

Affordable Housing Committee (Ad Hoc)  
Wednesday, September 6, 2023 at 4:00 PM  
Town Campus, Room A

## MINUTES

### VIRTUAL MEETING INFORMATION

#### [Webinar Link](#)

Webinar ID: 856 6943 7745  
Passcode: 251457

### REGULAR MEETING

#### 1. Call to Order / Attendance

The regular meeting of the Madison Affordable Housing Committee-Ad Hoc was called to order at 4:07pm by Chairman Mark Edmiston in Room A at Madison Town Campus.

#### MEMBERS PRESENT

Chairman Mark Edmiston, Vice Chairman Francine Larson, Jane Zennario, Anthony Amplo, Eric Ratchman, and Bennett Pudlin (by phone).

#### MEMBERS ABSENT

Peter Meier

#### OTHERS PRESENT

Town Planner Erin Mannix; Asst Director of Beach, Recreation & Senior Services Heather Noblin; Social Services Coordinator Molly Fahey

#### 2. Public comments

There were no public comments.

#### 3. Approval of minutes [August 9, 2023](#)

Chairman Edmiston made a motion to approve the August 9, 2023 minutes as submitted; they were unanimously approved.

#### 4. Discussion: Affordable housing priorities for submission to Town for planning documents

Eric Ratchman circulated a Draft Statement for inclusion in the Town's Strategic Plan that he and Bennet Pudlin had written. After reading, discussing, and editing the Statement, the Committee unanimously voted to submit the Statement to the Planning & Zoning Commission and the Board of Selectman. Erin Mannix suggested that there

was overlap and, perhaps, the Statement was appropriate for the Plan of Conservation and Development as well as the Strategic Plan.

5. Update on Power Mapping progress

Molly Fahey reported that a meeting with the Kiwanis may be scheduled early in the next year.

6. Update from committee working groups

1. Jane Zennario reported on her meeting with Maria DeMarco from DeMarco Management. DeMarco Management is a full service commercial and residential property management company located in Hartford.

Their meeting covered discussions on the many issues of managing and financing of Affordable Housing projects to include: tax credits; grants and other fundings; managing the layered funding process; and the ongoing management of Affordable Housing. They had a lengthy and informative meeting which Ms. Zennario summarized in a handout she distributed to Committee members.

2. Francine Larson reported on work she and Mark Edmiston had discussed re the development of the Town website for the Affordable Housing Committee. Ms. Larson suggested a Frequently Asked Questions tab section on the website page for the public to access information about the topic. She circulated copies of some initial FAQs she had written and asked Committee members to read and, at the next meeting, provide feedback. Erin Mannix requested that the document be emailed to all.

7. Discuss charge of committee

The committee will review the existing charge and make any recommendations at the next meeting for changes.

8. Next steps

Francine Larson requested that two items be considered: (1) the Committee meet twice a month, such as the first and third Wednesday of the month, as opposed to the present schedule of a meeting every other Wednesday, and, (2) each Committee member be responsible for taking the minutes one month at a time, regardless of the number of meetings, instead of the present practice of taking minutes two meetings in a row, and if a meeting is cancelled, the member's responsibility moves to the next scheduled meeting.

It was decided to re-visit whether to change the meeting schedule at a November meeting to assure appropriate time to notify the Town for proper public notice.

It was decided that taking minutes would be a monthly responsibility regardless of the number of meetings held during said month.

**ADJOURNMENT**

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## **AGENDA**

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5. Update on Power Mapping progress
6. Update from committee working groups
7. Discuss charge of committee
8. Next steps

### **ADJOURNMENT**

The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting Debra Ferrante at 203.245.5644 or by email to [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.

# AD-HOC AFFORDABLE HOUSING COMMITTEE

Approved at Board of Selectmen September 26, 2022

## Mission

The primary goal of the 2022-2027 Madison Affordable Housing Plan is to facilitate and empower the increase in the number of affordable housing units in town. The ad-hoc Affordable Housing Committee is established to assist in the implementation of the Plan and continuation of work with municipal staff, commissions, and stakeholders on housing initiatives. The town recognizes the need for a diverse housing stock in order to have a healthy and economically diverse community.

## Duties

The Affordable Housing Committee is charged with implementing the Town's Affordable Housing Plan and making affordable housing a priority within our community. To carry out these responsibilities, the Committee shall:

- Serve in an advisory capacity to the Board of Selectmen, Planning & Zoning Commission, and other Boards and Commissions on issues related to affordable housing including implementation of and updates to the Madison Affordable Housing Plan.
- Provide for opportunities for community input to guide recommendations and priorities related to affordable housing in Madison
- Study sources of funding for affordable housing
- Create an inventory of suitable affordable housing sites in Madison
- Provide an annual report to the Board of Selectmen within 60 days of the end of the fiscal year

The Committee shall meet as needed to accomplish these duties.

## Membership

- The Committee shall consist of seven (7) members appointed by the Board of Selectmen and comply with State regulations of minority representation.
- **The Board of Selectmen will appoint the Chair of the Committee.**
- The term of appointment shall be two (2) years.
- Desirable membership characteristics include:
  - Commitment to expanding opportunities for affordable housing in Madison
  - Experience in real estate or property development
  - Experience in finance/accounting
  - Experience with advertising, marketing, or branding for public outreach
  - Experience in one of the following professions-architecture, landscape architecture, engineering, or community planning
  - Representative of the demographics of the community
- Liaisons to the Committee shall include the Town Planner, Asst. Director of Senior Services, a representative from Madison Youth & Family Services, and a representative from the Board of Selectmen & Board of Finance