

InvestNH Housing Opportunity Planning (HOP) Grant Application

Name and address of municipality:

Town of Warner
5 East Main Street
Warner, New Hampshire 03278

Project Contact:

Kathy Frenette, Town Administrator
Phone: 603-456-2298, ext. 1
administrator@warnernh.gov

Alternate Contact:

Clyde Carson, Finance Director
Phone: 603-456-2298, ext. 1227
ccarson@warnernh.gov

Date of Most Recent Master Plan:

Full Master Plan: 2011
Housing Chapter: Pending approval by the Planning Board

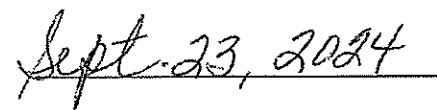
1-2 Sentences About Your Community:

Warner is a small, rural community of 2,900 people with a vibrant village Main Street and significant agriculture and forest resources. It's home to Mt. Kearsarge, the Warner River, multiple museums, and around 65 businesses ranging from sole proprietorships to one business with over 200 employees.

UEI:

MEJQV7KZKKL7


Kathy Frenette, Town Administrator


Date

Application Narrative

Housing Challenge and Project Goals

After receiving its first HOP grant in February 2023, Warner set out to answer a complicated question: What are the community's wants, needs, and concerns related to housing? In response, the town's newly formed Housing Advisory Committee (HAC), in cooperation with the Central NH Regional Planning Commission (CNHRPC), began the process of gathering information for the updated Housing chapter of the town's Master Plan, which was last updated in 2011.

What the HAC found was multifaceted, and indicated larger concerns in the community. These concerns were related to the rising costs of housing, an inability to find housing, the availability of housing for family members (including adult children and the elderly), businesses in need of employees, and older people looking to downsize. At the same time, residents expressed concerns related to the size and appearance of new housing, as well as the changing of neighborhoods, lack of balance between housing and agriculture, and the loss of Warner's "rural character." This led the HAC to contemplate ways of addressing the community's housing issues while ensuring that any new housing continues to look and feel like Warner.

Over the past year, Warner's HAC accomplished a task list of research, community engagement, and discussions around these complicated issues. With the updated Housing chapter nearing approval by the Planning Board, those involved with the process are considering the next steps in making the Master Plan's housing vision a reality. This new stage of implementation represents uncharted territory for most of the residents involved in the housing conversation, and we've been asking important questions about how to move forward. For example, how effective is Warner's current Zoning ordinance in meeting the Master Plan goals? How do the town's actual housing needs correlate with what we learned during our community engagement? Are there issues with wording or process at the local level that are making it difficult for people to build? And, perhaps most importantly, what housing changes would Warner residents actually vote for at the ballot box?

In particular, over the past year, not only have those of us involved in the Housing conversation learned how to actually conduct community engagement, we've learned to appreciate its value in gathering information, dispelling myths about housing, and making people feel like they've been heard. With this understanding has come an awareness that if the vision of Warner's Housing chapter is to become a reality, then the community engagement has to continue before any changes are put on the ballot. The Housing conversation has come a long way in the past two years, and we feel confident that it can go further.

However, in moving through the Housing process, it's become clear that Warner can't go it alone. We're a small town, and the majority of volunteers involved with housing are relatively new—and very busy. Throughout the Master Planning process, CNHRPC has emerged as a clear and professional partner who understands how to work with the town and brings enormous knowledge to the conversation while making sure that the decisions remained Warner's. It is our

hope that a second HOP grant will allow us to continue working with CNHRPC through the Master Plan implementation process, and we feel confident that their expertise will help us make this project a success.

Outcomes and Deliverables

Warner's updated Master Plan Housing chapter draft (which is awaiting Planning Board approval) outlines a vision and recommendations that will eliminate unnecessary roadblocks to creating affordable housing while maintaining that any new housing continues to "look and feel" like Warner. However, these recommendations have not yet reached the level of specificity required for the level of Zoning changes, and it is unclear which recommendations and changes are likely to have the support of the town. Examples of current Master Plan recommendations to accommodate affordable housing supply include including eliminating obstacles to building multifamily housing, creating incentives for Open Space Development, and offering flexibility in building noncontiguous structures.

