

Good afternoon:

On May 17 and 18, Plan NH will be conducting a community design charrette in the town of Hillsborough. We invite you to consider being a part of the team.

The Town is seeking recommendations for visual and economic revitalization, hoping to attract businesses, families and other people to town.

As you may know, a *charrette* is a brainstorming session. For Plan NH, the focus is on the *built environment* and its effect on the community, usually around a downtown or other significant neighborhood.

For each Plan NH charrette, a Plan NH member *volunteers* to be the leader, and pulls together a team of other volunteers according to the project. These volunteers are all professionals within their industry – architects, landscape architects, planners, contractors, historic preservationists, engineers of all types, and more. They donate their time because they believe in the process, in the importance of community, and see this as a way to “give back” to the Granite State.

#### **Plan NH Charrette overview (times approximate):**

At 10:30 AM on Friday, May 17, 2019, Plan NH team members will gather in Hillsborough. The Team Leader is Rob Dapice, of New Hampshire Housing in Bedford. Robin LeBlanc, Executive Director of Plan NH, will work with the Town regarding production and logistics. The final Team Roster (approximately 10-12) is being developed.

At 10:45, the team will introduce themselves to each other and community leaders. From then until about 12:30, there will be a walking tour of downtown Hillsborough (which may be augmented with a driving tour of the areas immediately surrounding the downtown), led by two or three community members who are knowledgeable about the Town, its center, and the challenges the Town faces.

From 12:30 – 1:30, over lunch provided by the Town, the Plan NH Team will begin to discuss what they are learning, what they still need to know.

From 1:30 – 3:00, the team will meet with key community and business leaders. During this time, the Team will gather information pertinent to the Town Center that the general public may not necessarily know about. This may be more technical in nature, for example, or include rules and regulations that will be important to the recommendations.

There will be two public listening sessions, the first from 3:30 – 5:00, the second from 6:30 – 8:00 PM. Each will be conducted in a small group discussion format, with Plan NH Team members acting as facilitators and scribes. The small group format gives every citizen an opportunity to speak and be heard.

At the end of each session, there is time allotted for general discussion.

Between the listening sessions, the Team will have dinner/supper, provided by the Town.

On Saturday morning:

- The Team will reconvene between 8 and 8:30 AM (breakfast and lunch provided by the Town) to review what has been seen and heard, and begin to formulate recommendations.
- At 3:00, there will be a public presentation of what the Plan NH Team recommends. This will probably be in a Power Point format.
- A final report (which should not contain any new information, but will represent a more thorough and polished presentation of the concepts covered in the charrette) will be completed following the charrette.

**Expectations for team members:**

For each team member:

- We require a two-day commitment, from 10:30 on Friday to 4:00 on Saturday. (It will go quickly!)
- You may bring your own tools (eg markers, laptops) – we do provide markers, trace and other tools.
- You may be asked to facilitate a group (8-10) discussion on Friday afternoon and/or evening
- During discussions, especially Saturday, we expect collaboration across disciplines.
- We will ask that you keep written notes of your recommendations (and graphics that support them) and submit, post charrette, to the Team Leader so that they can be included in the final report
- You may be a presenter on Saturday afternoon.
- The Town will provide all meals, and, if needed, lodging on Friday night.

AIA provides 16 credits for architects who participate.

Charrette involvement does require a significant effort over the two days of the charrette plus time for preparation and time for contributing to the report. That said, it is one of the more invigorating efforts you will experience. It is a great opportunity to meet like-minded people, to learn and grow professionally, while “giving back” to a New Hampshire community.

Please let us know, ASAP, if you are willing and able to participate in this charrette.

Thank you so much.

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