

**Town of Sullivan, NH  
Housing Task Force  
Meeting Minutes, May 10, 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:** The meeting was called to order at 9:00 AM.

**B. HOP Grant Phase 1:** A revised draft Sullivan Housing Needs Assessment report prepared by I. Vann was distributed. The group agreed that addition of an Executive Summary would be helpful to readers. Also, a section on how the cost of transportation in Sullivan affects housing affordability. I. Vann agreed to amend the document accordingly. Wendy Pelletier moved to approve the Sullivan Housing Needs Assessment as amended; G. Pratt seconded. In discussion it was agreed that it would be worthwhile for the town to make a selection of available Accessory Dwelling Unit plans as guides. The vote was unanimous in favor.

The finalized Sullivan Housing Needs Assessment document will be shared with the Selectmen and posted on the Master Plan Update page of the town website.

**C. HOP Grant Phase 2:** A revised Regulatory Audit Report prepared by I. Vann was distributed. There was no discussion. B. Smith moved to approve the Sullivan Zoning Audit as written; W. Pelletier seconded. The vote was unanimously in favor. The document will be shared with the Selectmen. It was agreed that publication of the report would wait until there was more community outreach to provide context.

L. Casey said now that some of the deliverables for Phase 1 and Phase 2 of the HOP grant were completed, she would begin drafting the grant application for Phase 3 (Regulatory Development).

**D. Community Engagement:** I. Vann provided postcards to be mailed out promoting the housing survey and the June 15<sup>th</sup> housing potluck. The potluck will be advertised on the town website and the community Facebook page. Signs will be placed at Sullivan Centre Road & Route 10 as well as Centre Street & Valley Road. W. Pelletier will take the lead on getting the signs made.

I. Vann will prepare posters for the potluck showing key elements of the Sullivan Housing Needs Assessment. She will also prepare interactive visual preference posters and maps showing features of the town. She asked the Task Force to share their ideas with her before the next meeting. L. Casey said the next meeting would be a good time to consider questions that would likely come up at the potluck and make sure Task Force members are prepared with answers.

**E. Other Task Force Items:**

- L. Casey purchased a copy of the 2021 International Building Code for reference in preparation for drafting amendments to the town ordinance.

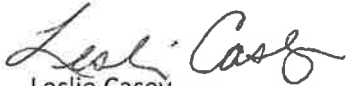
- G. Pratt said she would distribute links to ADU guide books.

**F. Approval of Minutes:** Copies of draft minutes for the May 3<sup>rd</sup> meeting were distributed. B. Smith moved to approve the minutes as written, seconded by G. Pratt. There was no discussion. Minutes were approved by unanimous voice vote.

**G. Adjournment:** L. Casey adjourned the meeting at 10:15 a.m.

The next meeting of the Sullivan Housing Task Force is scheduled for May 24<sup>th</sup> at 9:30 a.m. in the Sullivan Town Hall Planning Office, lower level.

Respectfully submitted,



Leslie Casey

Sullivan Housing Task Force, Chair