

**FINAL MINUTES**  
**Affordable Housing Commission**  
**THURSDAY, April 21, 2016 – 7:00 P.M.**

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

**1. CALL TO ORDER.** Meeting called to order by Chairman Evelyn Smith, at 7:07 pm.

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

**3. MINUTES.** Approval of minutes: March 17, 2016. Copies of minutes were distributed. One typo was noted and motion to accept as presented with one correction on typo. Sean made motion and Brian seconded. All voted in favor of motion.

**4. COMMUNICATIONS. Communications Report.** Evelyn noted and reviewed communications and documents received since March 17, 2016. It was noted on March 29<sup>th</sup> Evelyn sent an email to Town Planner regarding the Housing Element and cc'd AHC members regarding the summary of the last paragraph of our concerns regarding the Land Use Element for the Planning Department and the Consultants to review. It was noted that we have fulfilled our work on the draft review of this portion of the project.

Evelyn noted that Ernest had provided an email regarding the Narragansett Tribe 550K Housing grant from the Federal Government. The second email that Ernest had provided is regarding a bill that the RI Legislature is reviewing regarding H7985, which would penalize communities not at the 10% LMIH goal. Tom noted you can go online to check on this. Another email from Ernest regarding a report by HousingWorks RI and how housing fell short. Evelyn noted members can go on RI Housing to look up Projecting Future Needs in RI and that it breaks down what types of households are projected for 10 years out. It is estimated that South County will have a 9% increase in population and that the most needed units are small multi-family units.

Evelyn reported that she reached out to the WCCDC, and shared with members the response from Gerry. The Shannock project tax credit application was not approved. The WCCDC did purchase the Shannock Road property in March. On ChurchWoods CRMC approval is pending, the DEM letter of approval has been received. Well water protection plan is being drafted for review by DOH. Contractor bids are being readied. The Preliminary and Final Plan approval meeting (at the Planning Commission) is scheduled for end of June. Demolition of building is OK to proceed, having been cleared of any asbestos and disconnected from electrical system. Ernest asked about the info sheets necessary for information we need. Members had concerns on people getting wrong information on the project and that we need the fact sheets.

**5. STAFF REPORTS on current Affordable Housing issues.** There were no staff reports.

**6. REPORT, TOWN COUNCIL LIAISON.** Tom noted that Evelyn pretty much covered everything on the projects per her email from WCCDC and he had nothing further to report.

**7. NEW BUSINESS:**

**a) LMIH Municipal Subsidy Ordinance.** Evelyn noted that Jane had asked if AHC had done anything on the Municipal Subsidy Ordinance. Evelyn had compiled our notes for strategies. RI Housing requires that we have a Municipal Subsidy Ordinance. Members discussed work relating to this in the past where we had substantive conversations regarding a draft ordinance. Evelyn noted it

is a more complicated task than we thought. Evelyn passed out the draft copy for further review of members to draft an ordinance that codifies current municipal affordable housing subsidies and sets standards for the agreements that provide for the establishment and enforcement of the related housing restrictions. Members discussed and went over each paragraph of the draft. Members felt that there should be a time sensitive document once authorized and executed and placed on record. That will insure that all subsequent owners will have notice of the subsidy and the list will then be sent to Town Planner who supplies the list to RI Housing. Evelyn will compile list of discussions and formulate into new draft that will go to Jane at the Planning Department. Sandra moved to forward the draft dated April 21, 2016 entitled – Recommendations of the Affordable Housing Commission with regard to the development of a Municipal Subsidy Ordinance for Low and Moderate Income Housing Subsidies granted by the Town of Charlestown to the Planning Department. Sean seconded. All voted in favor of motion.

## **8. OLD BUSINESS**

**a) Comprehensive Plan Housing and Land Use Elements.** Evelyn reported there has been no meeting of the Planning Commission so there is no update here since we last met. Evelyn noted that it is in the hands of the Planner and the Consultant and they have our work at hand that we had sent to them.

**b) Proposed Commission Goal #6:** Continued discussion of the necessary components and possible formats a comprehensive database of pertinent information on existing and proposed Charlestown LMIH units and corresponding procedures necessary for timely updates. Members discussed what the monitoring agency has to do. It was agreed we need some kind of tickler in the Tax Assessors file and an Annual Report for rental units. Members felt this needs to be organized so that we properly track units and nothing falls through the cracks. Tom noted if there had been a mechanism in place there might have been a way to stop the foreclosure process. All agreed. Members went over units that may not have been counted per last RI Housing list and felt that the number should be more like 15 units.

**c) Commission Goals 2016 .** Members discussed the following goals:

1) Project-based information and education plan(s). The only project now is ChurchWoods and the Planning Commission meeting is the end of June. It was agreed that sometime during May and early June we could have some short info sheets for Senior Center and Town newsletter after getting info from WCCDC. Evelyn noted we should have an update from WCCDC by the next meeting. Ernest noted it is a long time coming, hopefully they will address our concerns there.

2) Marketing plan analysis and resident advocacy for LMIH projects. This is on hold and we can revisit on the July agenda. Evelyn suggested an invitation to the CDC.

3) Research and recommendations for the creation of an Affordable Housing Trust. It was agreed that we should continue our review of the different models Ernest has supplied and continue to look for others. Ernest noted the use of the words – Affordable Land Trust and perhaps some other combo of that. He thought we are getting lost in that and need to be watchful of it. Ernest noted that what is important for us would be an income stream for funding and we need to clarify this. Ernest noted that we had started that idea and we should get credit for that and focus on the income stream needed to fund it as we continue along. Discussion on adding a Goal #6 to do with the Monitoring Plan which is needed and discussed earlier. Members also discussed a Low & Moderate data base. Being that these are needed, Sandra made motion to add data base and monitoring plan as Goal #6. Brian seconded. All voted in favor of motion. Motion carried.

4) Zoning modifications, tax relief ordinance and such other measures required to make income-Restricted Accessory Housing Unit feasible. It was discussed that we can gather the proposed tax ordinance documents and distribute and discuss.

5) Input into the Comprehensive Plan proposals for Growth Centers to assure that Smart Growth Strategies, necessary for funding viability for LMIH projects. Evelyn noted we will put onto May's agenda.

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

**10. NEXT MEETING.** The next regular monthly meeting is scheduled for May 19, 2016, at 7:00 p.m.

**11. ADJOURNMENT.** Motion made and seconded to adjourn at approximately 9:14 PM.

Respectfully submitted,  
Sandra Karasuk Puchalski, Secretary

Minutes approved with corrections, at the June 16, 2016, Regular Meeting of the Affordable Housing Commission.