

**FINAL MINUTES**  
**AFFORDABLE HOUSING COMMISSION MONTHLY MEETING**

Thursday, September 15, 2016, 7:00 P.M.  
Annex Conference Room, Charlestown Town Hall,  
4540 South County Trail, Charlestown, RI

**1. CALL TO ORDER.** Evelyn Smith, Chairman, called the meeting to order at 7:08 pm.

**2. ROLL CALL.** Present: Evelyn Smith; Secretary- Sandra Puchalski; member Ernest Morreira. AHC member Brian McDonald and Vice Chairman Sean White were excused. Town Council Liaison Tom Gentz was present.

**3. MINUTES.** Members reviewed draft minutes for the July 21, 2016, Regular Meeting and the August 18<sup>th</sup> 2016 Regular Meeting..

Ernest proposed amendment for 8(a) on July minutes to add word substantive to his comment. Tom made note of a punctuation correction. Ernest made motion and Sandra seconded to approve minutes of July 21<sup>st</sup> as amended. All voted in favor of motion & motion carried.

For the August 18<sup>th</sup> minutes, Tom noted a couple of punctuation marks in the 2<sup>nd</sup> paragraph of 7(b). Evelyn moved to strike Ken and RI Housing and substitute the word "staff" under 7(b). Ernest made motion to amend the minutes as noted and Sandra seconded. All voted in favor of motion & motion carried.

**4. COMMUNICATIONS.** Evelyn reported that she had communication from Ernest that he had had a conversation with Gerard on ChurchWoods and he followed up with an email and that has been forwarded to her.

**5. STAFF REPORTS** on current Affordable Housing issues. None to report.

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

Tom reported that the laundromat building at the ChurchWoods site is leveled.

**7. NEW BUSINESS.**

**a) Commission Reappointments.** Discussion of expiring Commission terms and reappointments. Evelyn noted that her appointment as well as Sandra's and Ernest's terms are about to expire. Sandra had filed to serve again and her appointment has been approved by the Town Council and she will go in and sign her appointment to serve. Evelyn and Ernest are willing to serve again and will submit their application to the Town Council.

**8. OLD BUSINESS.**

**a) ChurchWoods Groundbreaking Ceremony (Follow-up discussion.)** Evelyn noted the Groundbreaking Ceremony was on August 23, 2016 at 10:00 am. The Town had provided a large tent, refreshments and a printed program to memorialize the day. In discussion, it was noted that the ground breaking ceremony was well attended and well-received by all present. There were many federal and state office-holders and dignitaries in attendance, and many interested individuals came from the community. The program will be attached to and made a part of these minutes. Ernest had spoken

with Gerard Bertrand, Manager of the Washington County Community Development Corporation, and he reported that he has received a lot of calls and is formulating a list for the management company. All thought it was a success and the first of its kind in our community and something to be proud to have been a part of.

**b) Commission Goal #1. Discussion of preliminary Town brochure and information update plan for Churchwoods.** AHC members went over the facts and what might be the best way to promote and educate the community. The bottom line is that a property manager will be contracted to take the applications 6 months before the September 2017 occupancy date and that people can get on the list by calling members Gerard Bertrand- Manager of the Washington County Community Development Corporation, at 400 Tower Hill Road, North Kingstown RI 02852, or at 401-667-7185. There is also an email address: [washingtoncountycdc@gmail.com](mailto:washingtoncountycdc@gmail.com) . AHC members discussed the preference for local citizens to be made aware of the new housing opportunity for seniors of low and moderate incomes. Evelyn noted the state has guidelines. WCCDC is the present owner of the property. Tom noted that we should get a copy of the market study and financial feasibility and Ernest offered to look into that. Members were encouraged to do the same if we are to advocate for local citizens on occupancy. It was agreed that the best thing is to encourage citizens to get on the list and encourage them to advocate for themselves by making application at the time the management company will begin 6 months before occupancy- so approx.. March of 2017. Evelyn will look at the consent agreement. We can also provide information to the pipeline and Senior Center newsletters, with a press release. Ernest mentioned we should get something in the Pipeline now and Senior- Community Center. Ernest will call Michelle at the Town Administrators office on this and it was noted that Michele can also be reached by citizens of the Town. She had prepared the program for the Groundbreaking and has the necessary information.

**c) Commission Goals 2016.** Status and update of the following: Evelyn noted that there was nothing new to report here and no status change other than the discussions just completed.

**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 October 20, 2016, at 7:00 p.m.

**11. ADJOURNMENT.** With no other business to come before commission, Sandra made motion to adjourn and Ernest seconded. All voted in favor of motion. Meeting adjourned.

