

FINAL MINUTES
Affordable Housing Commission – Monthly Meeting
Thursday, June 16, 2016

Charlestown Town Hall, Annex Conference Room, 4540 South County Trail, Charlestown RI

1. **Call to order** by Chairman Evelyn Smith.
2. **Roll call.** Present- Evelyn Smith, Chairman, Sean White, Vice Chair, Sandra Puchalski, Recording Secretary, AHC member Ernest Morreira. AHC member Brian McDonald was excused. Tom Gentz, Town Council Liaison was present.
3. **Minutes.** Copies of the draft minutes were passed out for April 21, 2016 and May 19, 2016 regular meetings. Members reviewed April first. It was noted there were two typos in second paragraph of #4. It was noted there were two % signs. On #11 there were two dots. With those typo's noted, motion made by Ernest and seconded by Sean to approve the minutes as noted with the two corrections in typo's. All voted in favor of motion. Motion carried.
Next were the minutes of May 19th, 2016. Members reviewed. Ernest noted in #4 Communications third line, he believes it is becoming an affordable housing group vs an economic advocacy group. Motion made by Ernest and seconded by Sean to accept minutes as presented with single amendment noted. All voted in favor of motion, motion carried. Evelyn noted for the record with these two minutes, all previous minutes are on file and these will be added.
4. **Communications.** Evelyn noted there were a few emails between Brian and herself regarding the work he was working on with the Tax Assessor. We will go over the emails under Old Business- Goal # 6.
5. **Staff reports.** None
6. **Town Council Liaison report.** Tom noted there was no report.
7. **New Business**
 - (a) **ChurchWoods Comprehensive Permit.** Evelyn noted there is the orange sign posted on property with notice of the Public Hearing before the Planning Commission on June 22, 2016 at 7:00pm. Evelyn noted it would be important to show support of the AHC there. Evelyn noted it will be a technical review of the State and Federal permits. It would be a good time to pass out the info sheet. Ernest noted it is important to bring up the info sheet. Sandra though it might be better to have after the meeting. It was agreed we will go over the info sheet and bullet points on the project in July and our goal would be to have available in August.
8. **Old Business.**
 - (a) **Commission Goal #6.** AHC members continued the discussions on how to compile and maintain necessary pertinent information on existing and proposed Charlestown LMIH units, and corresponding procedures necessary for timely RIH updates. Evelyn passed out the copies of the emails between AHC Member Brian McDonald and Tax Assessor Ken Swain and Town Planner, Jane Weidman, documenting their discussions. Members reviewed the list being compiled of properties that are missing from the roll of properties for which we are credited by

RIHMFC. Brian noted they had also located some group homes that may or may not be counted. The Tax Assessor has advised the Town Planner with regard to identification of affordable housing units in Charlestown, and noted he has offered to incorporate property coding within the Vision Appraisal software system for each affordable housing unit after a complete list is made available to him. Brian confirmed back with the Tax Assessor that we would continue to compile a complete list of documented affordable housing units. Brian used Evelyn's handwritten notes on the Village Farm units to begin project which was a followup to previous discussions.

AHC members went over the list, noting when the units were sold and should have been recognized. Evelyn noted that although the condo documents may include the housing restriction, and those documents may be referenced in the tax assessor's records, the missing piece is when the property goes into service. Every time the property transfers it needs to be monitored. Sandra noted the importance of viewing the monitoring agency contract.

Tom noted he will follow up with Jane on the two trailer units in Indian Cedar Park. Tom had to leave at this point in the meeting.

Members continued to discuss the monitoring agency and the importance of having an accurate list. It was agreed that Brian should follow up with Jane and take a look at the 2015 list and agree on what should be on the 2016 list. It was suggested we print out copies of the tax assessors card presently and then see how it is coded in after the Tax Assessor updates the software.

- (b) **Commission Goals 2016.** No new information on goals other than the two (#1 and #6) previously discussed this evening:
- 1) Project based information and education plans. This will be on the July agenda.
 - 6) Affordable Housing Units Database for the Town of Charlestown with procedures for the regular monitoring and update of pertinent information. This will also be on July agenda.

(c) **LMIH Municipal Subsidy Ordinance.** Evelyn passed out the corrected draft for members' review and discussion. Members went over the Draft 2 Dated 6/16/16 and agreed to send it to the Town Planner, the Town Solicitor, the Assistant Town Solicitor and the Town Administrator.

(d) Comprehensive Plan Housing and Land Use Elements. Nothing to report.

9. **Public Comment-** none.

10. **Next meeting.** The next regular monthly meeting is scheduled for July 21, 2016 at 7:00 PM

11. **Adjournment.** Motion and second to adjourn. Meeting ended approx. 9:15 pm.

Respectfully submitted,
Sandra Karasuk Puchalski, Secretary

Minutes approved at the July 21, 2016, Regular Meeting of the Affordable Housing Commission.