A successful project outcome would involve determining how to bring about changes to Warner's Zoning Ordinance that would most effectively help create affordable housing while maintaining the support of the community and ultimately succeeding at election time. Because of the timeline and complexity of the process, it has been recommended that Warner set its scope on the March 2026 election to put changes on the ballot as part of this HOP grant proposal, though there may be some low-hanging fruit from the Housing Chapter rewrite that could be discussed and presented for the March 2025 Town Meeting. In keeping with the Master Plan vision, these new changes would make the building of affordable housing easier, help people in town, and ultimately create a stronger Warner for the future.

Another, secondary goal identified during the Master Plan process was the existence of complex Site Plan and Subdivision regulations that may cause confusion, difficulty, or inconsistency in planning and building. CNHRPC has recommended that these regulations could be merged into one clearer, easy-to-use document (Land Development Handbook) that would retain the essential characteristics of both while being easier to use, which could potentially eliminate further roadblocks in the creation of the housing that Warner wants and needs.

Readiness

As mentioned above, the Warner Planning Board created the Housing Advisory Committee (HAC) in Summer 2023 to handle the Master Plan conversation and ultimately provide recommendations for the Housing chapter to be approved by the Planning Board. The creation of this new group was successful for a number of reasons, including bringing new volunteers and voices into the conversation through open membership, and providing a separate forum apart from Planning Board meetings where the work could get done.

Over the past year, the HAC conducted a number of community engagement activities related to the Housing chapter rewrite. Besides having an open committee where community members could join as needed, our biggest project was the Housing Survey, which brought in 404 responses. The two Community Housing Forums (one in-person and one via Zoom) were also

popular, and some 40+ people attended one or both. As part of the Business Engagement project, the group reached out to 65 businesses in town and gathered 38 responses about their housing needs and opinions. The HAC also asked 13 local organizations for input, ran a booth at the Warner Fall Foliage Festival in October 2023, and advertised the survey and Housing Forum events on the large flashing highway sign in town. Other news about the HAC's activities was disseminated via the Town Library newsletter (1,000+ subscribers), a *Concord Monitor* article in May 2024 about the in-person Housing Forum, and an *InterTown Record* article in July 2024 about the Housing Advisory Committee's progress.

The process also created or strengthened partnerships with a number of individuals and community organizations, including the local community land trust. Most of the volunteers involved in the HAC were becoming involved with housing for the first time, and through Housing Academy, advice from CNHRPC and UNH Extension, and learning by doing, they developed skills that will guide them through a second implementation project. The HAC has also received praise and support from the Select Board, the Planning Board, and other groups in town.

While the HAC as an entity is set to disband with the approval of the updated Housing chapter, the advantages of a separate housing group have become clear, and in August 2023 the Select Board discussed the creation of a new Housing Group to handle this project, as either a Housing Commission, or another type of group. Several volunteers from the HAC have expressed their eagerness to be part of this new group, and it is our hope that the skills and expertise they've acquired will continue to serve them well in this next stage.

Consistency with Local or Regional Plans

As mentioned above, on the local level, the purpose of this project is to implement the vision outlined in the updated Housing chapter of Warner's Master Plan. On the regional level, part of the HAC's work in Fall 2023 involved looking at CNHRPC's Regional Housing Needs Assessment to examine Warner's housing situation compared to the region. The committee found that the Regional Needs Assessment states a clear need for affordable housing in the region, with Warner's Fair Share Housing Target projection by 2040 estimated at 226 units (compared with 427 units for Hopkinton and 3,282 units for Concord).

While CNHRPC's Regional Housing Needs Assessment provides an excellent snapshot of the region as a whole, more data from Warner specifically would be useful in pinpointing housing needs and availability that could be matched with the community engagement data that the HAC has conducted over the past year. As such, a Housing Needs Assessment would provide a useful tool when proceeding to the implementation stage, particularly with CNHRPC conducting the assessment as a partner.

