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CHRISTOPHER T. SUNUNU
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF STRATEGIC INITIATIVES
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DIVISION OF PLANNING
DIVISION OF ENERGY
www.nh.gov/osi

October 24, 2017

His Excellency Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

- 1) Authorize the Office of Strategic Initiatives (OSI) to conduct a one-day conference on Saturday, April 28, 2018, at the Grappone Conference Center in Concord, NH (VC 158921) to provide training to municipal land use board members in accordance with RSA 673:3-a, for a total cost of the conference not to exceed \$23,580.00, upon Governor and Council approval for the period effective November 8, 2017 through April 28, 2018. 100% Other Funds (Registration fees, \$19,250.00/Revolving Fund Municipal and Regional Training \$4,330.00).
- 2) Further Authorize OSI 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 Strategic Initiatives, 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 informational sessions on planning and zoning issues for members of municipal land use boards. Since 1993, OSI has held this conference to meet the training needs of volunteer municipal board members.

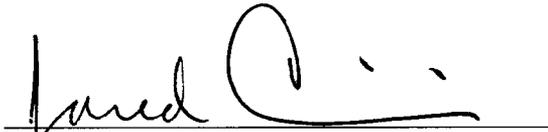
Due to the history of attendance at this event, it is necessary to seek a host facility that can accommodate 400 participants and speakers, has a minimum of six breakout rooms, and a separate dining area. Several factors were taken into consideration when selecting potential facilities including: capacity 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, OSI 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 attached document titled "The Bidding Process"). The Grappone Conference Center was selected because it was the lowest bidder.

The total cost of this one-day conference (not to exceed \$23,580.00) includes the cost of the facility rental and meals (\$22,255.00), as well as costs for printed material, advertisement, postage, travel costs, and speaker expenses. These costs will be offset by an estimated \$23,580.00 in conference revenue. A tentative conference agenda and estimated budget are attached.

Respectfully submitted,



Jafed Chicoine, Director
Office of Strategic Initiatives

THE BIDDING PROCESS
NH Office of Strategic Initiatives
2018 Spring Planning and Zoning Conference

Each year, the New Hampshire Office of Strategic Initiatives (OSI) hosts a conference, popularly known as the OSI 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	\$19,200.00
Audio/Visual Rental	\$865.00
Total	\$22,255.00

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	\$2,950.00
Meals & Refreshments	\$19,200.00
Audio/Visual Rental	\$1,140.00
Total	\$23,290.00

The Radisson Hotel is located in Manchester, NH and accessed via Interstate 93. This facility was not selected because of its higher bid and limited availability of dates (Mother's Day weekend only).

LIST OF BIDS

**2018 Spring Planning and Zoning Conference
Estimated Number of Participants: 400**

Grappone Conference Center		
Facility Rental Total		\$2,190.00
Meals (breakfast, lunch, breaks)		\$16,000.00
20% Service Charge		\$3,200.00
Meals Total		\$19,200.00
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		\$22,255.00

Radisson Hotel		
Facility Rental Total		\$2,950.00
Meals (breakfast, lunch, breaks)		\$16,000.00
20% Gratuity		\$3,200.00
Meals Total		\$19,200.00
Audio/Visual Equipment Rental	Sound System (Armory Room)	\$375.00
	Wireless Microphone (1)	\$125.00
	Projection Screen, Cradle (1)	\$100.00
	Projection Screens (7)	\$350.00
Subtotal		\$950.00
20% Service Charge		\$190.00
Audio/Visual Total		\$1,140.00
GRAND TOTAL		\$23,290.00

Bid Evaluation Team:

Jennifer Gilbert, Senior Planner
Susan Slack, Principal Planner

BUDGET
OFFICE OF STRATEGIC INITIATIVES
Spring Planning and Zoning Conference
April 28, 2018

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	\$4,330.00
Total Registration Revenue	\$23,580.00

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	
<p>Meeting Planner's Dream - 400 Attendees @ \$20.00/person Package includes (morning)Orange and cranberry juices, sliced seasonal fruit, assorted breakfast pastries and whole grain and gluten free toasting breads, Stonyfield assorted yogurt, assorted jellies, preserves and butter, and locally roasted organic coffee, decaf and Tazo organic assorted teas.</p> <p>Mid-morning refresh of organic coffee and assorted teas, whole fresh fruit, assorted granola bars, assorted soda and bottled water.</p> <p>Afternoon refresh organic coffee and assorted teas, display of freshly baked cookies, cold milk, assorted soda and bottled water.</p>	\$8,000.00
<p>LUNCH BUFFET - SANDWICH BOARD - 400 Attendees @ \$20/person - Buffet includes House Salad, Chef's Soup du Jour, Edamame Bean Salad, Potato Salad, Smoked Ham, Vermont Cheddar, Sliced Apple and Dijon Mustard; Buffalo Chicken, Ranch Dressing, Shaved Carrot and Celery; Roast Beef Garlic Mayonnaise, Vine Ripened tomato and Havarti; Broccoli Slaw Wrap with Kale, Chickpea, Broccoli and Curry Mustard, Potato Chips, Pickles, Assorted Cookies and Brownies</p>	\$8,000.00
Subtotal	\$16,000.00
20% Service Charge	\$3,200.00
Total Food Expense	\$19,200.00

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	\$22,255.00
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ESTIMATED OTHER EXPENSES	
In-house Printing Supplies (toners, copy paper) and Graphic Services printing	\$937.75
U.S.P.S. Postage (registration packets, invoices)	\$100.51
Supplies (name tags, portfolios, etc.)	\$186.74
Reimbursement of Speaker/Staff Expenses (mileage, etc.)	\$100.00
Total Other Expenses	\$1,325.00

TOTAL EXPENDITURES	\$23,580.00
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24th Annual Spring Planning and Zoning Conference
Grappone Conference Center
Concord, New Hampshire
April 28, 2018

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 AM - 11:45 AM Concurrent Sessions

ZBA Decision Making Process

Speaker to be determined

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

Speaker to be determined

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

11:45 AM – 12:45 PM Lunch

12:45 PM - 2:00 PM Concurrent Sessions

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

Speaker to be determined

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)

Speakers to be determined

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)

Speaker to be determined

Recent New Hampshire Supreme Court decisions involving land use issues and the impact they have on municipal planning and zoning will highlight this popular session. 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 PM– 2:15 PM Session Break

2:15 PM – 3:30 PM Concurrent Sessions

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

Plan Reading and Analysis (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 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 strategic initiatives. The office of strategic initiatives 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. 2011, 224:121, eff. July 1, 2011. 2017, 156:64, eff. July 1, 2017.

TITLE I

THE STATE AND ITS GOVERNMENT

CHAPTER 4-C

OFFICE OF STRATEGIC INITIATIVES

Regional and Municipal Assistance

Section 4-C:9

4-C:9 Coordination at State Level. – The office of strategic initiatives shall coordinate efforts by state agencies to provide technical assistance to municipal governments in areas related to growth management and resource protection.

Source. 1987, 283:3. 2003, 319:9. 2004, 257:44, eff. July 1, 2004. 2017, 156:64, eff. July 1, 2017.