

Town of Sullivan, NH
Housing Task Force
Meeting Minutes, May 3, 2023
Sullivan Town Hall/Planning Office (Lower Level)

Members present: Leslie Casey (chair), Wendy Pelletier, Gaynelle Pratt, Brad Smith

Members absent: Paul Bolduc (Selectman)

Planning Consultant: Ivy Vann AICP, CNU-A

Public present: None

- A. Call to Order and Approval of Minutes:** The meeting was called to order at 9:30 AM. Copies of draft minutes for the April 12th meeting were distributed. G. Pratt moved to approve the minutes as written, seconded by B. Smith. There was no discussion. Minutes were approved by unanimous voice vote.

Task force minutes will be made available to the public at the Planning Office during normal business hours.

- B. HOP Grant Phase 1:** A draft Sullivan Housing Needs Assessment report prepared by I. Vann was distributed. The draft report shows anonymous demographic data for Sullivan (ages, household sizes, incomes, house prices and types) and preliminary analysis of future housing needs. Members of the Task Force will provide their comments via Google Docs, no later than Tuesday May 9th.
- C. HOP Grant Phase 2:** A draft Regulatory Audit Report prepared by I. Vann was distributed. The draft report points out dimensional requirements in the Community Planning Ordinance that may be barriers to building diverse housing types to meet the needs of residents. The term "structure" needs to be better defined. L. Casey agreed to purchase a copy of the International Building Code 2021 to help inform recommendations for updates to the Ordinance. She will try to charge the cost to the grant. It was suggested that the NH DOT come speak with us about sight lines and curb cut restrictions, perhaps at the end of the summer.
- D. Community Engagement:** I. Vann recommended that the Housing Task Force host a community event soon to engage residents on housing issues and preferences. She will prepare informational and interactive posters for the event. The event will be scheduled for 6 p.m. to 8 p.m. on Thursday, June 15th. It will be a potluck, with soft drinks provided. W. Pelletier will confirm that the church hall is available that day.
- The event will be publicized on Facebook and the Town web page. In addition, post cards promoting community engagement opportunities (housing survey, potluck event) will be mailed to each Sullivan household.
- The group commented that I. Vann's presence at the Town Cleanup Day lunch to answer questions about the housing survey was very beneficial in explaining the purpose of the study.
- E. Adjournment:** L. Casey adjourned the meeting at 11:10 a.m.

The next meeting of the Sullivan Housing Task Force is scheduled for May 10th at 9:00 a.m. in the Sullivan Town Hall Planning Office, lower level.

Respectfully submitted,

A handwritten signature in cursive script that reads "Leslie Casey".

Leslie Casey

Sullivan Housing Task Force, Chair