Community Engagement Plan

As mentioned above, as part of our first HOP grant, the HAC spearheaded a multifaceted approach to community engagement, including the Housing Survey, in-person and online Housing Forums, and conversations with organizations and local businesses. In addition to

providing valuable outreach and data, these activities provided useful training for committee members for how to conduct effective community engagement and what different methods can look like.

As such, we intend to conduct similar community engagement activities during the implementation process as needed to gauge public support, make the community feel involved, and draft a more specific road map to putting the Master Plan vision into action. Probable community engagement activities include a second survey weighing support for specific housing changes, a second Housing Forum, and smaller listening sessions to keep the housing conversation going. The bulk of this engagement would likely be conducted in Summer and Fall 2025 in preparation for 2026 Town Meeting, and the town is prepared to offer a more specific plan as we move further along.

Housing Academy

In Summer 2023, three members of the community attended Housing Academy, with two members (Janice Loz, Land Use Administrative Assistant, and Ian Rogers, HAC co-facilitator and Planning Board member) continuing to be actively involved in the project. At the time of application, three other members of the current HAC have expressed interest in joining an upcoming Housing Academy, with the final roster to be determined:

- Laura Hallahan: laura@ljhsells.com, 603-848-2020
- Bob Holmes: bobholmes1953@gmail.com, 603-456-3049
- Bret Ingold: bretingold@gmail.com, 603-680-0567

The Proposed Scope of Work, Timetable, Milestones, and Budget are listed starting on the next page.

Proposed Scope of Work

Task 1 Conduct a Housing Needs Assessment for the Town of Warner

CNHRPC will conduct a Housing Needs Assessment with input from a Housing Group to be organized by the Select Board. Data from the Housing Needs Assessment will be used to aid Tasks 4 and 5. *(See full timetable and milestones below.)*

Task 2 Conduct an Audit of Warner's Zoning Ordinance

CNHRPC will conduct an audit of Warner's Zoning Ordinance to identify barriers to meeting the housing goals identified in the Master Plan Housing chapter, with special attention paid to outdated regulatory schemes, conflicting regulations, confusing language, and identifying potential solutions. This will be accomplished in conversation with a Housing Group to be organized by the Select Board, and will be used to aid Tasks 4 and 5. *(See full timetable and milestones below.)*

Task 3 Conduct an Audit of Warner's Site Plan Review Regulations and Subdivision Regulations

CNHRPC will conduct an audit of the Site Plan Regulations and Subdivision Regulations to identify barriers to meeting the housing goals identified in the Master Plan Housing chapter, with special attention paid to confusing language and identifying potential solutions, including merging both into one easier-to-use document. This will be accomplished in conversation with a Housing Group to be organized by the Select Board. *(See full timetable and milestones below.)*

Task 4 Conduct Community Engagement

CNHRPC will cooperate with and provide guidance to a Housing Group to be organized by the Select Board in conducting Community Engagement about potential solutions to housing issues in the community, including identifying community feelings about zoning changes and problems not outlined in the Master Plan Housing chapter. Likely components include a survey, Housing Forum, and/or listening sessions. *(See full timetable and milestones below.)*

Task 5 Create and/or Revise Regulations and Zoning

In cooperation with a Housing Group to be organized by the Select Board, and in conjunction with the audits, assessments, and community engagement in Tasks 1–4, CNHRPC will rewrite, revise, and/or create new regulations and zoning ordinance revisions to meet the goals outlined in the Master Plan Housing chapter. *(See full timetable and milestones below.)*

Tentative Timetable and Milestones

Nov–Dec. 2024	HOP Grant awards announced
Dec 2024–Jan. 2025	Select Board creates a new Housing Group (e.g., Housing Commission or Master Plan Implementation Committee) to conduct grant activities
Jan–May 2025	Three Housing Group members attend Housing Academy and report back with lessons learned
Jan–June 2025	CNHRPC conducts Housing Needs Assessment and audits of Zoning Ordinance, Site Plan Regulations, and Subdivision Regulations
Mar–May 2025	Housing Group creates more detailed Community Engagement Plan with help from CNHRPC
May 2025–Mar 2026	Housing Group conducts the bulk of its Community Engagement with help from CNHRPC
June–Dec 2025	CNHRPC drafts and/or revises Zoning changes with help from the Housing Needs Assessment, Zoning audit, and Community Engagement activities
June 2025–June 2026	CNHRPC drafts regulatory changes to Site Plan and Subdivision Regulations in cooperation with the Housing Group and Planning Board
Nov 2025–Feb 2026	Potential Zoning changes go through the public hearing process to be placed on the ballot
March 2026	Potential Zoning changes voted on by residents
June–Aug 2026	Planning Board approves Site Plan and Subdivision Regulations
Sept. 30, 2026	Final day for expenditure of HOP Grant funds

