

**Town of Sullivan, NH
Housing Task Force
Meeting Minutes, July 12, 2023
Sullivan Town Hall/Planning Office (Lower Level)**

Members present: Leslie Casey (chair), Wendy Pelletier, Brad Smith, Paul Bolduc (Selectman)

Absent: Gaynelle Pratt

Planning Consultant: Ivy Vann AICP, CNU-A

Public present: Roger and Ann Sweet (Centre St.)

- A. Call to Order:** The meeting was called to order at 4:00 PM.
- B. Approval of Minutes:** Draft minutes of the June 26th meeting were distributed. B. Smith moved to approve the minutes, W. Pelletier seconded. There was no discussion. Minutes were approved unanimously.
- C. HOP Grant:** L. Casey reported that the Selectmen had signed off on an application for Phase 3 funding. The HOP program manager returned an email acknowledging receipt and said it would be put before the Steering Committee for review. Her email included a disclaimer saying that the allocation of program funding was fully obligated, and that no new awards would be made unless additional funds became available. I. Vann commented that the Governor's decision about additional funding will be impacted by whether the program has yielded enough results. The grant would fund a consultant to do regulatory development, and community engagement.
- I. Vann said that the Phase 1 and Phase 2 funding is adequate to keep the project going. She offered to prepare a budget summary.
- I. Vann said in the next phase of the project she is thinking about offering a small-town version of "pattern zone overlay districts" (currently being implemented in Lebanon). One possibility could be a village overlay with pre-approved housing types (other housing types would still be allowed).

D. Community Engagement:

- L. Casey reported that an explanatory article on the housing project, drafted by I. Vann, had been published in the Sullivan Newsletter July-August issue. An article by P. Bolduc on the upcoming housing informational sessions was on the front page of that issue as well.

In addition, a summary of the housing project and the process for amending ordinances has been put up on the Master Plan Update page of the town website.

- Housing Information Sessions – I. Vann has created postcards advertising the sessions. They will be mailed out, and posted in Town Hall as well.

The first information session, to take place on Thursday, July 27th at 6:30 PM in the Sullivan Church Friendship Hall, will be on ADUs. AARP booklets on ADUs have been ordered, and there is a leaflet available online that could be printed. B. Smith said if we use the leaflet, it would be helpful to add a summary of Sullivan ordinances that impact ADUs – I. Vann said she would write that. James Vayo, a planning expert, has been engaged to lead the presentation. I. Vann has also identified experts to lead future presentations on subdivisions (Thomas Emerson, ME) and house-sharing (VT Home Share). She will likely lead the fourth session herself, which will be on village nodes.

- Community Engagement Plan – L. Casey said that in the aftermath of the June 15th Housing Potluck she was prompted to put in her monthly report to the HOP program that it would have been helpful to have had more support in terms of talking points on topics such as workforce housing before engaging the community. I. Vann said that in conversations with others, it is clear that similar issues with community engagement are occurring everywhere. She shared a PlanNH handout with a schematic showing “common understanding” as step one of community engagement. That step must be completed for next steps to be successful.
 - After the information session series is completed, an event with table sessions would be scheduled to gain additional understanding of the community’s vision for housing.
- E. Master Plan Update:** The draft housing chapter of the Master Plan previously reviewed by the Task Force will go to the Planning Board. I. Vann recommended that the Master Plan Update Committee met in the September timeframe on the housing chapter and Vision Statement, and plan for a public hearing in October. A vision statement should be fairly broad, but should reflect the town’s intent.
- F. Adjournment:** L. Casey adjourned the meeting at 4:45 PM.

The next meeting of the Sullivan Housing Task Force has not been scheduled. There will be an information session on ADUs on July 27th at 6:30 PM in the Sullivan Church Friendship Hall.

Respectfully submitted,



Leslie Casey

Sullivan Housing Task Force, Chair