

FINAL MINUTES
Affordable Housing Commission – Monthly Meeting
THURSDAY, JANUARY 18, 2018 – 7:00 P.M.

Charlestown Town Hall, Annex Conference Room, 4540 South County Trail, Charlestown, Rhode
Island

1. CALL TO ORDER. Chairman Evelyn Smith called meeting to order with three members present constituting a quorum.

2. ROLL CALL. Members present. Chairman- Evelyn Smith, Recording Secretary- Sandra Karasuk Puchalski, AHC Member Ernest Morreira.

3. MINUTES. Evelyn reported that in September we had met and adopted minutes from March and June. We had not met in July and had no quorum in August. We have minutes for September 21, 2017 to approve. There was no quorum in October and did not meet in November and December. Draft minutes for September 21st, 2017 were distributed and reviewed. Motion from Ernest to accept minutes as presented with corrections on any typo's noted, Evelyn seconded. All voted in favor.

4. COMMUNICATIONS. Communications Report. Members reviewed and had brief discussions of communications and documents received since last meeting. Email from Town Clerk regarding that Vice Chairman- Sean White's term has expired in September and Evelyn had put a follow up phone call to him to see if he is going to serve another term and has not heard back. Evelyn noted that we have an update from the Town Solicitor and he has issued a legal opinion that members whose terms have expired remain on the committee until they resign in writing or until their successor has been appointed by the Town Council. Evelyn noted we also received a communication from the Town Treasurer to see if we wanted to change our budget line for this year. No response was necessary as it will stay the same. Evelyn noted there were other communications from the Town Planner regarding the Municipal Subsidy Ordinance and we will discuss that under 7(c).

5. STAFF REPORTS on current Affordable Housing issues. No staff reports.

6. REPORT, TOWN COUNCIL LIAISON. No Town Council Liaison report.

7. NEW BUSINESS.

a) South County Habitat for Humanity. Reports: Retirement dinner and Town Council Resolution for Lou Raymond Evelyn reported that she and Denise Rhodes attended the retirement dinner and the Town council is considering a resolution honoring his 25 years of service at the South County Habitat for Humanity.

b) ChurchWoods. Reports: Ribbon Cutting Ceremony November 6, 2017; opening and occupancy. Ernest attended and reported that the Ribbon Cutting was well attended and there were smiles all around. Evelyn noted that a copy of the Ribbon Cutting Ceremony and the Program will be included in these minutes. Ernest noted there was a delay to do with the well and the local Certificate of Occupancy could not be obtained until the water supply was cleared.

c) Municipal Subsidy Ordinance. Review of draft ordinance and recommendation to Planning Commission and Town Council. Evelyn noted that from September 29th until October 21st, the Town Planner and she had tweaked the 2015 Ordinance in accordance with the recommendations of the Affordable Housing Commission (AHC). We now need to arrive at a new working draft that is identified as the October 21st, 2017 Draft. Documents passed out for this discussion and recap are:

1. Memo from Chairman Evelyn Smith to AHC members dated October 26, 2017.
2. Town of Charlestown. An Ordinance of the Town Council Establishing a Municipal Government Subsidy Program for Low and Moderate Income Housing. (Draft: October 21, 2017).
3. Town of Charlestown. An Ordinance of the Town Council Establishing a Municipal Government Subsidy Program for Low and Moderate Income Housing Outline Draft: October 21, 2017.

Evelyn noted that these are the last substantive language changes that have been made to the ordinance. Evelyn noted that the Planning Commission is the body that is charged to come up with the Municipal Subsidy Ordinance. We have given our input and the Town Planner has come back to us on October 25th with edit marks and highlighting removed after the AHC Final Draft dated October 21, 2017. Evelyn noted there was a development project that needed a MSO (Municipal Subsidy Ordinance) that had applied before the Planning Commission. Evelyn noted there has been no update from the Town Planner after October 26th. AHC members reviewed our last working draft dated October 21, 2017 for a vote. Members reviewed and Ernest made a motion to authorize the Chair to forward the Town Planner the October 26th Memo, the October 21st, 2017 AHC Final Draft and the October 21, 2017 Outline for Municipal Government Subsidy Program with the recommendation that the ordinance be forwarded to the Planning Commission for their review and to the Town Council for adoption. Sandra seconded and all voted to approve the motion. Motion carried. In discussion it was noted that the modifications necessary to produce a workable draft ordinance were the result of many discussions dating back to March 2017. The Chair noted by a vote of 3-0 the forementioned documents will be included in the minutes.

d) 2018 Meeting Schedule. Approval of regular meeting dates for 2018. The Public Note of the Charlestown Affordable Housing Commission 2018 schedule was passed out. Evelyn noted we need to supply this to the Town Council. Sandra made motion to approve our regular schedule of the AHC on third Thursday of each month. Ernest seconded. All voted in favor of motion. Motion carried.

e) Commission Vacancies. Discussion of quorum requirements and recruitment of new members. Evelyn will continue to reach out to VP Sean White for an update.

8. OLD BUSINESS.

a) Commission Goal #3: Guided Review of Affordable Trust Models (Time permitting.). (continued from June) Ernest Morreira with our discussion regarding the components of existing Affordable Trust models for Commission review and discussion. We will continue this discussion. Ernest noted a model in Central Falls regarding mixed use and residential use.

b) Commission Goals 2018 (time permitting.) Brief review of, and status report for, 2017 goals, and adoption of revised goals for 2018. This was continued to next meeting.

9. PUBLIC COMMENT. None.

10. NEXT MEETING. The next regular monthly meeting is scheduled for February 15, 2018, at 7:00 p.m.

11. ADJOURNMENT. With no other business to come before commission, motion and second to adjourn.

Respectfully submitted,
Sandra Karasuk Puchalski, Secretary

Minutes approved as amended at the May 17, 2018, meeting of the Affordable Housing Commission.