This plan, milestones, and proposed budget have been developed in coordination with CNHRPC.

A Letter of Approval from the Select Board, along with the Planning Board meeting minutes from August 19, 2024 showing a motion to approve the HOP grant on page 4, are also attached.

Finally, we appreciate being given the opportunity to apply for this grant, and wish to thank the HOP grant application committee for their hard work and dedication to this project.

INVESTNH Municipal Planning & Zoning Grant Program

Housing Opportunity Planning (HOP) Grant

BUDGET

application attachment

Date: September 2024

Municipality: Warner

Total Request: \$ 27,930.00

TASK #	TIMELINE (month/year)	BUDGET ITEM	AMOUNT	SUB-TOTAL
Consultant Technical Assistance Expenses				
1	Jan-June 2025	Conduct a Housing Needs Assessment for the Town of Warner	\$ 3,250.00	
2	Jan-June 2025	Conduct an Audit of Warner's Zoning Ordinance	\$ 2,600.00	
3	Jan-June 2025	Conduct an Audit of Warner's Site Plan Review Regulations and Subdivision Regulations	\$ 2,600.00	
5	June 2025-Sept 2026	Create New Zoning, Site Plan, and Subdivision Regulations and/or Revise Existing Regulations	\$ 10,400.00	
Total Consultant Technical Assistance Expenses				\$ 18,850.00
Consultant-Driven Community Engagement Expenses				
4	Jan 2025-Mar. 2026	Housing Survey, Housing Forum, Listening Sessions, and other Housing-related activities	\$ 6,500.00	
Total Consultant-Driven Community Engagement Expenses				\$ 6,500.00
Municipal-Driven Community Engagement Expenses				
4	Jan 2025-Mar. 2026	Housing Survey, Housing Forum, Listening Sessions, and other Housing-related activities	\$ 1,250.00	
Total Municipal-Driven Community Engagement Expenses				\$ 1,250.00
TOTAL EXPENSES				\$ 26,600.00
Administrative Support: automatically calculated @ 5%				\$ 1,330.00
TOTAL REQUEST:				\$ 27,930.00



TOWN OF WARNER

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Warner, New Hampshire 03278-0265
Telephone: (603) 456-2298 Fax: (603) 456-2297
Warnernh.gov

SB 8/20/24
(copy) original in
"Grants Binder"
Selectboard, Harry Seidel, Chair (TA)
Faith Minton
Michael Smith
selectboard@warnernh.gov
Kathy Frenette, Town Administrator
administrator@warnernh.gov

Housing Opportunity Planning (HOP) Grant through the InvestNH Municipal Planning & Zoning Grant Program, Letter of Support Request

Warner has dedicated worthy attention to the housing dilemma by securing funding from InvestNH's Municipal Planning and Zoning Grant Program. That funding propelled Warner's efforts to update the Master Plan's Housing Chapter, but more work needs to be done.

The nature of Warner's housing challenge will require thoughtful implementation of the objectives broadly outlined in the Housing Chapter of the Master Plan. Zoning Ordinance revision will likely be required and substantial public information will be necessary to achieve political consensus.

The HOP Grant program requires both Planning and Select Board approval by a majority vote of each Board, The Board Chairs, or Vice Chairs.

Your signature below indicates your support for Warner moving forward and pursuing a Housing Opportunity Planning (HOP) grant through the InvestNH Municipal Planning & Zoning Grant Program and continuing the work begun with the Town's previous HOP grant to update the Housing Chapter of Warner's Master Plan.

