



**Town of North Stonington
North Stonington Affordable Housing Committee**

Special Meeting, December 30, 2020 at 5:30pm

Via Zoom

Public will be able to attend the meeting by calling in through Zoom. Please call 1 646 558 8656, then enter Meeting ID: 883 6140 4399. Public will be able to listen to the meeting and will be able to comment during the meeting under Public Comment.

AGENDA

- 1. Call to order and Roll Call**
- 2. Public Comment**
- 4. Approval of Minutes:** November 25, 2020 meeting
- 5. New Business**
 - a. 2021-22 Budget
- 6. Old Business**
 - a. Housing Plan (Update from A. Kennedy)
- 7. Adjourn**

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TOWN OF NORTH STONINGTON
NORTH STONINGTON CT



**Town of North Stonington
North Stonington Affordable Housing Committee**

Special Meeting, November 25, 2020 at 6:00pm

Via Zoom

DRAFT MINUTES

1. **Call to order and Roll Call:** Chairman W. Mason called the meeting to order at 6:02 with the following members present: W. Mason, B. Rathbun, D. Hawke and P. Colgan. M. Leonard Arrived at 6:09.

Staff present: J. Hodge, PDZO

2. **Public Comment:** None
3. **Approval of Minutes:** The September 30, 2020 meeting minutes were accepted as written.
4. **New Business**

- a. **Discussion about Committee goals and direction:**

Committee members discussed the advisory role of the NSAHC and the inability to be housing developers ourselves. Ideas discussed included identifying parcels we felt would be suitable for housing and contacting the owner to see if there is interest and outlining the process and/or identifying roadblocks for a landowner with interest in developing affordable housing on a property. B. Rathbun suggested the Committee members be cautious about cold-calling landowners when the property is not for sale. Tiny houses on farms for farmworker housing was another suggestion. The lack of public utilities was identified as a barrier to developing affordable housing.

Goals will be developed during the development of the Housing Plan as well.

- b. **Discussion on possible Landowners to contact re: possible housing developments:**

Areas to consider included the "Milltown Commons" property and any undeveloped land along Rtes 2 and 184. Members discussed the possibility of adding a housing component to the solar project that was approved on the former subdivision site off Rte. 184. Essentially most felt it was better to locate affordable housing in or near the commercial zones rather than in rural areas of towns.

- c. **2021 Meeting Schedule:** Committee members discussed the need to meet every month. Consensus was to continue meeting 1xmonth on the last Wednesday of the month at 5:30pm.
 - d. **Election of Secretary and general membership discussion:**
Motion made and seconded (W. Mason/B. Rathbun) to nominate Denise Hawke for the secretary position vacated by P. Buehler. Motion Passed. No further nominations were made.
Motion made and seconded (W. Mason/B. Rathbun) to approve D. Hawke as Secretary. Motion Passed.
5. **Old Business**
- a. **Housing Plan Update:** Amanda Kennedy: J. Hodge stated that A. Kennedy was reviewing the draft she sent her and will provide comments and recommendations for the Committee to consider.
 - b. **Bylaw Revisions – Workshop?** This item was tabled.
6. **General Announcements:** None
7. **Adjourn :** Motion made and seconded (P. Colgan/B. Rathbun) to Adjourn at 7 :03pm

Respectfully submitted by Juliet Hodge, PDZO

In the absence of a recording secretary.

