

Town of Sullivan, NH
Housing Task Force
Meeting Minutes, July 31, 2023
Sullivan Town Hall/Planning Office (Lower Level)

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

Absent: Brad Smith, 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. A quorum was present.

B. Community Engagement:

- The first housing information session, on Accessory Dwelling Units, took place on Thursday, July 27th at 6:30 PM in the Sullivan Church Friendship Hall. Dessert items and beverages were provided. G. Pratt reported that 42 people were in attendance, a larger turnout than expected. I. Vann introduced planner James Vayo who gave a presentation. I. Vann led the discussion of Sullivan's ordinance regarding ADUs.

The group discussed that while the goal of these sessions is to arrive at a common understanding of housing opportunities for Sullivan, it was evident that a sizeable number of attendees did not trust what the Housing Task Force was up to, and did not understand what it is. They also did not have a good understanding of the public process for amending ordinances. G. Pratt had pointed out that some who expressed the sentiment that they did not want any more building in town had themselves been able to come to town and build.

The group decided to do more to publicize the mission and membership of the Housing Task Force, and to explain the process for making changes to the ordinance. L. Casey mentioned that she and G. Pratt had recently put together a summary of the Master Plan update project and the approval process for amendments and it was up on the Master Plan Update page of the Town of Sullivan website. She will provide the Housing Task Force charter to I. Vann so she write a handout on the Task Force.

The handout with information about the Task Force and copies of the Community Planning Ordinance will be made available at upcoming information sessions.

I. Vann requested that the Planning Board schedule a workshop on ADUs in September, and she would facilitate it. It should be a special meeting, on Wednesday September 20th at 7 PM at the Town Hall if possible. Vann would write a proposed amended ADU ordinance. L. Casey said she would bring it up to the Planning Board Chair. It was noted that it will be important to let people know that ordinance changes are forward-looking and would not apply to existing approved structures. Also, ordinances should be written so applicants do not have to go to the ZBA for approval.

- 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.
- C. **HOP Grant:** L. Casey reported that she had asked the Program Manager for the HOP grant about using unspent funds in the Phase 2 line item for the expanded Community Outreach that is underway. The response from the program was that funds for one line item could not be spent on another one. Further, it was not clear to them why Phase 3 funds were being requested since a sizeable portion of the current award has not been spent. L. Casey and the Selectmen have a call scheduled with the program people to discuss re-alignment of budget and scope to keep the project moving forward.
- D. **Master Plan Update:** The housing chapter and Vision Statement will be brought to the Planning Board in October.
- E. **Approval of Minutes:** Draft minutes of the July 12th meeting were distributed. L. Casey noted that the version sent to the Task Force previously by email was not the correct one, and asked the members to review and vote on the distributed paper copies. W. Pelletier moved to approve the minutes, L. Casey seconded. There was no discussion. Minutes were approved unanimously.
- F. **Adjournment:** L. Casey adjourned the meeting at 10:10 AM.

The information session on Better Subdivisions will take place on Thursday, August 17th at 6:30 PM at the Sullivan Church Friendship Hall. Thomas Emerson, an architect from Maine, will be the presenter. The next meeting of the Sullivan Housing Task Force will take place on Wednesday, August 23rd at 9:30 AM.

Respectfully submitted,



Leslie Casey
Sullivan Housing Task Force, Chair