Warner Selectboard:

Harry Seidel 8/20/24
Harry Seidel, Chair Date

Faith Minton 8/20/24
Faith Minton Date

Michael Smith 8/20/24
Michael Smith Date

Warner Planning Board:

Karen Coyne 8/20/24
Karen Coyne, Chair Date

David Bates _____
David Bates, Vice Chair Date

James Gaffney _____
James Gaffney Date

Ian Rogers _____
Ian Rogers Date

Pierre D'Aprile _____
Pierre D'Aprile Date

Barak Greene _____
Barak Greene Date

Selectboard Ex-officio Harry Seidel _____
Selectboard Ex-officio Harry Seidel Date



TOWN OF WARNER

P.O. Box 265, 5 East Main Street
Warner, New Hampshire 03278
Land Use Office: (603)456-2298 ex. 7
Email: landuse@warnernh.gov

Planning Board Work Session Minutes

Monday, August 19, 2024

I. OPEN MEETING 6:58 PM
ROLL CALL:

Board Member	Present	Absent
David Bates	✓	
Andy Bodnarik (Vice Chair)	✓	
Karen Coyne (Chair)	✓	
Pier D'Aprile	✓	
James Gaffney	✓	
Barak Greene – Alternate	✓	
John Leavitt - Alternate	✓	
Ian Rogers	✓	
Harry Seidel – Selectboard	✓	
James Sherman – Alternate	✓	

In Attendance: Elizabeth Labbe (operating Zoom)

Background

The meeting focused on discussing the process and policy for selling town property, including evaluating properties for sale, involving various town committees, and addressing legal and financial aspects. The goal is to return properties to the tax rolls to generate tax revenue. There was a discussion on the HOP II grant. Also included was a discussion regarding communications from the lawyer, and additional discussions on short term rentals and required definitions.

II. PUBLIC COMMENT

None.

III. Michael Smith Discussion on Land Sale Map 28, Lot 002 and Lot 004-1

Michael Smith explained that there is an existing process and policy for selling town property. He mentioned that the town owns roughly 90 properties, including the library, town hall, and fire station. The town had voted to sell properties to generate tax revenue.

Michael Smith identified 15 properties that could be returned to the tax rolls and about 35 properties that are strong candidates for this. Some properties are large and could be logged for revenue before selling. John contacted the town forester, Tim Hulse, to evaluate two properties. Michael emphasized starting small and not selling all 50 properties at once to avoid complications.

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24 David asked if the process for selling town property is documented. Michael confirmed it was
25 and offered to send the documents to David. The process involves multiple steps: a resident
26 requests the property, Michael researched it, it goes to the conservation committee, then to
27 the Planning Board, and finally to the Selectboard for a decision.

28 Michael mentioned that the town does not make much money from selling properties; the goal
29 is to get them back on the tax rolls.

30 Ian asked about the timing of the vote to sell properties. Michael explained that residents had
31 recently shown interest due to logging and building activities in their neighborhood.

32 Pier asked if the process includes sealed bids. John confirmed that sealed bids are used for
33 smaller properties, while larger properties might go to auction.

34 Michael explained that if the town sells a property for more than the tax lien amount, the
35 excess money goes into a holding fund to be returned to the original owner. If the owner
36 cannot be found, the money goes back to the town after three years.

37 John Leavitt asked if the town could make money on the sale of the property? Michael said
38 the town cannot make money on the property itself but can collect taxes once it is sold and
39 back on the tax rolls. The town can only recover the money owed from taxes and the cost of
40 the sale.

41 David and John asked about details of the lots on Tom's Pond Lane. Michael said the lots in
42 question are Lot 2 and Lot 4-1. Lot 1, owned by someone who contacted the town, is across
43 the street from these lots. Lot 4 has a house on it.

44 Harry and David inquired whether the lots were buildable? Lot 2 is not a buildable lot. Under
45 the current non-conforming ordinance, Lot 4 would not be developable because it doesn't
46 have the minimum approach funding required.

47 John asked Alice Chamberlain asked for Input from the Conservation Committee. Alice said
48 the Conservation Committee has not taken a definitive position yet. They agreed to do a job
49 walk and will discuss it in their next meeting. There is a mix of opinions within the committee.

