

**Housing Production Plan Sub-Committee
Meeting Minutes
Wednesday, January 6, 2021 @ 6:30 P.M.**

Members Present: Seth Ridinger, Bill Filsinger, Chris Miczick, Elaine Jones, Homaira Naseem, Emily Glaubitz CMRPC

Members Absent: Kristy Mendoza

The meeting was called to order at 6:32 p.m. Minutes from the previous meeting were unanimously approved. Elaine will send a copy of the minutes to Emily to add to the dropbox.

Review promotion of survey progress

Survey count to date was 328 responses. Emily will add the results to the drop box so members can review them. Seth will repost a notice to facebook. Homaira did repost on the neighborhood page before she dropped off postcards. The remaining postcards will be delivered this weekend.

There is \$30-40 left in the budget. Committee decided not to spend the money on a facebook blast. It was decided there was no need to extend the survey date.

Emily will give an update on survey results to the Master Plan Committee on Jan 13.

The committee then spent a short time going over the survey results.

Discussion of the Open Forum

The next step is the Community Forum. The main options are to do a zoom open forum with community input or a focus group with representatives from the boards / committees in town. The committee decided an Open Forum would be the best option. We will need at least two weeks to plan it and two weeks to promote it. It is tentatively scheduled for the evening of February 24.

To promote the Forum we will notify the public thru facebook, the town website, the Item, the Lion's Club and Fuller digital signs and the 68 emails submitted on the surveys. We will also send an invitation to each town board / committee to send a representative. It would be useful to have residents rsvp to get a sense of how many people are interested in participating. It would also give us the ability to send them a link to the survey results. We will also post the survey results on the town website.

At the Open Forum, Emily will give a general presentation to explain 40B, HPP goals, survey results, and answer questions. We will then break into smaller groups to discuss a prompt or question that encourages feedback. Committee members will facilitate the breakout groups.

Timeline

Emily and an intern are working on the data collection. Once we have feedback from the Forum, we will need a few meetings to discuss goals, and she will need 6 weeks to write the narrative. The plan will probably be complete by the end of April.

The next meeting is scheduled for Wednesday, Jan 27 at 6:30 pm.

Meeting was adjourned at 7:16.

Respectfully submitted,

Elaine Jones, Clerk