



# Town of Hopkinton Planning/Building Department

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## HOPKINTON PLANNING BOARD MINUTES JANUARY 30, 2024

Members Present: Chair Michael Wilkey, Vice Chair James Fredyma, Ex-Officio Thomas Lipoma, Jane Bradstreet, Clarke Kidder, Rich Steele, and Alternate Emily Bouchard.  
Members absent: Rob Dapice and Alternates Sam Durfee and Molly Hardenbergh. Staff Present: Planning Director Karen Robertson.

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- I. **Call to Order/Roll Call/Seating of Alternates.** Chair Wilkey called the meeting to order at 5:30 PM in the Hopkinton Town Hall, 330 Main Street, Hopkinton, NH and introduced the Planning Board members.
- II. **Approval of Meeting Minutes and Notice of Decision of November 14 and December 12, 2023.** Review was deferred to the February 13, 2024 meeting.
- III. **Conceptual Consultations.** There were no conceptual consultations.
- IV. **Other business.**
  - a) Zoning Ordinance Section XVI, Innovative Land Use Controls for Affordable Housing.

Chair Wilkey noted for discussion by the Board, that amid the ongoing discussions about housing in recent years, both he and Ms. Robertson have been discussing ways to enhance and improve opportunities for affordable housing at the same time updating the ordinance to ensure compliance with State and Federal regulations. He believes there is a clear opportunity for the Planning Board to review and, if needed, revise Section XVI of the Zoning Ordinance, specifically addressing Innovative Land Use Controls for Affordable Housing. The idea is to establish a working group comprising representatives from various boards and committees integral to the process. Invitations would be extended to the chairs of various boards and committees, including conservation, open space, school, etc., with the opportunity to appoint representatives to participate in the working group. Since the Planning Board's Rules of Procedure specify that its representative should lead working groups, Mr. Wilkey volunteered to take on the role of chair.

Mr. Lipoma replied by noting that given the establishment and purpose of the Housing Committee, there may be no need to form a separate working group. Instead, he proposed that the Housing Committee could assess the ordinance and propose any necessary revisions. He expressed that initiating a working group might duplicate the Housing Committee's scope of duties.

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*Subject to review and approval.*

While there were no objections to the Housing Committee taking the lead, members of the Planning Board, along with Ms. Robertson, discussed the distinction between creating a working group and relying solely on the Housing Committee. Specifically, the working group would comprise individuals involved in various facets of the town (schools, conservation, open space, budget, etc.) who could share their diverse experiences and ideas. In contrast, the Housing Committee consists mainly of individuals exclusively focused on housing matters. A more diverse group with a broader focus might be better equipped to steer the acceptance of proposed revisions.

Chair Wilkey pointed out that without the support of a Planning Director (Community Development Director) and staff to assist the Housing Committee, meeting the prescribed deadlines (September) could prove challenging. Ms. Bradstreet raised the question of whether the Housing Committee would be open to including the mentioned additional parties in their review and recommendations. Chair Wilkey encouraged members of the Planning Board to attend Housing Committee meetings whenever possible.

After further discussion, the Board agreed to draft changes in line with the Planning Board's legislative obligation. Once prepared, copies will be distributed to the Housing Committee and other relevant boards and committees for their review and comments. In preparation, Chair Wilkey will have a preliminary meeting with Housing Committee Chair Tricia Morin to discuss the direction of the Planning Board. Once a date and time is set, Planning Board members will be notified, and all are welcome to attend.

b) Reports from Planning Board members who serve on other committees.

Jim Fredyma, the Planning Board representative to the Economic Development Committee (EDC), provided an update during the Planning Board's discussion on the Master Plan.

c) Other business to legally come before the meeting.

Chair Wilkey discussed the Economic Development Committee's interest in having the Planning Board finalize an **Implementation Chapter** in the **Master Plan**. Ms. Robertson added that funding from the InvestNH Phase I Grant is available to cover the costs associated with creating this Implementation Chapter. She understood that the EDC uses the Master Plan as a tool in shaping its goals and objectives. The proposed Implementation Chapter would encompass goals and objectives from all other chapters, outlining responsible parties and general timelines.

Chair Wilkey expressed concerns about using the term "implementation" as the content primarily revolves around goals. Ms. Bradstreet concurred and raised the question of necessity, suggesting that if an Implementation Chapter isn't required for a Master Plan, it might be unnecessary. Mr. Kidder emphasized the importance of considering factors like achievability, believability, and controllability for goals to be effective. Various complexities are involved in the implementation process.

After discussion, the Planning Board decided that Chair Wilkey would meet with a Central NH Regional Planning Commission (CNHRPC) representative to explore the process further. If the Board deems it necessary, they may invite a representative to attend a Planning Board meeting. It was also noted that if the Board moves forward with creating an Implementation Chapter, those designated as responsible for achieving goals should provide the Planning Board with information on how and when they plan to do so. This information would prove useful in developing the chapter.

During this time, in his role as the Planning Board representative to the EDC, Mr. Fredyma pointed out that the EDC has recently decided to reassess the committee's charge before formalizing its goals and objectives.

#### **V. Adjournment.**

**MOTION** Jane Bradstreet, seconded by Clarke Kidder, to adjourn the Planning Board meeting at 7:00 PM. Motion carried in the affirmative (Fredyma, Steele, Bradstreet, Lipoma, Kidder, Bouchard, and Wilkey). The next regular meeting is at 5:30 PM on Tuesday, February 13, 2024.

Karen Robertson  
Planning Director