50 Pier and John asked if the Town make money if the property value has increased Michael
51 said the town can only recover the amount owed in taxes, not the increased property value.
52 There are no examples found where the town did not take the property for taxes.

53 Alice Chamberlain, John and Harry wondered about the cost of surveying the property.
54 Michael said the survey costs should be borne by the buyer, not the town. Most deeded
55 properties do not get surveyed when sold unless necessary. The cost of the survey can be
56 added to the sale price.

57 Barak and Karen asked about the potential taxable income from the properties. Micheal said
58 the potential taxable income from these two properties is about \$1,000 a year. For all
59 properties, it could be 1,000 times 50. One of the properties has 30 acres and could generate
60 good income if subdivided.

61 Ian and Karen asked about the procedure for selling town-owned properties. Michael said
62 Every property sale goes in front of the conservation committee, the planning board, and the
63 historical committee for input. The Selectboard has the final say.

64 Barak asked about a proposal to a developer. Michael said the town could investigate this
65 option, but the preference is to get the properties back on the tax roll. There are some large
66 sections in town that could be developed.

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Alice asked about public access to Tom Pond. Michael there may be public access at the south end of Tom Pond, but it hasn't been confirmed. The small 16-foot right-of-way is currently the only known public access.

John had concerns about surveying land before sale. Michael said surveying land before sale is not necessary and could be a financial risk if the property doesn't sell. The deed can stipulate who is responsible for the survey.

IV. Legal Correspondence and Subcommittee/Work Groups.

Karen said legality of non-quorum group discussions outside formal meetings. Stephen Buckley responded that such gatherings would be a direct violation of RSA 91A-A-2. All Planning Board business should only be discussed at meetings.

Karen said the legality of subcommittees working on board items outside formal meetings. Stephen Buckley clarified that any subcommittee created to carry out the public business of the board is also deemed a public body and must comply with notifying the public of subcommittee meetings and permit the public to attend.

David shared concerns about the efficiency of board meetings and the review process. David expressed concerns about the length of meetings and the time taken to review applications. He suggested the idea of a technical review committee to speed up the process.

Karen mentioned that they have already started notifying the board when all documents are available for review and are working on creating packets earlier.

David made a proposal for a technical review committee. David suggested experimenting with the idea of a technical review committee to help the board move more quickly through the checklist and notify applicants of any missing items before the meeting.

Pier said the use of technology to improve processes. Pier suggested that embracing technology could help make the board's processes more efficient.

V. PHASE II HOP GRANT

Karen clarified the role of the Selectboard and Planning Board regarding the HOP grant. The Selectboard is the only body that can decide and apply for the grant. The Planning Board can make recommendations and create subcommittees to work on the grant.

Harry said the nature of the housing problem and involvement of zoning ordinances. The housing problem is tied to ordinances that restrict changes. There is fear and misconception about zoning ordinance changes. Central New Hampshire Regional Planning Commission (CNHRPC or Central Regional Planning) is committed to finishing the housing chapter without additional cost to the town. The selectmen will likely sign a letter of support for HOP grant two.

Harry discussed the creation of subcommittees for the HOP grant. The planning board, assisted by Central Regional Planning, will compare the zoning ordinance's language to the town's objectives. If revisions are needed, the Planning Board will work on them with the help of Central Regional Planning. The process is funded by the grant and aims to facilitate the housing chapter's objectives.

Karen said the need for a housing commission similar to the agricultural commission. A housing commission, like the agricultural commission, would be beneficial. The Selectboard created the agricultural commission and could do the same for a housing commission.

David said public input and addressing concerns about zoning changes. It's important to listen to all public input and address concerns. Divided votes should not result in one side feeling

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marginalized. The Planning Board has done a good job finding middle ground, and the master plan should reflect the entire spectrum of public input.

John said there should be consideration of various housing solutions and public input. The committee has considered various housing solutions and public input. Changes in zoning, such as reducing lot sizes, could help with affordable housing. The current zoning setup does not encourage affordable housing development.