LAND USE - ALL DEPARTMENTS FY 2021-2022 PROPOSED BU BUDGET DETAIL

B34	LAND USE				
	Land Use Operating	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.00	Attorney	\$ 12,500.00	\$ 8,657.34	\$ 12,500.00	\$ 1,750.00
B34.01	Office Expense	\$ 4,675.00	\$ 1,737.81	\$ 4,675.00	\$ 381.52
B34.02	Advertising	\$ 4,400.00	\$ 2,461.10	\$ 4,400.00	\$ 248.25
Total	Expense	\$ 21,575.00	\$ 12,856.25	\$ 21,575.00	\$ 2,379.77

Detail

B34.00	Attorney				
B34.01	Office Expense	This line includes: \$125 Supplies (CC); \$500 (AH) and covers			
B34.02	Advertising				
B34.03	Planning and Zoning Commission	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.031	Salary – PDZO	\$ 74,909.00	\$ 75,115.40	\$ 76,407.18	\$ 25,734.18
B34.032	Wages - LU Admin Asst	\$ 42,962.00	\$ 40,008.11	\$ 46,525.24	\$ 15,017.91
B34.033	Travel Expenses	\$ 500.00	\$ 341.69	\$ 400.00	\$ -
B34.034	Contracted Consulting	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
B34.035	Membership Dues	\$ 300.00	\$ 300.00	\$ 300.00	\$ -
B34.036	Training/Seminars	\$ 1,000.00	\$ 794.00	\$ 500.00	\$ -
Total	Expense	\$ 122,171.00	\$ 116,559.20	\$ 126,632.42	\$ 40,752.09
	Revenue PZC	\$ 1,500.00	\$ 2,564.00	\$ 1,500.00	\$ 252.00
	Revenue ZEO	\$ 4,500.00	\$ 6,269.00	\$ 4,000.00	\$ 2,001.00

Detail

The salary is revised from the approved amount to reflect the 1.5% increase per union contract. APPROVED: \$2,704 max. wage after 1.5% increase.

B34.033	Travel Expenses	Remaining funds in the current budgeted amount for any travel in personal vehicle (La training)- Haven't used this due to COVID and all seminars/conferences being virtual			
B34.034	Contracted Consulting	Commission has not assigned a purpose for this amount.			
B34.035	Membership Dues	CAZEO & APA Dues - Haven't been paid yet			
B34.036	Training/Seminars	Proposed reduction as PDZO typically only has time to attend one major conference. N. in Middletown.			
B34.04	BUILDING DEPARTMENT	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.041	Wages –Building Official	\$ 45,500.00	\$ 22,864.00	\$ 36,400.00	\$ 10,560.00
B34.042	Stipend Admin. Asst.	\$ 2,500.00	\$ 2,438.47	\$ -	\$ -
	Misc./Operating Expense	\$ -		\$ 50.00	\$ -
B34.043	Membership Dues	\$ 135.00	\$ -	\$ -	\$ -
B34.044	Training	\$ 1.00	\$ 45.00	\$ 1.00	\$ -
B34.045	Travel Expenses	\$ 200.00	\$ 16.24	\$ 100.00	\$ -
Total	Expense	\$ 48,336.00	\$ 25,363.71	\$ 36,551.00	\$ 10,560.00

Total	Revenue	\$ 80,000.00	\$ 67,344.58	\$ 60,000.00	\$ 129,103.39
Detail					
B34.042	<i>Misc./Operating Expense</i>	<i>Placeholder for misc. equipment that is not considered "office supplies". Proposed \$1, amendments)</i>			
B34.043	<i>Membership Dues</i>	<i>ICC Membership covered by current B.O's full time employer</i>			
B34.044	<i>Training</i>	<i>Training covered by current B.O's full time employer- \$50 put back for unexpected expe</i>			
B34.045	<i>Travel Expenses</i>	<i>Fewer hours for current B.O. and no training lessens the liklihood that travel expenses</i>			
B34.05	WATER POLLUTION CONTROL AUTHORITY	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.051	<i>Water Testing</i>	\$ -	\$ -	\$ -	\$ -
B34.052	<i>Misc./Planning</i>	\$ 1,500.00	\$ -	\$ 500.00	\$ 185.00
Total	Expense	\$ 1,500.00	\$ -	\$ 500.00	\$ 185.00
	Revenue	\$ -	\$ -	\$ -	\$ -

