

## FINAL MINUTES

### Affordable Housing Commission - Monthly Meeting

THURSDAY, August 18, 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 7:10 pm.

**2. ROLL CALL.** Members present: Chairman Evelyn Smith, Vice Chair- Sean White, Secretary- Sandra Puchalski, AHC members - Ernest Morreira and Brian McDonald and Town Council Liaison- Tom Gentz.

**3. MINUTES.** Approval of minutes: July 21, 2016, Regular Meeting. Sandra had not completed minutes, motion made by Ernest and seconded by Brian to defer minutes until next meeting. Motion carried.

**4. COMMUNICATIONS. Communications Report.** There was no communication report.

**5. STAFF REPORTS on current Affordable Housing issues.** It was noted there were no staff reports.

**6. REPORT, TOWN COUNCIL LIAISON.** Tom deferred to 7(a).

### 7. NEW BUSINESS.

**a) ChurchWoods Groundbreaking Ceremony.** Tom reported on the Groundbreaking ceremony scheduled for 10:00 a.m., August 23, 2016. Evelyn passed out the brochure prepared by the Town Administrators office for the Groundbreaking ceremony and encouraged all members of AHC to attend. Evelyn will be making remarks and Tom will remark also as Town Council President. Tom noted that everyone will be coming to the best of his knowledge except for Governor. Evelyn noted that she will talk about the bond money and emphasize the partnerships. It was noted that the applications and marketing plan will kick in 6 months before the occupancy date of September, 2017. Tom noted at that time, applications can be submitted. Ernest noted that there should be a phone number to call. Tom noted the one on the brochure as the best contact at this time. Tom reported that he was thrilled about the project and very proud of all the work that has gone into its success thus far.

**b) Rhode Island Housing Tabulation as of 7/15/2016.** Review and analysis of RIH tabulation of Low- and Moderate-Income Homes in Charlestown. Discussion of process employed by RIH, and identification of inadequate or inaccurate information, including unit listings and addresses. Evelyn passed out the list. Evelyn also noted that the document with all the Low-Moderate Housing addresses was prepared by Ken at the Tax Assessors office. Members all received a copy of this list. Evelyn noted it includes all the Single Family, Condo Units, Mobile Homes and Group Homes so noted by the Town's Tax Assessors office. Evelyn noted this list is as of December 31, 2015. Evelyn also noted that this is a beginning list and is a work in progress. Members went over the list.

Next, members compared it to the Rhode Island Housing tabulation list. It was noted that RI Housing needs to put in #4 and 37 Edwards Lane. On the Village Farm tabulation, RI Housing needs to add units 1C & 1D and 2C & 2D and 4A,B,C & D. Overall, it was agreed that the report looks to be short possibly 4 @ Village Farm and possible 1-3 Short on Edwards lane and then we will be able to pick up 7 or 8 to be counted on this list once it is updated by RI Housing. Evelyn noted that she will draft a letter to staff to update the list based on these discussions. Members discussed the list and how often it was updated, Evelyn noted that this list is put out by RI Housing one time a year. AHC members discussed need to track future Comprehensive Permit applications at different stages, i.e. original application, preliminary

approval, conceptual approval, final approval, building permit, etc. It was noted that basically staff at Town Hall would be the responsible parties to supply the necessary information to us. All thanked Brian for his conversations with the Town Hall Staff and getting to the updates on the list and future software to flag the stages of the future Low - Moderate Housing applications, etc.

#### **8. OLD BUSINESS.**

**a) Commission Goal #6.** Covered in 7(b).

**b) Commission Goal #1.** Discussion of preliminary information brochure and town contact point for information update and distribution.

Members discussed doing an information pamphlet and having future discussions with the assigned marketing - management agent on projects. It was discussed that we need to create a response pathway for applicants. It was agreed to speak with Jeff first and see the best way to accomplish this. Discussion on noting who will be the marketing plan agent for ChurchWoods and future projects. Ernest thought that we could prepare a modest information plan. Sandra thought that we should not represent anything unless we have had it cleared as it is not really our job to prepare anything at this point and with Fair Housing Requirements- HUD- it would have to come to us from a responsible party making the representation. It was agreed that Gerard Bertrand- Manager of Washington County Community Development Corporation (WCCDC) would be the contact person at this point for the information.

**c) Commission Goals 2016.** Status and update. Evelyn noted that on the following there was nothing to report and will be deferred to future meetings.

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.

**d) Comprehensive Plan Housing and Land Use Elements.** Status and update. Evelyn noted there is nothing to report here and will be deferred to future meetings.

**9. PUBLIC COMMENT.** No public comment.

**10. NEXT MEETING.** The next regular monthly meeting is scheduled for September 15, 2016, at 7:00 p.m.

**11. ADJOURNMENT.** Motion made and seconded to adjourn. Adjournment at approximately 9:15 PM.

Attached: *August 23, 2016 Groundbreaking Ceremony Program*

Respectfully submitted,  
Sandra Karasuk Puchalski, Secretary

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