John had concerns about affordable housing and the town's stance on it. The town has concerns about affordable housing.

Karen said we need to be careful with the message that the town 'has to' do something, as not everyone agrees. The survey had 400+ responses, but the town has 3300 residents.

Barak said affordable housing should be for families earning around \$50,000, but they can only afford apartments due to high tax rates.

Karen said previous workforce housing projects required a minimum wage of \$25/hour, which was unaffordable for local workers.

Barak said the HOP grant is in phase two of a four-phase system, with more funding available for infrastructure and workforce housing.

Karen said there is a lot of angst around grants in the town, and public education is crucial to address misconceptions.

Ian said public education is important for understanding the mechanics of the grant, advisory committee, and project goals.

Pier the town's ordinances are very restrictive, preventing property owners from making changes without going through a variance process.

David the Planning Board should handle the next phase of the housing project through its normal public feedback processes.

David Bates made a motion to recommend that the Planning Board apply for the HOP II grant and authorize the Land Use Office to communicate with Central Regional Planning. (*Second?) Discussion: Karen suggested splitting the motion into two separate motions. **David amended the motion to recommend that the town apply for the HOP II grant. (Second?). Vote Tally:** ? The motion passed.

VI. NOTICES

David Proposed amending the rules of procedure to require 72 hours notice for meetings, instead of the legal 24 hours, to prevent issues with posting agendas. Karen suggested making the notice requirement Thursday when packets go out. Ian supported the 72-hour notice but raised concerns about meetings on different days. Harry discussed the possibility of extra meetings and the need for clear rules. David will write up a proposal for the amendment.

VII. DISCUSSION ON 91-A REQUIREMENTS.

Karen mentioned that this topic is a duplication of the legal correspondence and decided to move on as there was nothing left to discuss.

VIII. CONTINUE THE SHORT-TERM RENTALS (STRs) DISCUSSION

David recalled the previous discussions and definitions adopted for domicile and dwelling unit. Harry emphasized the need to understand the overall objective before defining short-term rentals. Ian provided statistics indicating that short-term rentals (STRs) made up only 2% of

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153 discussions at HAC and were low on the list of needed housing types. Barak mentioned the
154 need to define transient occupancy and discussed the potential use of buildings by agricultural
155 workers. Karen and David agreed on the importance of defining terms before regulating. Ian
156 suggested community engagement to gather input from stakeholders. Harry and Barak
157 discussed the potential economic impact of STRs and the need for more information. David
158 proposed a provisional definition for transient occupancy and suggested gathering data on
159 the quantity and impact of STRs.

160 David provided the definitions: domicile from RSA 259.23, dwelling unit, and transient
161 occupancy.

162 **Barak Greene made the motion (wording of motion?). Seconded by David Bates.**
163 **Discussion:** Harry asked what a working definition is, and David explained its purpose. Pierre
164 raised a concern about referencing a specific RSA version. David clarified that the definition
165 would not cite the RSA. **Vote Tally: (?)**

166 Discussion on STRs and potential collaboration with Central Regional Planning. Ian
167 mentioned Mike Tardiff would be at the House Advisory Committee meeting and could provide
168 a quick answer. Karen and Harry discussed the performance of Central Regional Planning.
169 David asked about gathering information on STRs for the next meeting. Ian inquired about
170 who would gather the information. Karen suggested anyone interested could do the legwork.

171 John suggested sending out definitions and agenda topics. David agreed to send them
172 immediately and mentioned they would be in the minutes.

173 IX. MISCELLANEOUS - COMMUNICATIONS

174 A. Karen confirmed the next meeting date as the 9th.

175 B. John Leavitt inquired about quorum requirements for the HAC meeting. John Leavitt asked
176 if a planning board quorum at the HAC meeting constitutes a meeting. Karen confirmed it
177 does and explained the HAC charter requirements.

178 C. Harry suggested including helpful resources in the homework assignment.

179 D. David agreed to send the definitions and a more thoughtful email later.

180 X. REPORTS

181 A. **Chair Report** - Karen discussed the CIP process and the need for Department Heads to
182 complete their CIPs. David suggested reaching out to department heads to offer help.
183 Harry mentioned the difficulty some department heads have with spreadsheets.