Respectfully submitted,

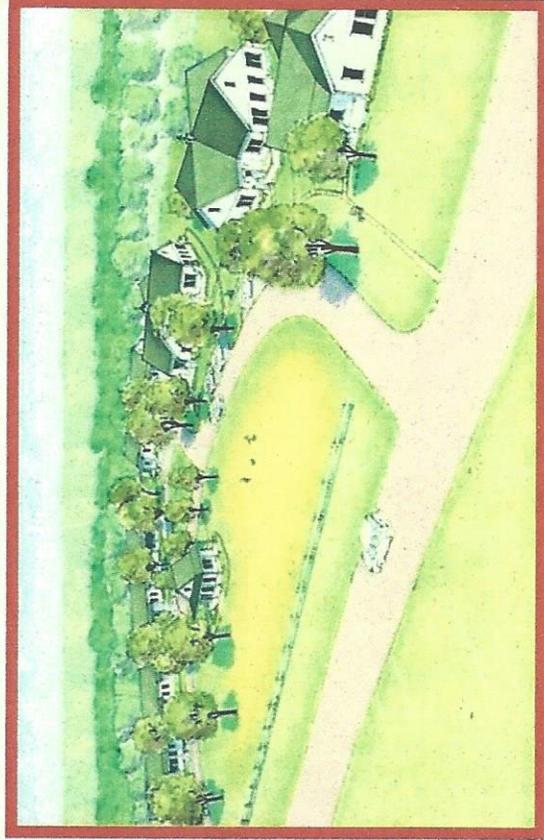
Sandra Karasuk Puchalski, Secretary

*To be attached: August 23, 2016 Groundbreaking Ceremony program*

Minutes approved as presented, at the November 17, 2016, Regular Meeting of the Affordable Housing Commission.

## History

Washington County Community Development Corporation (WCCDC) purchased the ChurchWoods property from the Episcopal Diocese of Rhode Island on June 30, 2015. Funds for the project were obtained from the Town of Charlestown Affordable Housing Bond in the amount of: \$375,000.00; Building Homes Rhode Island (BHRI) funds of: \$1.9M and, Superstorm Sandy CDBG Disaster Recovery funds of \$4.4M. ChurchWoods is a partnership between WCCDC and the Blackstone Valley Development Corporation (BVDC), the real estate development arm of The ARC of Blackstone Valley. Pezzuco Construction, was awarded the construction contract on July 21, 2016. ChurchWoods' occupancy is anticipated to be September 2017.



Early conceptual project rendering by Union Studio Architecture & Community Design.

# Church Woods

Groundbreaking Ceremony

August 23, 2016—10:00 AM

4150 Old Post Road

Charlestown, RI 02813

### For more information contact:

Gerard Bertrand, Manager

Washington County Community Development Corporation

400 Tower Hill Road

North Kingstown, RI 02852

Phone: 401-667-7185

Email: [washingtoncountycdc@gmail.com](mailto:washingtoncountycdc@gmail.com)



WCCDC



Blackstone Valley  
Development Corporation

## Agenda

**Invocation**— Bishop Nicholas Knisely, Diocese of Rhode Island

### Introductions—

Master of Ceremonies Thomas B. Gentz, Charlestown Town Council President

## Invited Dignitaries

- US Senator Jack Reed
- US Senator Sheldon Whitehouse
- US Representative Jim Langevin
- Rhode Island Governor Gina Raimondo
- Warwick Mayor Scott Avedisian
- State Senator Dennis Algieri
- State Senator Elaine Morgan
- State Representative Blake Filippi
- The Reverend Michael Tessman
- Robert Shumeyko, HUD Region 1 CPD Director
- Michael Tondra, Chief, RI Office Housing and Community Development
- Affordable Housing Chair—Evelyn Smith

**Convocation**— The Reverend Eileen Lindeman, Pastor, Church of the Holy Spirit

## Groundbreaking and Photos

### Reception

Refreshments will be offered.

## Church Woods

- 24 Rental Units
- 7 Buildings, Plus Community Center Building
- Senior Affordable Housing, Age 55 and up
- 1 Bedroom, Unfurnished Units
- Equipped with Energy Star appliances
- Heat pump
- Meets FORTIFIED bronze standards (Hurricane Resistant Building Code)

## Development Team

*(listed alphabetically)*

- ABM Group, LLC
- Birchwood Design Group
- Blackstone Valley Development Corporation (owner)
- Dowdell Engineering, Inc.
- EG Community Development Consortium
- Engineering Design Services, Inc.
- J. Russell Water Well, Inc.
- McGunagle Hentz PC
- Pezzuco Construction
- Pride Development LLC
- Rhode Island Executive Office of Commerce, Office of Housing and Community Development
- Rhode Island Housing Resources Commission
- Town of Charlestown, Rhode Island
- Union Studio Architecture & Community Design
- Washington County Community Development Corporation (WCCDC) (owner)