

Town of Richmond  
AFFORDABLE HOUSING COMMITTEE  
*Minutes of July 19, 2021*

Pursuant to Executive Order No. 21-72 by Gov. Daniel McKee, this meeting was teleconferenced via Zoom.

Present Were: Bruce Olean, Chair  
Denise Stetson  
Pierre Duval  
Sean Cutting

Also Present: Shaun Lacey, Town Planner

A. Call to Order

The meeting was called to order at 6:03 p.m. by B. Olean. All members were present.

B. Approval of Minutes

- 1) June 21, 2021

**A motion was made by P. Duval, seconded by D. Stetson, to approve the minutes of June 21, 2021 as presented. The motion passed unanimously (4-0).**

C. New Business

- 1) Review of draft amendments to Chapter 3.08 Affordable Housing Fund, Chapter 4.12 Affordable Housing Committee, and regulations for making recommendations to the Town Council on allocations and awards of funds and real property

B. Olean suggested that each draft document be presented and discussed one at a time. S. Lacey presented draft amendments to Chapter 3.08 of the Code of Ordinances to the Committee. He explained that all documents presented to the Committee are intended to establish regulations that allocate the use of fees received in lieu of constructing affordable units. Chapter 3.08 as related to the Affordable Housing Fund was amended to establish restrictions for monetary awards provided by the town. The Committee expressed its support for the draft amendment. The Committee agreed to share the draft amendments with the Planning Board to keep the Board informed of the changes related to the Affordable Housing Fund.

**A motion was made by D. Stetson, seconded by S. Cutting, to recommend that the Town Council adopt the draft amendments to Chapter 3.08 as presented, and to refer the amendments to the Planning Board for review. The motion passed unanimously (4-0).**

S. Lacey presented draft amendments to Chapter 4.12 of the Code of Ordinances to the Committee. Chapter 4.12 as related to the Affordable Housing Committee was amended to expand upon the powers and responsibilities of the Committee. The amendments permit the Committee to promulgate regulations on how recommendations are made regarding the use of real property for affordable housing. The amendments also authorize the Committee to accept fees in lieu of production of affordable units and accept donations for the purpose of producing low- or moderate-income housing. B. Olean inquired if the Town Solicitor had reviewed the language for consistency with state laws. S. Lacey confirmed that she did. S. Cutting asked how the town would track property designated for low- or moderate-income housing. S. Lacey replied that properties could be deed restricted for specific uses such as affordable housing. B. Olean noted that town-owned sites are not assessed for property taxes, which S. Lacey confirmed. The Committee expressed its support for the draft amendments. The Committee agreed to share the draft amendments with the Planning Board to keep the Board informed of the changes related to the Affordable Housing Committee.

**A motion was made by D. Stetson, seconded by P. Duval, to recommend that the Town Council adopt the draft amendments to Chapter 4.12 as presented, and to refer the amendments to the Planning Board for review. The motion passed unanimously (4-0).**

S. Lacey presented draft regulations for making recommendations to the Town Council on allocations and awards of funds and real property to the Committee. The regulations establish eligibility for cash awards, conditions applicable for the use of in lieu fees, the application and decision-making process, receipt of monetary awards, matters related to the use of property acquired for affordable housing production, and conveyance of property to nonprofit developers. The draft regulations stipulate that a minimum of 50 percent of low- or moderate-income housing must be proposed in order to obtain a monetary award. D. Stetson inquired if monetary awards could be used for rehabilitation of structure for affordable housing since programs such as CDBG are not currently administered. S. Lacey said that in lieu fees could assist on projects that create new affordable housing units. The Committee discussed the criteria used in recommending monetary awards, noting that competing projects follow the same criteria for awards. The Committee expressed its support for the draft regulations. S. Lacey noted that since the regulations are specific only to the Committee, the Town Council does not need to adopt them. S. Lacey suggested that the Committee vote to enact the regulations at its next meeting, after the amendments to Chapters 3.08 and 4.12 are enacted.

#### D. Adjournment

The next meeting of the Committee will be held in person on September 20, 2021 at 6:00 pm. B. Olean asked if an agenda item could be added for the next meeting regarding public education for affordable housing. D. Stetson asked if anyone knew of persons interested in joining the Committee and B. Olean requested placing an agenda item for the next meeting to discuss appointment of members. D. Stetson asked what kind of cookies should be brought to the next meeting. P. Duval offered to bring in the cookies.

**A motion was made by P. Duval, seconded by D. Stetson, to adjourn. The motion passed unanimously (4-0). The meeting adjourned at 7:20 p.m.**

Attested to by:



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Shaun Lacey, AICP  
Town Planner