184 B. **Selectboard** - Harry explained the cell tower company wants to add more antennas and
185 has requested a building permit. Karen suggested the company should come before the
186 board for review. Harry said they are raising the tower height from 94 feet to 103 feet.
187 Karen and John discussed the implications. David questioned the timeline and urgency.

188 David suggested reviewing the application and timeline for actions if there are fewer
189 applications. Karen mentioned the urgency of the request. Harry offered to scan and
190 forward the documents. Karen and [Harry] discussed the need for a telecast due to
191 contractual obligations.

192 C. **Participation in the Regional Planning Commission.** - Harry mentioned Ag James and
193 Ben Frost's involvement. Karen discussed Janice's inquiry about participation.

194 D. **Groundwater Protection Committee** - Karen mentioned the need to address it.

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195 **XI. Housing Advisory Committee** - Ian provided an update on the HAC talks and the need for
196 more specificity. David discussed the lack of a process for adopting a Master Plan update and
197 proposed an amendment for public comment. Karen agreed with the proposal. Ian supported
198 the idea of more opportunities for public input.

199 **XII. Public Comment and Adjournment.**

200 Karen called for public comment and adjourned the meeting (time?).

201 **ACTION ITEMS**

202 [] Michael Smith will send the documented process for selling town property to David Bates. -
203 - *[Michael Smith]* Tomorrow

204 [] Michael Smith will continue to evaluate properties for sale, starting with smaller properties
205 and involving the conservation committee and planning board in the process. -- *[Michael Smith]*
206 *[Conservation Committee]* *[Planning Board]*

207 [] Michael Smith will work with the town forester, Tim Hulse, to evaluate large properties for
208 logging before selling. -- *[Michael Smith]* *[Tim Hulse]*

209 [] The Conservation Committee will discuss the lots at their next meeting. -- *[Conservation*
210 *Committee]*

211 [] Track down information about public access to Tom's Pond. -- *[Conservation Commission]*
212 *[Mike]*

213 [] Create a standing item for property sales in work group meetings. -- *[Karen]*

214 [] Notifying the board when all documents are available for review. -- *[Karen]* *[Janice]*

215 [] Creating packets earlier than the Thursday before the meeting. -- *[Janice]*

216 [] Experimenting with the idea of a technical review committee. -- *[David]*

217 [] Ensuring all subcommittee meetings are noticed and open to the public. -- *[Karen]* *[All*
218 *Board Members]*

219 [] Selectmen to sign a letter of support for HOP grant two. -- *[Selectmen]* tomorrow

220 [] Planning board to work with Central New Hampshire Regional Planning to compare zoning
221 ordinances with town objectives and suggest revisions. -- *[Planning Board]* *[Central New*
222 *Hampshire Regional Planning]*

223 [] Consideration of creating a housing commission similar to the agricultural commission. --
224 *[Select Board]*

225 [] Recommend that the town apply for the HOP2 grant. -- *[Planning Board]*

226 [] Write up a proposal for amending the rules of procedure to require 72 hours notice for
227 meetings. -- *[David]*

228 [] Gather data on the quantity and impact of STRs on housing opportunities by monitoring
229 platforms like Airbnb in surrounding communities. -- *[David]* *[Karen]*

230 [] Consider community engagement to invite stakeholders to planning board meetings or
231 separate events to share their ideas on STRs. -- *[Ian]*

232 [] David will send out an email with the three definitions and the topic for the agenda for the
233 next meeting. -- *[David]*

234 [] Karen will send a follow-up email to department heads asking how the board can assist
235 with their CIPs. -- *[Karen]*

236 [] The cell tower company should come before the board for review of the additional
237 antennas. -- *[Cell tower company]*

238 [] Review the tower height increase request and determine if it can go up another 15 feet. --
239 *[Planning board]*

240 [] Draft an amendment for the Master Plan update process to include six public comment
241 periods before the board votes. -- *[David]*

242 [] Continue talks at HAC and provide more specificity in recommendations. -- *[Ian]* Thursday

