**AFFORDABLE HOUSING COMMITTEE MEETING MINUTES   
AT THE SELECTMEN’S ROOM, TOWN HALL**

**Monday, September 26th, 2022**

**Present**    
Committee Chair Pelagia Vincent, members James Kelly, Stephanie Hurley (liaison to Planning Board), Sharon Monahan, Sadie Halliday, and alternate member Carol Nelson

Chair of the committee welcomed those in attendance and began the meeting at approximately 8:07am.

**Approval of Minutes**

The committee voted on the July 25, 2022 AHC meeting minutes. James moved to approve the minutes; Pelagia seconded. All members were in favor and approval passed.

**Neighbors Together (NT) Bulletin**

The bulletin is ready to be published in early October and the sign-up form is on the homepage of the town website. The committee hadn’t seen the final draft to review for approval, but Carol did hand out copies of Alice Altman’s interview, which will be in the bulletin.

The committee agreed the main crux of the interview was the list of employers in Peterborough where the Contoocook Housing Trust residents work; Sadie observed it’s really strong data to have on hand for future discussions with the Planning Board.

The committee discussed where questions and suggestions from the public should be directed and all agreed to have it be Danica, at our customized AHC email address, that way Danica and Pelagia can track the feedback.

Pelagia requested the distribution date be bumped up to October 3 so it gets out to the public prior to First Friday on October 7. If Danica is going to have a public engagement table at First Friday, having a QR code for registration to the bulletin was suggested. Carol will check with Danica about this.

Stephanie suggested having members of the committee at a table during First Friday with printed copies of NT. Stephanie and Sharon agreed to be there, at the table. Pelagia is going inquire with the Chamber of Commerce if they would print 75 copies for us.

Sharon made a motion to approve the October 3rd issue of Neighbors Together, per the changes discussed regarding who to contact with questions; Stephanie seconded the motion; approved unanimously.

Regular segments need to be assigned to committee members (e.g., success stories, interviews, Q&A from the public, legislation at the state level). This was delayed until Danica could be present.

PR for the bulletin followed, including an interview with GoMonadnock, which led to the agreement by members that an entire publicity campaign focusing on education and messaging is needed. Pelagia noted that there’s a position on the board not filled that can create a path to make that PR happen. She has someone in mind and will reach out to her. Stephanie is willing to contact GoMonadnock about an interview once the newsletter has been published and we possibly have feedback from the public. Having a more cohesive marketing plan is critical, suggested Sadie.

**Summary of Workforce Housing Ordinance**

Carol provided a one sheet summary of Peterborough’s Workforce Housing Ordinance in laymen’s terms to be used by our committee, included in the bulletin, and put on the website.   
  
Changes to the summary were suggested, which Carol will implement and bring back for approval. Stephanie volunteered to fact-check whether or not multi-family workforce housing is permitted in any district that permits multifamily housing and in the Rural District. Sharon pointed out Peterborough’s Workforce Housing Ordinance doesn’t include any incentives for builders/developers. Sharon and Stephanie pointed out that in July 2023, legislative changes go into effect saying that any incentives for elderly housing also applies to workforce housing; e.g., 10 units per acre as a bonus density incentive.

Pelagia brought up the topic of a municipality providing its “fair share” of workforce housing; how is it quantifiable? How do we prove we don’t have enough? Besides referring to Alice’s interview, perhaps interviewing people looking for workforce housing that can’t find it would reinforce this messaging, Carol suggested. Pelagia recommended reaching out to people that were part of the Housing Task Force that were looking for affordable housing. Carol offered to run the Summary by Jo Anne Carr and all agreed that would be very helpful.

**Planning Board (PB) Workshops on Zoning**

From Sharon, she would like to discuss the following at the next Planning Board Zoning Workshop:

1. Manufactured housing parks should not be required to be on town water and sewer. She wanted to have it on record that this proposal was brought before the Planning Board last fall and didn’t make it to the ballot at 2022 Town Meeting.
2. Maximum building height is 50’; it is zoning ordinance, not building code. To exceed that is a Special Exception with the Zoning Board, so it’s not a variance. It may not need to be brought before the PB since it’s a case-by-case basis. Stephanie did say she’d bring to the PB any way.
   1. With regard to the height restrictions as it relates to parking, a sloped site isn’t an issue, but when it’s a flat site, height may be an issue. Carol did point out that Southfield Village section 3 is flat and has parking on the main level with two living levels above.

