

## **Town of Princeton, Mass. -- Remote Meeting**

### **Housing Production Plan Committee Minutes**

**Jan. 1, 2022 1:00 PM**

**Present:** Co chairs: Deb Cary, Carla Zottoli  
CMRPC: Emily Glaubitz  
Town Administrator Sherry Patch  
Selectboard Rep. Matthew Moncreaf  
Town Clerk Nathan Boudreau  
Council on Aging Rep. Fran Thomas  
Member Joseph O'Brien

**1:09 PM** Carla: Call to Order (GoToMeeting)

**Administrative** Fran: Motion to approve minutes of 12/20/2021 as presented.  
Deb: Second  
Vote: Unanimous "Aye"

**Survey:** Number of pages allowed for the survey TBD, but will be decided soon.

Review of the proposed versions of survey.

Discussion of the options for delivering surveys:

- bulk non-profit mailing
- enclose survey with census
- enclose card with census that points to online survey,
- pay extra postage to mail with census.

Nathan Boudreau is already talking to the Post Office about mailing rates for the census.

Fran: Motion to accept the needs survey (part 2, 4 page) as written

Carla: Second

Vote: Unanimous "Aye"

Next steps: the census will be stuffed on January 24<sup>th</sup> and 25<sup>th</sup>. If 2 pages are allowed, the printed survey must be delivered to Town hall before the 24<sup>th</sup>.

TO DO: Nathan will tell Emily how many copies to print  
Emily will print the survey  
Emily will activate the online survey 1/17

Discussion of how to promote and collect completed surveys:

- Enclose a flyer in senior newsletter and town newsletter,
- Write a blurb for the senior newsletter
- Set out collection boxes at town offices and businesses

Discussion of end date for survey. Online survey end date 2/25. Paper surveys will be tabulated by interns at CMRPC.

Review survey flyer and post card.

**Next Meeting:** **Tuesday, January 18, 2022, 1:00 GoToMeeting**

## Adjourn

Fran: Motion to adjourn  
Carla: Second  
Vote: Unanimous “Aye”

## Referenced documents



Princeton Housing  
Production Plan Surve



Princeton Housing  
Survey (mailing versio

*Respectfully Submitted   Ann Neuburg*