

**Draft Minutes - Revised**  
**Affordable Housing Commission – Monthly Meeting**  
**THURSDAY, NOVEMBER 20, 2014 – 7:00 P.M.**

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

1. Meeting called to order at 7:19 p.m. by Chairman Evelyn Smith.
2. Members present: Chairman Evelyn Smith, Secretary Sandra Puchalski, AHC commission members Faith LaBossiere, Ernest Morreira, Brian McDonald. Town Council Liaison Tom Gentz was expected but running late. Vice Chairman Sean White was excused, work conflict. Town Planner Jane Weidman was also present.

**3. MINUTES.** Approval of minutes: Evelyn passed out the minutes of August 21, 2014 and discussed that these minutes were of the meeting when we went over the draft advisory and talked about recommendations for conditions and developed the working draft. Members went over the minutes and one capitalization was noted by Faith. With that and no other corrections, Faith made motion to accept as presented. Ernest seconded. All voted in favor of motion. Motion carried. The next minutes were those of September 18, 2014 and this was the one in the Town Council Chambers and minutes were recorded by Rebecca Crosby. Evelyn wanted to take time for the professionals at the meeting to have copy of draft minutes before we approved them. Evelyn noted that Geoff Marchant is President of the Washington County Community Development Council and not the Director. Evelyn noted they are on the town website. Evelyn noted some change on the steps next on land acquisition with ChurchWoods and that the next step was to test the water and that will be noted in the minutes. With that Sandra made motion to approve with corrections as noted and Brian seconded. All voted in favor of motion, motion carried. Next minutes were presented for September 30, 2014. Next minutes were October 23, 2014. It was noted that Chairman Frank Glista of Charlestown Economic Improvement Commission was incorrectly identified. Evelyn also noted that we should make the Draft Affordable Housing Grant Agreement an attachment and made part of the minutes. Members had all received a copy and with that Faith made motion to accept the October 23, 2014 minutes as presented with change noted and with the Draft Affordable Housing Grant Agreement to be attached with minutes. Ernest seconded and all voted in favor of motion. Motion carried.

**4. COMMUNICATIONS.**

There was no written report. Evelyn reported on the communications received since October 23<sup>rd</sup> meeting. There was an open house on November 1<sup>st</sup> at the first of the Edwards Lane affordable housing units. Also received was the Annual Report 2013 – Framing the Future of South County by the South County Habitat for Humanity. Outgoing correspondence included the Commission's Nov. 4, 2014, Advisory letter to the Town council regarding the ChurchWoods acquisition grant funding. This document is attached and made a part of these minutes.

**5. STAFF REPORTS on current Affordable Housing issues.** No reports from staff, however Jane Weidman is here to report on the Charlestown comprehensive Plan .

**6. REPORT, TOWN COUNCIL LIAISON.**

Evelyn noted we will wait for Tom to arrive for additional information, but that she could report that the Town Council voted to authorize the Town Council President and the Town Administrator to sign all the necessary documents for ChurchWoods to be consistent with our advisory. The contract between the State of RI and the Town of Charlestown is in the hands of the Town Solicitor. Ernest had question on the timeframe and that it is a much more reasonable timeframe now expected to reach completion by 2018. Brian asked about the gap money and what options remain open. Members discussed the tax credits and state bond allocations, whose applications will be prepared by WCCDC in December and January.

**7. NEW BUSINESS:**

a) Meeting Schedule 2015. Evelyn noted this time of year the Secretary of State's office likes us to have our annual list of meetings dates. Members went over the 2015 calendar, and continued with the third Thursday of each month, to be: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19 and December 17. There were no obvious dates requiring any

change to our regular meeting date. Members agreed on the 2015 regular meetings schedule, and Evelyn will provide the Town Clerk's office with the schedule to be filed with the Secretary of State's office.

**b) Charlestown Comprehensive Plan.** Jane was present to go over the plan for our review of Housing and Demographics Element (Draft 4) of the 2013 Charlestown Comprehensive Plan Update. This will be in preparation for future discussions of potential changes to the Affordable Housing Plan components during the present Comprehensive Plan revision process. Jane noted that the 2006 update is the Comprehensive Plan in place and that includes the Housing Plan of 2004. Evelyn asked what the Planning Commission is working with. Jane noted they are a collection of all the plans and that they are going over all the goals and policies that were updated in 2005. 2005 wasn't approved until 2008. Jane noted that she would recommend that our Housing Plan and Comprehensive Plan be one document. Evelyn said a good starting point for us would be to use the 2013 update and look at it as an update. The consultants will bring it up to date. Evelyn suggested taking the 2013 update and generate an outline and then go thru and ask questions. Jane noted that the last approved Comprehensive Planning legislation requires updating within 5 years and no later than 2016. Ernest asked about the consultants and about what point do they come in? Jane noted they come and meet with us and they are the responsible party for the collections of all the data and maps, etc, and then they do the public hearings. Evelyn noted we can expect that they will assist us. Evelyn noted it would be nice to have a digital version. Jane will send it along and Evelyn will share with AHC members. Evelyn noted in December we can limit our discussions to the Comprehensive Plan. Jane will get us the digital file on Housing and other components we will be discussing. Evelyn noted she will put together an outline for our work at the next meeting. Jane noted this is a 16 month project. The outreach starts with the 1990 Comprehensive Plan.

Evelyn noted that Tom had arrived and could update us. Tom noted that he put on December agenda an item regarding the State Study Commission and bringing it up to the new legislature.

## **8. OLD BUSINESS**

**a) ChurchWood Project:** Funding Agreement. Tom explained the funding agreement and the status. Documents are in the hands of the Town Solicitors office as Evelyn had noted earlier in meeting.

**b) Income-Restricted Accessory Dwelling Units .** Evelyn noted this is not critical at this time and it has taken a back seat as the Comprehensive Plan is our next priority. When the need becomes more critical we can put this back on the agenda noting that the sticking point is the drafting of a Municipal Subsidy Ordinance. The issue being do you do it at the time the building permit is authorized or when the CO is issued? We can discuss in February or March.

**c) Commissioners' Liaison Reports.** Evelyn reported that she is going to the Senior Citizens Commission and will update them on ChurchWoods. She will bring info on eligibility, etc. Faith noted in looking over the maximum rents allowable, it appears \$838 for 1 bedroom and \$1006 for 2 bedroom. Faith was curious about how many could actually afford it without some kind of subsidy. Tom noted Town Council has \$50K that could go to start a fund. Faith noted that she is just unclear on the actual market and what that will be.

**d) Commission Goals:** Priority is the Comprehensive Plan outline for next meeting.

**e) Special Projects List/Commission Assignments .** None.

## **9. PUBLIC COMMENT. None**

**10. NEXT MEETING.** The next regular monthly meeting is scheduled for December 18, 2014, at 7:00 p.m.

**11. ADJOURNMENT.** With no other business motion made by Ernest and seconded by Brian to adjourn. All voted in favor of motion. Motion carried.

**Attachments:** November 4, 2014, ChurchWoods acquisition advisory letter to the Town Council.

Respectfully submitted,

Sandra Karasuk Puchalski, Secretary,

Approved at the \_\_\_\_\_ meeting of the Affordable Housing Commission.