental and meals (\$19,975.00), as well as costs for printed material, advertisement, postage, travel costs, and speaker expenses. These costs will be offset by an estimated \$21,000.00 in conference revenue. A tentative conference agenda and estimated budget are attached.

Respectfully submitted,



Meredith A. Hatfield, Director
Office of Energy and Planning

THE BIDDING PROCESS
NH Office of Energy and Planning
2016 Spring Planning and Zoning Conference

Each year, the New Hampshire Office of Energy and Planning (OEP) hosts a conference, popularly known as the OEP Spring Planning and Zoning Conference, to provide training and information sharing for municipal land use boards.

Due to the history of attendance for this event, it is necessary to find a host facility that can accommodate a minimum of 400 participants; therefore, when looking for a facility, capacity is an important factor. Other factors taken into consideration include dates of availability, cost, a conference center layout conducive to the number of training sessions offered, and travel time and distance for participants. Based on the above-mentioned criteria, two facilities were identified and bids were solicited.

Grappone Conference Center	
Facility Rental Fee	\$2,190.00
Meals & Refreshments	\$16,920.00
Audio/Visual Rental	\$865.00
Total	\$19,975.00

The Grappone Conference Center is located in Concord, NH and accessed via Interstate 93. This facility was selected for its competitive bid and ease of access.

Radisson Hotel	
Facility Rental Fee	\$4,300.00
Meals & Refreshments	\$19,632.00
Audio/Visual Rental	\$1,020.00
Total	\$24,952.00

The Radisson Hotel is located in Manchester, NH and accessed via Interstate 93. This facility was not selected because of its higher bid.

LIST OF BIDS
2016 Spring Planning and Zoning Conference

Estimated Number of Participants: 400

Grappone Conference Center		
Facility Rental Total		\$2,190.00
Meals (breakfast, lunch, breaks)		\$14,100.00
20% Service Charge		\$2,820.00
Meals Total		\$16,920.00
Audio/Visual Equipment Rental	Podium w/Microphone (3)	\$75.00
	Table Top Microphone (2)	\$50.00
	Floor Microphone (1)	\$25.00
	4-Channel Mixer (1)	\$40.00
	VGA Cable w/Amplifier(1)	\$50.00
	Projection Screens (5)	\$195.00
	Projection Package (2)	\$430.00
Audio/Visual Total		\$865.00
GRAND TOTAL		\$19,975.00

Radisson Hotel		
Facility Rental Total		\$4,300.00
Meals (breakfast, lunch, breaks)		\$16,360.00
20% Gratuity		\$3,272.00
Meals Total		\$19,632.00
Audio/Visual Equipment Rental	Sound System (Armory Room)	\$375.00
	Wireless Microphone (1)	\$125.00
	Projection Screens (7)	\$350.00
Subtotal		\$850.00
20% Service Charge		\$170.00
Audio/Visual Total		\$1,020.00
GRAND TOTAL		\$24,952.00

Bid Evaluation Team:

Jennifer Gilbert, Senior Planner
 Susan Slack, Principal Planner
 Michele Zydell, Administrative Secretary

BUDGET OFFICE OF ENERGY AND PLANNING Spring Planning and Zoning Conference April 23, 2016

GRAPPONE CONFERENCE CENTER CONCORD, NH

ESTIMATED REVENUE	
Registration Fee - \$55.00/ person (based on 350 paid attendees)	\$19,250.00
Municipal and Regional Training Fund	\$1,750.00
Total Registration Revenue	\$21,000.00

FACILITY RENTAL EXPENSE	
Granite Ballroom	\$1,100.00
4 Risers in Granite Ballroom @ \$35 ea.	\$140.00
Webster and Pierce Rooms @ \$250 ea.	\$500.00
Merrimack, Concord, and Capital Rooms @ \$150 ea.	\$450.00
Total Facility Rental Expense	\$2,190.00