**Follow-up from Previous Meeting Minutes**

Stephanie inquired about a video the Monadnock Resource Alliance referenced in its discussions with James, summarizing what other towns are doing with regard to housing issues. James didn’t recall it, but Carol had a link to it and offered to forward it to Stephanie.

Stephanie also asked about a June meeting action item about Pelagia speaking with Tim Herlihy and Danica about tracking new rentals getting added to the existing inventory. Pelagia reported that the database has been set up and Danica will be tracking rental data. Stephanie wanted it on record as something the committee needs to know, where it is, and brought up in the committee again.

Carol asked Pelagia if she would consider reaching out to Danica to ask her what we can do as a committee to ensure she can make these meetings, e.g., a different date or time. Stephanie commented that our meetings are early and if she’s required to be here late for an evening meeting, that might be against regulations, specifically the Planning Board zoning workshops. James concurred that we should find out when Danica can attend the meetings.

Stephanie inquired about the status of the advisory board. Pelagia spoke with Mary Covington, Paul LaRoche, and Jo Anne Carr about being on the advisory board and they all agreed. Stephanie asked if we need to check with Danica about creating this board or can we just create it; Pelagia responded that Danica said it was fine to proceed. Pelagia suggested bringing the advisory board members in for discussion.

Lastly, Stephanie pointed out the AHC meeting minutes and agenda are not on our section of the town web site. Pelagia sends the minutes to Gretchen Rae, per instructions from Danica. Carol pointed out the meeting minutes are on a submenu of the web site. Pelagia will follow up with Gretchen about the missing minutes.

James moved that we adjourn. Stephanie seconded. All approved.

**Assignments**

1. Pelagia to reach out to Danica to inquire about a different meeting time and date more conducive to her schedule.
2. Carol to forward the Monadnock Resource Alliance video link to Stephanie.
3. Pelagia will follow up with Gretchen about getting our approved minutes on the web site.
4. Carol to follow up with Danica about creating a QR code for Neighbors Together.
5. Pelagia to inquire with Chamber to see if they’ll print copies of the bulletin.
6. Stephanie and Sharon to set-up a table during October First Friday with printed copies of the NT bulletin.
7. Pelagia to reach out to a contact of hers about joining our committee and overseeing our marketing campaign.
8. Stephanie will reach out to GoMonadnock about doing an interview about the bulletin.
9. Carol will make the suggested changes to the Summary of Peterborough’s Workforce Housing Ordinance and run it by Jo Anne Carr before bringing it back to the committee.
10. Stephanie is fact-checking whether or not multi-family workforce housing is permitted in any district that permits multifamily housing and in the Rural District.
11. Sadie to arrange for a meeting with Jim Callihan and the AHC committee members to discuss affordable housing at an upcoming AHC meeting.
12. Danica to extend an invitation to the advisory board to the NHHFA.
13. Danica to inquire with Seth about the plan for the remaining sidewalk renovation on Granite Street.
14. Danica to add the spreadsheet for cataloging rentals to a OneDrive folder and share the link with committee members.

**Items still up for discussion**

1. Stephanie would like to pursue a housing trust to be created for Peterborough.  Stephanie to look into what is required to get such a trust started.
2. Discussion on how to encourage other large companies in the area to invest in workforce housing.
3. Discussion on TIF District changes in future to include affordable housing.
4. Danica still in search of an intern.
5. Tax Relief 79E for new housing or renovations.  The tax relief is applicable for historic housing for 2 years and affordable housing for 4 years.  Is there a possibility for increase tax relief for Seniors who want to stay in their homes?  Danica informed group that nothing to report as of yet, but trying to expand this tax relief for the whole Town.  More later……

Meeting adjourned at 9:25am.  NEXT MONTHLY MEETING TIME AND DATE TBD PENDING DISCUSSION WITH DANICA.

Respectfully Submitted:

Pelagia Vincent

Chair of Affordable Housing Committee

Peterborough, NH