



MARGARET WOOD HASSAN
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
107 Pleasant Street, Johnson Hall
Concord, NH 03301-3834
Telephone: (603) 271-2155
Fax: (603) 271-2615



October 2, 2014

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, May 2, 2015, 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 29, 2014 through May 2, 2015.
100% Other Funds (Registration fees).

2) Further Authorize OEP to accept registration fees in an amount not to exceed \$21,000.00, 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 organized 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.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
October 2, 2014
Page 2 of 2

In the past, OEP conducted two training conferences per year, one of which was held in northern New Hampshire. Now, with one conference per year, an effort is made to hold one conference in the central/southern part of the state every second year so that attendance by land use board members is made more convenient by the 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 printed material, advertisement, postage, facility rental, meals, refreshments, 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
2015 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. In alternate years, the conference is held in a central to southern locale, or in the North Country, in order to provide easier access to a greater number of volunteer municipal land use board members.

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, 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.

Facilities that can accommodate 400 attendees include:

GRAPPONE CONFERENCE CENTER	
Facility Rental Fee	\$1,950.00
Meals & Refreshments	\$16,320.00
Audio/Visual Rental	\$582.00
Total	\$18,852.00

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	\$2,750.00
Meals & Refreshments	\$19,632.00
Audio/Visual Rental	\$1,020.00
Total	\$23,402.00

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
NH Office of Energy & Planning
2015 Spring Planning & Zoning Conference

Estimated Number of Attendees: 400

GRAPPONE CONFERENCE CENTER		
Facility Rental Total		\$1,950.00
Meals (breakfast, lunch, breaks)		\$13,600.00
20% Service Charge		\$2,720.00
Meals Total		\$16,320.00
Audio/Visual Equipment Rental	Podium w/Microphone (3)	\$75.00
	Podium w/o Microphone (3)	\$75.00
	4-Channel Mixer (1)	\$40.00
	Wireless Microphone (1)	\$110.00
	Projection Screens (3)	\$105.00
	Cradle Projection Screen	\$80.00
	Subtotal	\$485.00
20% Service Charge		\$97.00
Audio/Visual Total		\$582.00
GRAND TOTAL		\$18,852.00

RADISSON HOTEL		
Facility Rental Total		\$2,750.00
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		\$23,402.00

Bid Evaluation Team:

Susan Slack, Principal Planner
Michele Zydel, Administrative Secretary

BUDGET
OFFICE OF ENERGY AND PLANNING
Spring Planning and Zoning Conference
May 2, 2015

GRAPPONE CONFERENCE CENTER
CONCORD, NH

ESTIMATED REVENUE

Registration Fee - \$60.00/ person (based on 350 paid attendees)	\$21,000.00
Total Registration Revenue	\$21,000.00

FACILITY RENTAL EXPENSE

Granite Ballroom	\$1,000.00
Webster and Pierce Rooms @ \$250 ea.	\$500.00
Merrimack, Concord, and Capital Rooms @ \$150 ea.	\$450.00
Total Facility Rental Expense	\$1,950.00

FOOD EXPENSE

Capital Advantage Break - 400 Attendees @ \$15.50/person Package includes breakfast pastries, coffee, tea & fruit juices; mid-morning coffee with fresh fruit display; afternoon cookies, soda & waters.	\$6,200.00
Buffet Lunch - 400 Attendees @ \$18.50/person Cider basted roast turkey, roasted seasonal vegetable with vegan meatballs, seasonal soup, tossed salad, rolls, starch, vegetable, apple crisp, boston cream pie, coffee & tea. Conference Center provides 3% overage (12 meals).	\$7,400.00
Subtotal	\$13,600.00
20% Service Charge	\$2,720.00
Total Food Expense	\$16,320.00

AUDIO/VISUAL EXPENSE

Podium w/Microphone in Granite Ballroom, Pierce and Webster Rooms @ \$25 ea.	\$75.00
Podium w/o Mic in Merrimack, Concord & Capital Rooms @ \$25 ea.	\$75.00
1 Wireless Microphone in Granite Ballroom @ \$110 ea.	\$110.00
1 - 4 Channel Mixer in Granite Ballroom	\$40.00
3 - 6x6 Tripod Screens in Merrimack, Concord & Capital Rooms @ \$35 ea.	\$105.00
1 - 10x10 Cradle Screen in Granite Ballroom @ \$80 ea.	\$80.00
Subtotal	\$485.00
20% Service Charge	\$97.00
Total Audio/Visual Expense	\$582.00

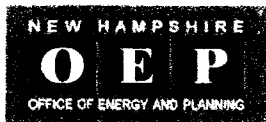
TOTAL FACILITY RENTAL, FOOD, AUDIO/VISUAL EXPENSE	\$18,852.00
--	--------------------

ESTIMATED OTHER EXPENSES

In-house Printing Supplies (toners, copy paper)	\$487.57
U.S.P.S. Postage (registration packets, invoices)	\$78.48
Supplies (name tags, portfolios, etc.)	\$206.95
Miscellaneous Unanticipated Conference Expenses	\$325.00
Complimentary Lunches for Speakers and Staff (25 @ \$34.00 ea.)	\$850.00
Reimbursement of Speaker/Staff Expenses (mileage, etc.)	\$200.00
Total Other Expenses	\$2,148.00

TOTAL EXPENDITURES	\$21,000.00
---------------------------	--------------------

BALANCE	\$0.00
----------------	---------------



21st Annual Spring Planning and Zoning Conference
Grappone Conference Center
Concord, New Hampshire
May 2, 2015

Preliminary Conference Agenda

Registration: 8:00am – 8:45am

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

Plenary Session: 9:00am - 10:30am

Session Break: 10:30pm – 10:45am

Concurrent Sessions

10:45am - 12:00pm

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

Speaker to be determined

This session will cover in detail the responsibilities of the ZBA, including appeals of administrative decisions, special exceptions, and variances. Ample time will be devoted to walking through the five statutory variance criteria.

Basics for the Planning Board

Speaker to be determined

This session is designed for new planning board members and those who want a refresher course on the basics. Topics for discussion include the planning board's rules of procedure, conflict of interest, the right to know law, and procedures for conducting meetings and public hearings.

Right to Know Law Issues for Land Use Boards

Speaker to be determined

This session will take land use board members beyond the basics of public meeting notice and minutes to cover specific problem areas such as site visits, consultation with legal counsel, use of e-mail, and other topics that are governed by RSA 91-A.

Basics for the Historic District and Heritage Commissions

Speaker to be determined

Advanced Planning Session

To be determined

Advanced Planning Session

To be determined

Lunch

12:00pm – 1:15pm

Concurrent Sessions

1:15pm - 2:30pm

Roles and Responsibilities of the Zoning Board of Adjustment (continued from 12:00pm)

Legal Update (double session)

Speaker to be determined

This session will review recent decisions of the New Hampshire Supreme Court involving land use issues and the impact these rulings 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.

Plan Reading and Analysis (double session)

Speaker to be determined

Have you volunteered for your local land use board (planning, conservation, zoning) and realize you are not too confident on how to read or analyze engineering plans? Don't panic! This session will help you learn to do just that.

Advanced Planning Session

To be determined

Advanced Planning Session

To be determined

Advanced Planning Session

To be determined

Session Break

2:30pm – 2:45pm

Concurrent Sessions

2:45pm to 4:00pm

Legal Update (continued from 2:30pm)

Plan Reading and Analysis (continued from 2:30pm)

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.

Advanced Planning Session

To be determined

Advanced Planning Session

To be determined

Advanced Planning Session

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.