FOOD EXPENSE	
Full Day Package - 400 Attendees @ \$16.00/person Package includes fresh baked croissants, fruit breads, muffins, toasting breads, yogurts, coffee, tea, orange and cranberry juices. Mid-morning coffee and tea with cubed fresh fruit, soft drinks, assorted waters. Afternoon coffee and tea with cookies and finger desserts, fresh whole fruit, soda and assorted waters.	\$6,400.00
"Concord's Favorite" Buffet Lunch - 400 Attendees @ \$19.25 Buffet includes Tuscan style chicken, mushroom pesto ravioli, lettuce and vine-ripened tomatoes, chef's seasonal soup, chef's seasonal starch and vegetable, coffee, tea, and dessert.	\$7,700.00
Subtotal	\$14,100.00
20% Service Charge	\$2,820.00
Total Food Expense	\$16,920.00

AUDIO/VISUAL EXPENSE	
3 Podiums w/Microphones (Granite Ballroom, Pierce and Webster) @ \$25 ea.	\$75.00
2 Table Top Microphones in Granite Ballroom @ \$25 ea.	\$50.00
1 Floor Microphone on Stand in Granite Ballroom @ \$25 ea.	\$25.00
1 - 4 Channel Mixer in Granite Ballroom	\$40.00
1 VGA Cable with Amplifier (Granite Ballroom)	\$50.00
3 - 6x6 Tripod Screens (Capital, Concord, Merrimack) @ \$35 ea.	\$105.00
2 Ceiling Projection Screens (Pierce and Webster) @ \$45 ea.	\$90.00
2 - Projection Packages: LCD projector, 10' screen (1 - 10' Cradle Screen, 1 - 10' Flat Screen), AV table w/cord & strip (Granite Ballroom) @ \$215 ea.	\$430.00
Total Audio/Visual Expense	\$865.00

TOTAL FACILITY RENTAL, FOOD, AUDIO/VISUAL EXPENSE	\$19,975.00
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ESTIMATED OTHER EXPENSES	
In-house Printing Supplies (toners, copy paper)	\$637.52
U.S.P.S. Postage (registration packets, invoices)	\$104.51
Supplies (name tags, portfolios, etc.)	\$182.97
Reimbursement of Speaker/Staff Expenses (mileage, etc.)	\$100.00
Total Other Expenses	\$1,025.00

TOTAL EXPENDITURES	\$21,000.00
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22nd Annual Spring Planning and Zoning Conference
Grappone Conference Center
Concord, New Hampshire
April 23, 2016

Preliminary Conference Agenda

Registration and Breakfast: 8:00 – 8:45 AM

Welcome and Orientation: 8:45 – 9:00 AM

Plenary Session: 9:00 – 10:15 AM

Session Break: 10:15 – 10:30 AM

10:30 - 11:45 AM Concurrent Sessions

ZBA Decision Making Process

Stephen Buckley, Esq., Legal Services Counsel, New Hampshire Municipal Association, Concord, NH

You've notified abutters, held the public hearing, heard hours of testimony, and now it's time to make a decision. What do you do? Do you need to decide right then and there? What if you only have four members present? Can there be conditions of approval? Do you vote on each of the criteria separately? Do you need to vote on anything at all? If these and other questions have plagued your ZBA, this session is for you.

Basics for the Planning Board

Matt Serge, Esq., Drummond & Woodson, Manchester, NH

This session is for new planning board members and alternates, as well as veterans, who want a refresher course on the basics. Topics for discussion include the planning board's rules of procedure, conflict of interest and disqualification, conducting meetings and public hearings, use of third-party consultants, communication with legal counsel, the zoning amendment process, and more.

Advanced Planning Topic – To Be Determined

Advanced Planning Topic – To Be Determined

Advanced Planning Topic – To Be Determined

Advanced Planning Topic – To Be Determined

11:45 AM – 12:45 PM Lunch

12:45 - 2:00 PM Concurrent Sessions

Roles and Responsibilities of the Zoning Board of Adjustment (double session)

Christopher L. Boldt, Esq., Donahue, Tucker & Ciandella, PLLC, Meredith, NH

This session will cover, in detail, the statutory responsibilities of the zoning board by addressing appeals of administrative decisions and special exceptions and variances; and provide a walk-through of the five variance criteria. Ample time will be devoted to participant questions.

