

Minutes
Affordable Housing Commission Special Meeting
TUESDAY, AUGUST 12, 2014, 5:30 P.M.

Charlestown Town Hall, Town Clerk/Vault Area,
4540 South County Trail, Charlestown, Rhode Island

1. CALL TO ORDER. Chairman Evelyn Smith called meeting to order at 5:33 pm.

2. ROLL CALL. Members Present: Chairman Evelyn Smith, Secretary Sandra Puchalski, Ernest Morreira, Brian McDonald, Town Council Liaison Tom Gentz. **Members Excused:** Faith LaBossiere and Vice Chair, Sean White. **Also Present:** Town Councilman George Tremblay, Interim Town Planner Jane Weidman, ChurchWoods applicant Geoff Marchant, WCCDC
The Chair noted that the four voting members present constitute a quorum.

3. SPECIAL BUSINESS: ChurchWoods Project. Chairman Smith explained the purpose of the meeting to understand and update the financial status on project and to see if any of the conditions of the 2012 approval need to be adjusted and brought current.

a) ChurchWoods Project Update.

Mr. Marchant gave an update on ChurchWoods financial status. He explained that the process is extremely complicated and that the project has been through USDA 515 and HUD 202 and that funding was not available. Master Plan approval has been achieved and the funding will now come from the Sandy disaster Relief Funds, RI Community Development Block Grant Disaster Recovery grant of 19.24 M. Geoff went over some of the findings that there are 25 seniors south of Rt. 1. 5 of them are in Flood Plain. He submitted to HUD for the Town of Charlestown to receive \$5.9M for the project. There is a two year obligation for spending on the project. Authorization has come in at \$4.4M. This leaves us with a gap of over 1 Million dollars.

Geoff explained the budget is \$5.9 M and we need to fill the gap. He has looked at 4% low income housing Tax Credits and has a letter of intent from Redstone. He also has three additional letters of interest for the tax credit funding. The RI Community Development Block Grant Disaster Recovery grant monies will come to the Town of Charlestown. The Town of Charlestown has the administrative responsibility to the CDBG funding office, including an A133 audit, for which administrative activity delivery costs will be reimbursed.

Geoff advised that they are working on an updated Purchase and Sales Agreement on the property and wanted to close by September 18th. The draft is being worked on by the legal teams involved. They are in the process of doing due diligence regarding a well flow test at the present time. Members discussed a mortgage back to town until such time that the partnership has been finalized and a deed restriction. Closing price is \$390k. The Town attorney is working on the language for the deed restriction. Geoff also explained that there is language regarding shared use of the well with the seller and a well head protection system. Jane Weidman noted that the preliminary plan was approved on Jan 23, 2013 and it can be extended and in July there was a vote by the Planning Commission to extend the Master Plan. Jane Weidman went over the site plan for AHC members. Geoff noted the plan ahead is to finalize the updated Sales agreement and the well issues and close on the land and then get Preliminary Plan approved and final plans to bid. After that, back to HUD for final. Jane recommended that they combine preliminary and final applications to the Planning Commission.

Evelyn noted that the first step is the purchase of the land, for which the Bond disbursement will be required. Evelyn explained what we have to do tonight is to write an advisory to the Town Council. It was discussed that what we are presently lacking is a CDBG funding letter of commitment. Geoff will work with the Town Administrator to send a letter to OHCD (Office of Housing and Community Development) for this.

Tom and George had to leave at this point in meeting. Jane also left at this point having gone over what the Planning Commission would require. Members continued to discuss project with Geoff. Evelyn will work on advisory based on what has been discussed and the number of conditions will probably be cut in half from the last AHC Advisory on the ChurchWoods project. She will call a meeting for final review and action by the Commission before transmitting it to the Town Council. A tentative date of September 2nd was recommended.

b) Acquisition Update. Review of time frame and documentation requirements for land acquisition utilizing bond funding. Members went over the target date of September 18, 2014. Geoff had covered most of this in the discussion on project above. Members were again reminded about the well and well protection and sales agreement update and legal review.

c) ChurchWoods Bond Commitment Conditions. Analysis of project compliance with existing bond commitment conditions. Discussion of Commission's recommendations to the Town Council. Evelyn will draft the advisory based on the discussions this evening and members expected that the advisory would probably be cut in half from our last AHC Advisory on the ChurchWoods project.

4. PUBLIC COMMENT None.

5. ADJOURNMENT. Motion made and seconded to adjourn. 6:45 pm.

Respectfully submitted,

Sandra Karasuk Puchalski, Secretary

Approved at the September 30, 2014, meeting of the Affordable Housing Commission.