

**Final minutes**  
**Affordable Housing Commission – Monthly Meeting**  
**THURSDAY, FEBRUARY 15, 2018 – 7:00 P.M.**

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

- 1. CALL TO ORDER.** Meeting called to order by Chairman Evelyn Smith.
- 2. ROLL CALL.** Chairman- Evelyn Smith, Recording Secretary- Sandra Karasuk Puchalski, AHC member - Ernest Morreira.
- 3. MINUTES.** Members reviewed the minutes of September 21, 2017 and made motion to defer minutes of January 18 until next meeting. Members reviewed the minutes and Ernest made motion to accept the minutes as presented, Sandra seconded. Motion carried.
- 4. COMMUNICATIONS.** Members reviewed and discussed communications and documents received since last meeting. Evelyn reported she received an email from the Town Clerk for an application for AHC. Robert Malin made application. Evelyn noted we will consider under 7(a) and she will send an email to Robert inviting him to our next meeting. Evelyn noted she received an email from Sean that he will not continue on the AHC committee and he needs to send his resignation to Town Clerk in writing. Evelyn noted that the list of meetings we had previously approved in January is now posted online.
- 5. STAFF REPORTS on current Affordable Housing issues.** No staff reports.
- 6. REPORT, TOWN COUNCIL LIAISON.** No report.

**7. NEW BUSINESS.**

- a) Commission Vacancies.** Volunteer application passed out from Robert Malin, members reviewed and Evelyn will send an email.
- b) South County Habitat for Humanity.** Evelyn reported on Lou Raymond's retirement dinner. Evelyn noted that the new Executive Director Colin Penney is in place and we will welcome him to next month's meeting and assure him we are ready, willing and able to partner with their organization. Sandra made motion to authorize the Chair to send letter to the new Executive Director, Ernest seconded. All voted in favor.
- c) Commission Goals 2018.**

Members went over the Commission Goals for 2017 to adopt commission goals for 2018. Members received the list of commission goals for 2017. (from March 16, 2017 agenda).

  - 1). Project-driven LMIH information and education plan(s).
  - 2). Marketing plan analysis and resident advocacy for ChurchWoods Project.
  - 3). Research and recommendations for the creation of an Affordable Housing Trust.
  - 4) Remedial recommendations for zoning modifications, tax relief ordinance and such other measures required to make Income-Restricted Accessory Housing Unit feasible.
  - 5) Continued monitoring of and input into the emergine Comprehensive Plan proposals for Growth Centers to assure that Smart Growth Strategies, necessary for funding viability for LMIH projects, are included.
  - 6). Affordable Housing Units Database for the Town of Charlestown with procedures for the regular monitoring and update of pertinent information.  
New to the list is #7.
  - 7). Compilation of a new AHC Member Orientation Package and Annual Report.

AHC members discussed that the unit count is accurate as of September 2017, however, the process for collecting and monitoring compliance of existing LMIH unts could be improved. AHC members discussed working with the Town Planner, Tax Assessor and the Building Official to

make certain that the information is accurate and that there is a process in place for the regular updating of LMIH units and that this remain in place as a goal for 2018. Regarding goal #7, members discussed that it should be divided into two separate goals. Members decided that next months' discussion can be on a modified description of these goals discussed tonight. In summary, commission will stay with 7 goals as #2 will be coming out. Evelyn suggested that we take the New Member Orientation Package as #2 and The Annual Report as #7. Members agreed.

## **8. OLD BUSINESS.**

**a) Municipal Subsidy Ordinance.** Status report of draft ordinance recommendation to Planning Commission and Town Council. It was noted there was nothing new to discuss here.

**b) 2018 Meeting Schedule.** Review of published meeting dates for 2018. It was noted that the list has been put up online on the Town's website.

**c) Commission 2017 Goal #3: Guided Review of Affordable Trust Models.** Ernest Morreira gave synopsis of prior progress and will continue along with the presentation of key components of existing Affordable Trust models for Commission review and discussion. It was suggested that a subcommittee be formed to continue to hammer this out. Sandra made motion to establish a Affordable Housing Trust Subcommittee to consist of Evelyn and Ernest to accomplish this. Ernest seconded. All voted in favor. Next meeting subcommittee will report.

**9. PUBLIC COMMENT.** None.

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

**11. ADJOURNMENT.** With no other business, motion and second to adjourn. 8:30pm.  
Recording Secretary- Sandra Karasuk Puchalski

**APPROVED MAY 17, 2018**