Detail					
B34.051	<i>Water Testing</i>				
B34.052	<i>Misc./Planning</i>	<i>1994 Sewer Plan update (supposed to be completed in 2020)</i>			

B34.06	ZONING BOARD OF APPEALS	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.06	<i>Expenses - ZBA</i>	\$ 100.00	\$ -		
Total	Expense	\$ 100.00	\$ -	\$ 100.00	\$ -
	Revenue	\$ 400.00	\$ 302.00	\$ 200.00	\$ -

Detail					
B34.06	<i>Operating Expenses</i>	<i>This is for training for members i.e. Land Use Law Seminar</i>			

B34.07	IWWC	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.071	<i>Salary-Enforcement Officer</i>	\$ 7,606.00	\$ 7,606.20	\$ 7,758.12	\$ 2,586.04
B34.072	<i>Misc./Operating Expense</i>	\$ -		\$ 100.00	
Total	Expense	\$ 7,606.00	\$ 7,606.20	\$ 7,858.12	\$ 2,586.04
	Revenue	\$ 575.00	\$ 606.00	\$ 600.00	\$ -

Detail : Additional Duties added to position = additional salary + hours; Misc. Operating Line Item for training or equip.

B34.08	CONSERVATION COMMISSION	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.08	Operating Expense	\$ 1,600.00	\$ 1,572.08	\$ 2,075.00	\$ 2,025.17
B34.081	<i>Community Calendar</i>	\$ 1,200.00	\$ 936.04	\$ 1,200.00	\$ 1,012.35
B34.082	<i>Membership Dues</i>	\$ 200.00	\$ 165.00	\$ 175.00	
B34.083	<i>Conferences</i>	\$ 200.00	\$ 150.00	\$ 200.00	
B34.084	<i>Misc</i>	\$ -	\$ 321.04	\$ 500.00	\$ 1,012.82
Total	Expense	\$ 1,600.00	\$ 1,572.08	\$ 2,075.00	\$ 2,025.17
	Revenue	\$ 1,000.00	\$ 940.00	\$ 1,200.00	\$ 1,280.00

Detail
Misc: Tree Giveaway NoSto Fest \$100; Trail Signs \$400; DUES: CACIWC (\$100); CT Land Alliance (\$75) & Professio

B34.09	AFFORDABLE HOUSING	Approved 2019-2020	Actual 2019-2020	Approved 2020-2021	Actual 2020-2021
B34.09	<i>Operating Expense</i>	\$ 930.00	\$ 277.02	\$ 500.00	\$ -

	<i>Education & Outreach</i>	\$ 600.00	\$ 387.65		
	<i>Misc. Operating Expense</i>	\$ 330.00	\$ 277.02		\$ 4,500.00
Total	Expense	\$ 930.00	\$ 277.02	\$ 500.00	
	Revenue		\$ 250.00	\$ -	\$ 4,500.00

Detail

		Approved	Actual	Approved	Actual
	TOTAL EXPENSES	\$ 203,818.00	\$ 164,234.46	\$ 195,791.54	\$ 58,488.07
	TOTAL REVENUE	\$ 87,975.00	\$ 78,275.58	\$ 67,300.00	\$ 132,636.39

B34 LAND USE		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Approved 2020-2021
ALL DEPARTMENTS					
	TOTAL EXPENSES	\$ 181,012.31	\$ 190,160.23	\$ 164,234.46	\$ 195,791.54
	TOTAL REVENUE	\$ 61,556.00	\$ 65,261.64	\$ 78,275.58	\$ 67,300.00
	SURPLUS/DEFICIT	\$ (119,456.31)	\$ (124,898.59)	\$ (85,958.88)	\$ (128,491.54)

TOTAL OPERATING EXPENSES (NO SALARIES/WAGES)	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Approved 2020-2021
	\$ 24,703.20	\$ 27,177.68	\$ 16,202.28	\$ 28,701.00
TOTAL REVENUE	\$ 61,556.00	\$ 65,261.64	\$ 78,275.58	\$ 67,300.00
SURPLUS/DEFICIT	\$ 36,852.80	\$ 38,083.96	\$ 62,073.30	\$ 38,599.00