Roles and Responsibilities of the Planning Board (double session)

Christopher Parker, AICP, Community Development Director, City of Dover, NH

Sarah Marchant, AICP, Community Development Director, City of Nashua, NH

Planning, subdivisions, and site plans – do you have trouble keeping it all straight? This 2½-hour session is designed with you in mind. Join this session for a review of the relationship between zoning, subdivision, and site plan review – and don't forget the master plan. Learn the fundamentals of these basic tools of the planning process and how you can become a more effective board member.

Legal Update (double session)

Benjamin D. Frost, Esq., AICP, NH Housing Finance Authority, Bedford, NH

This session will review recent New Hampshire Supreme Court decisions involving land use issues and the impact they have on municipal planning and zoning. Recently enacted legislation that affects the responsibilities and authority of municipal planning and zoning boards will also be discussed.

Advanced Planning Topic – To Be Determined

Advanced Planning Topic – To Be Determined

Advanced Planning Topic – To Be Determined

2:00 – 2:15 PM Session Break

2:15 – 3:30 PM Concurrent Sessions

Roles and Responsibilities of the Zoning Board of Adjustment (continued from 2:00 PM)

Roles and Responsibilities of the Planning Board (continued from 2:00 PM)

Legal Update (continued from 2:00 PM)

Advanced Planning Topic – To Be Determined

Advanced Planning Topic – To Be Determined

Advanced Planning Topic – To Be Determined

TITLE I

THE STATE AND ITS GOVERNMENT

CHAPTER 4-C

OFFICE OF ENERGY AND PLANNING

Regional and Municipal Assistance

Section 4-C:9-a

4-C:9-a Revolving Funds. – In order to enhance its ability to provide education and training assistance to municipalities and regional agencies, the following nonlapsing revolving funds, which shall not exceed \$20,000 on June 30 of each year, shall be established in the office of energy and planning:

I. A revolving fund known as the publications revolving fund.

(a) The moneys in this fund shall be used for the purposes of printing materials for distribution. A reasonable charge shall be established for each copy of a document. This charge shall be only in the amount necessary to pay the cost of producing such document.

(b) The amount in the nonlapsing publications revolving fund shall not exceed \$20,000, on June 30 of each year and any amounts in excess of \$20,000 on June 30 of each year shall be deposited in the general fund as unrestricted revenue.

II. A revolving fund known as the municipal and regional training fund.

(a) The moneys in this fund shall be used for the purpose of providing training to local and regional officials. A reasonable charge shall be established for such training. This charge shall be fixed to reflect the cost of payments to experts to provide the training, the cost of written training material, rental of facilities, advertising and other associated costs. Such training shall be conducted in a geographically dispersed manner and scheduled with the convenience of part-time officials in mind.

(b) The amount in the nonlapsing municipal and regional training revolving fund shall not exceed \$20,000 on June 30 of each year and any amounts in excess of \$20,000 on June 30 of each year shall be deposited in the general fund as unrestricted revenue.

Source. 1989, 245:1. 2003, 319:9. 2004, 257:44, eff. July 1, 2004.

TITLE LXIV PLANNING AND ZONING

CHAPTER 673 LOCAL LAND USE BOARDS

Appointment and Terms of Local Land Use Board Members

Section 673:3-a

673:3-a Training. – Within the first year of assuming office, a new member of a zoning board of adjustment or planning board may complete training offered by the office of energy and planning. The office of energy and planning may provide this training, which may be designed in a variety of formats including, but not limited to, web-based, distance learning, traditional classroom style, or self study.

Source. 1986, 213:4. 1996, 42:5. 2003, 319:9. 2004, 257:44, eff. July 1, 2004. 2011, 224:121, eff. July 1, 2011.