



**Town of Candia  
HOP Steering Committee  
Thursday, September 28, 2023  
Approved Meeting Minutes**

Members Present: Mark Chalbeck, Carla Penfield, Wendy DuCharme, Abbe Lacey, Brian Sargent, Sarah Sargent, Pattie Davis, Melissa Madden.

Southern New Hampshire Planning Commission Staff: Cameron Prolman, Tammy Zamoyski.

Cameron Prolman welcomed the Committee members and thanked them for volunteering their time for this project. The group went around and introduced themselves. Carla Penfield was elected Chair of the Committee; Pattie Davis was elected Co-Chair; Wendy DuCharme was elected minute-taker. It was noted that Steve Higgins was unable to attend the meeting. Cameron Prolman volunteered to take the first meeting minutes.

Cameron Prolman provided an overview of the Housing Opportunity Grant, explaining the timeline and deliverables for the project. He explained how community engagement is a vital component to the HOP grant.

The Committee held a discussion on the community survey and discussed ways to publicize the survey. Members suggested posting the survey on various local Facebook group pages, working with the local Women's Group to help spread the word about the survey, potentially attending the Mason's Breakfast, and to reach out to the School District to see if the survey could be sent out in a newsletter.

Cameron noted that SNHPC will develop survey 'postcards' that will have links and QR codes to the on-line survey and that the postcards will be placed in various places around town. The group discussed having a physical survey option as well. It was acknowledged that a physical survey would be helpful, and that survey drop boxes could be placed around town to collect the surveys in addition to the on-line survey.

The group discussed the possibility of a 'developers survey' to collect insight from past Planning Board applicants who built homes in Candia to see what opportunities or obstacles exist for building homes in town. There was discussion on whether the survey was necessary. The group decided to table the discussion and focus on the community survey as it was more time sensitive.

Cameron Prolman asked the Committee to review the community survey and provide feedback for the next meeting.

The next Committee meeting will be held on October 19, 2023 at 2:30pm.

*Minutes submitted by Cameron Prolman.*