WAGES/ SALARIES - TOTAL	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Approved 2020-2021
	\$ 156,309.11	\$ 162,982.55	\$ 148,032.18	\$ 167,090.54

\$ 16,202.28 \$ (23,885.58)

DGET WORKSHEET AND

Proposed 2021-2022	\$ Change	% Change
\$ 10,000.00	\$ (2,500.00)	-20%
\$ 4,500.00	\$ (175.00)	-4%
\$ 4,400.00	\$ -	0%
\$ 18,900.00	\$ (2,675.00)	-12%

all other Land Use Commissions

Proposed 2021-2022	\$ Change	% Change
\$ 77,553.29	\$ 1,146.11	1.5%
\$ 47,182.56	\$ 657.32	1.4%
\$ 400.00	\$ -	0.0%
\$ 2,500.00	\$ -	0.0%
\$ 300.00	\$ -	0.0%
\$ 500.00	\$ -	0.0%
\$ 128,435.85	\$ 1,803.43	1.4%
\$ 2,500.00	\$ 1,000.00	66.67%
\$ 6,000.00	\$ 2,000.00	50.0%

Stipend (Union) for Admin Asst Added to base

w seminar in march anticipated and one more CAZEO

ext year will be SNEAPA and the Land Use Law Seminar

Proposed 2021-2022	\$ Change	% Change
\$ 32,000.00	\$ (4,400.00)	-12.1%
\$ -		0.0%
\$ 1,000.00	\$ 950.00	1900.0%
\$ 1.00	\$ 1.00	0.0%
\$ 50.00	\$ 49.00	4900.0%
\$ 50.00	\$ (50.00)	-50.0%
\$ 33,101.00	\$ (3,450.00)	-9.4%

\$ 75,000.00	\$ 15,000.00	25.0%
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000 is for the new code books for CT (ones that include all

nse
will be necessary.

Proposed 2021-2022	\$ Change	% Change
\$ -	\$ -	0.0%
\$ 5,000.00	\$ 4,500.00	900.0%
\$ 5,000.00	\$ 4,500.00	900.0%
\$ -	\$ -	

Proposed 2021-2022	\$ Change	% Change
\$ 1.00	\$ (99.00)	-99.0%
\$ 200.00	\$ -	0.0%

Proposed 2021-2022	\$ Change	% Change
\$ 12,000.00	\$ 4,241.88	55.8%
\$ -	\$ (100.00)	-100.0%
\$ 12,000.00	\$ 4,141.88	52.7%
\$ 600.00		0.0%

ment

Proposed 2021-2022	\$ Change	% Change
\$ 2,050.00	\$ (25.00)	-1.6%
\$ 1,200.00	\$ -	
\$ 275.00	\$ 100.00	
\$ 200.00	\$ -	
\$ 275.00	\$ (125.00)	
\$ 2,050.00	\$ (25.00)	-1.6%
\$ 1,100.00	\$ (100.00)	-10.0%

\$1K GRANT

onal Conference (\$200)

Proposed 2021-2022	\$ Change	% Change
\$ 500.00		0.0%

\$ 500.00		0.0%
Proposed		
\$ 199,987.85		
\$ 85,400.00		

\$4.5K GRANT

Actual 2020-2021	Proposed 2021-2022
\$ 58,488.07	\$ 199,986.85
\$ 132,636.39	\$ 85,400.00
\$ 74,148.32	\$ (114,586.85)

Actual 2020-2021	Proposed 2021-2022
\$ 4,589.94	\$ 31,251.00
\$ 132,636.39	\$ 85,400.00
\$ 128,046.45	\$ 54,149.00

Actual 2020-2021	Proposed 2021-2022

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