

FINAL MINUTES
Affordable Housing Commission – Monthly Meeting
THURSDAY, July 21, 2016 – 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 at approximately 7:07 pm.

2. ROLL CALL. Chair Evelyn Smith, Recording Secretary-Sandra Puchalski, AHC Members, Ernest Morreira and Brian McDonald. Town Council Liaison Tom Gentz. Vice Chair Sean White was excused.

3. MINUTES. Approval of minutes: June 16, 2016, Regular Meeting. Members were given the draft minutes and reviewed. After review and with no changes or corrections, Ernest made motion to accept minutes as presented and Brian seconded. All voted in favor. Motion carried.

4. COMMUNICATIONS. Review and brief discussion of communications and documents received since June 16, 2016. Evelyn reported that she and Brian had some email conversations and she had received a copy of the ChurchWoods approval from the Town Planner that she will report on under 7(a). Evelyn also noted to bring to the attention of AHC members that there is an online update on Grow Smart RI that was completed at the end of June.

5. STAFF REPORTS on current Affordable Housing issues. There was no staff report.

6. REPORT, TOWN COUNCIL LIAISON. Tom reported that he had sent an email to RI Housing with the information that there was no record on their generated report of the trailers at Indian Cedar Trailer Park – he noted he sent this to Stacy Wasserman.

7. NEW BUSINESS.

a) ChurchWoods Comprehensive Permit, Approved by the Planning Commission.

Review of the Preliminary Plan Approval Letter, June 24, 2016. Discussion of development process going forward. Evelyn reported that the letter gives a good look at the Comprehensive Permit and the zoning relief granted to the project. Evelyn noted this is the last approval needed to go forward with the project. Next step is getting contract bids and demolition and getting building permit. There is an appeal period where any abutter can appeal. Jane had emailed the approval letter to Evelyn as she had reported under correspondence. Evelyn noted this will be our best model to track ChurchWoods as it progresses along. After the appeal period, the Comprehensive Permit will be recorded and the project will begin.

8. OLD BUSINESS.

a) Commission Goal #1. Review of existing public information on ChurchWoods project, discussion of Commission's efforts to make sure that potentially qualified Charlestown residents are aware of the project and have a reliable source of information about the project. AHC members discussed ways to be certain to get the information out to our local community through the Town Pipeline, Senior/Community Center and perhaps an information list. Ernest did not want us to Johnny come lately about it. It was noted it is a little too early as we are six months away from the marketing portion of the development. It was noted that we should meet with the CDC and go over the market plan to better understand the process of marketing and getting the word out to potential applicants. Discussion of putting a blurb on the Town of Charlestown Website – Information Press release. Pamphlet and Rack card that could be run by the project people for approval and the Town Administrator. AHC members went over 4 areas of potential questions that local citizens may have about the ChurchWoods Senior Project, such as price range, rents, age, pets. Advertisement with concerns for Fair Housing requirements

noted. Evelyn noted that HUD will approve the marketing plan and we would probably get a copy. What we know is that it will be 24 – one bedroom age & income restricted units with a maximum of 2 residents per units and it will be 7 buildings and a community center all single story – ground floor access. Ernest will do some research on some other substantive questions for next month. Tom noted that Jeff has inquired on Groundbreaking Dates for ChurchWoods.

b) Commission Goal #6. Continuation of report on discussions with staff on maintaining necessary pertinent information on existing and proposed Charlestown LMIH units and corresponding procedures necessary for timely RIH updates. Evelyn turned over to Brian and passed out copies of the Low and Moderate Income Homes in Charlestown list compiled by Rhode Island Housing - as of 7/15/2016. Brian reported that he met with Jane and Ken at Town hall and laid out our concerns for counting the units and having a flag or notation to assist us with the process on Affordable Housing Units in the Town of Charlestown and they will look into this and follow up with us. Brian said he would ask the tax assessor to print out the sheet from the tax cards on the units counted. Evelyn noted she will invite Jane from Planning and Ken from Assessors office to August meeting and check with RI Housing to see if they can correct their list.

c) Commission Goals 2016. Deferred to next meeting.

- 1) Project-based information and education plan(s). (8a)
- 2) Marketing plan analysis and resident advocacy for LMIH projects
- 3) Research and recommendations for the creation of an Affordable Housing Trust
- 4) Zoning modifications, tax relief ordinance and such other measures required to make Income-Restricted Accessory Housing Unit feasible.
- 5) Input into the 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 (8b)

d) Comprehensive Plan Housing and Land Use Elements. Status and update. deferred to next meeting.

9. PUBLIC COMMENT. None.

10. NEXT MEETING. The next regular monthly meeting is scheduled for August 18, 2016, at 7:00 p.m.

11. ADJOURNMENT. Motion made by Sandra and seconded by Ernest to adjourn. All voted in favor of motion. Motion carried.

Respectfully submitted,

Sandra Karasuk Puchalski, Secretary-

Minutes approved as presented, with correction, at the September 15, 2016, Regular Meeting of the Affordable Housing Commission.