

**May 22nd, 2023**  
**7:00 PM**  
**HOP Grant Steering Committee**  
**Temple Town Hall - Annex**

**Attendees:**

Ivy Vann, Carol Ogilvie, Sean Radcliffe, Clay Lennartz, Carter Sartell, Pam Kingston, Russ Huntley, Christine Robidoux, Alan Fox, Cathy Joly, Lilliane LeBel, Daniel Cournoyer

**Review Scope of Work & Purpose of Steering Committee**

Christine gave an overview of the scope of work defined in the Housing Opportunity Planning Grant Agreement document "Exhibit A". The steering committee responsibilities include getting input from the community and reviewing proposed changes for the master plan. There is money in the budget to do mailings and surveys as needed.

Ivy and Carol have seen other communities plan a public event to kick off the project to encourage engagement with residents. They suggest making a list of the groups in town (both formal and informal) to start to engage with people. They suggest creating a set of interview questions to use and doing 1:1 interviews with residents.

There is a monthly report that goes to the grant committee that Christine is responsible for. The steering committee will need to provide input as needed.

**Election of Officers**

Russ makes a motion to nominate Pam as Chair, Dan seconds, all in favor. Cathy makes a motion to nominate Carter as Vice-Chair, Lilliane seconds all in favor. Pam nominates Russ as Secretary, Lilliane seconds, all in favor.

**Update on Current Progress**

Currently Ivy and Carol are working on sections of the Master Plan that don't need input from the community. The code audit has been completed and will be circulated with this group.

Ivy is working on the housing needs assessment using census data and other available information. This section will become the Housing section in the Master Plan and is a work in progress. Ivy and Carol will share best practices but it will need to be adjusted based on feedback from residents. Ivy and Carol will share a read-only google doc with the group.

Carol is working on the Economic Development chapter and would like feedback at a future meeting. She has been developing a list of all businesses in town but will need some help confirming the accuracy. The next section to be reviewed will be the Existing Land Use.

**June Planning Board forum topic**

The Conservation Committee will be presenting on the Natural Resource Inventory Report.

**Community Engagement Training**

The next in person training is June 1st and other training is online. Training is available for up to three members of the steering committee.

<https://www.nhhopgrants.org/housing-academy/>

There will be a panel discussion on ADU's in Peterborough on June 14th from 6-8 PM to discuss the in's and out's of Accessory Dwelling Units.

Registration:

<https://www.eventbrite.com/e/accessory-dwelling-units-made-easy-tickets-625286206877>

**Future Meetings and Next Steps**

- Identify groups and create interview questions. Ivy will share the results of the current survey at our next meeting.
- Ivy and Carol recommend scheduling a kick-off event to let residents know about the project
- The committee should review the site plan and subdivision analysis work that has been completed so far
- The committee will meet every two weeks in the beginning of the project. For June and July we will meet the following dates at 7 PM, June 5th, and June 19th, July 10th, and 24th.
- The current phase of the project is expected to run through this year. There is a Regulatory Development phase grant that has not been applied for. This would help fund the writing regulatory changes should there be any.
- Christine and Pam will work together to add a page to the website and set up a group email.

Carter makes the motion to adjourn at 8:01, Dan seconds, all in favor.

Minutes respectfully submitted by Carter Sartell

Attachments:

- Housing Academy Flyer
- Housing Opportunity Planning Grant Agreement document "Exhibit A"