

# Housing Plan Implementation Group

Minutes of the Special Meeting held on August 1, 2022

Held via ZOOM - meeting ID 86777713496

## Members

Y	Jessica Brackman	Y	Gordon M Ridgway
Y	Ella Clark	Y	Priscilla Pavel
Y	Maggie Cooley	N	Pam Weltzien
Y	Livia Corredor		
Y	Jill Cutler		
Y	Heather Dinneen		
Y	Ingrid Ellen		

## Others

Gini Block

# 1

### Community Housing Fund

- A sample ordinance to create a *Community Housing Fund* has been emailed to Town Counsel for review.
- If ready, adoption of the ordinance will be at the October Town Meeting.
- Salisbury has a pilot program in place, Jocelyn Ayer will research and report.
- Jocelyn Ayer will attend our next meeting on the 22nd or 29th.

# 2

### Housing Grant

Cornwall has been awarded a \$4,000 grant to help with implementation of the Housing Plan. Implementation will include educating the public via a public forum in Oct or Nov, the publication of documents and general promotion of the program.

# 3

### Housing Advocate

- A Job description has been created and shared with the group. A copy of said document is appended to these minutes.
- Jessica Brackman is prepared to "try this on".
- Title of the position will be "Cornwall Housing Coordinator".
- Once approved by this committee, the job description goes to the Board of Selectmen for approval and appointment of Jessica.

Motion

Jill Cutler Made a motion to approve the job description and recommend appointment of Jessica Brackman to the position.

Ingrid Ellen Seconded the motion.

Motion passed unanimously

# 4

### ARPA funds for housing

The Cornwall Housing Corporation has submitted a formal request for ARPA funding. The ARPA committee will review this request at their next meeting to be held at the end of August. The request is for \$100,000 and will be used for site development on four Parcel Program lots. Said request is appended to these minutes. Site improvements include but are not limited to driveways and wells. A copy of the request has been given to the Board of Selectmen. Discussion included the locations of the parcels and how the funding will make the four parcels viable for construction whereas currently at least two of the lots are inaccessible.

Motion

Jill Cutler Made a motion to support the request for ARPA funding made by the Cornwall Housing Corporation.

Ingrid Ellen Seconded the motion.

Motion passed unanimously

# 5

### P/Z accessory dwelling units

The Planning and Zoning Commission is actively working on expanding opportunities to keep up to date with the changing housing markets.

This activity includes reviewing and modifying the local zoning regulations and

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addressing the 2021 state law that bypasses local zoning regulations and legalizes accessory apartments on all single-family lots.

The law does provide for an opt-out and requires justification for the decision.

Opting out has multiple steps, takes months, and starts with the Zoning Board.

It is the current understanding that Cornwall will pursue the Opt-Out upon a recommendation that will be forthcoming from Planning and Zoning.

# 6
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## Public Comment

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Public comment included the following items

- a) Positive reinforcement for all the activity of this Committee.
- b) WC Septic project, and the benefit to any long range affordable housing plan.

Meeting adjourned at the conclusion of Public comment.

4:47 PM

*Barbara E. Kerbat, Clerk*

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Minutes remain "Draft" until accepted at the next regular scheduled meeting, please see subsequent meeting minutes for any corrections to these minutes.

## **CORNWALL HOUSING COORDINATOR**

### **Draft job description**

#### **POSITION OVERVIEW**

As proposed in Cornwall's Affordable Housing Plan, the Housing Coordinator will partner with the Social Services Director to support members of the Cornwall community seeking to obtain, maintain or provide affordable housing.

#### **AREAS OF FOCUS**

##### **Assess current and ongoing housing needs**

Conduct outreach and track data to determine housing needs within the community.

##### **Identify resources for financial assistance**

Compile a database of available funding sources and grant opportunities to help members of the community secure assistance in order to obtain housing or remain in their current homes.

##### **Provide financial coaching**

Offer assistance in establishing financial goals, creating and maintaining budgets, improving credit, etc.

##### **Determine current and ongoing availability of affordable housing**

Compile a list of existing affordable housing in Cornwall and conduct outreach to identify potential new units.

##### **Assist potential providers of affordable housing**

Support those in the community seeking to donate land, rent property, or create accessory dwelling units (ADU's).

##### **Establish a Neighbor Support program**

Develop a roster of members of the community able and willing to provide construction or other services to support renters of affordable housing or homeowners seeking to provide affordable rental accommodations.

##### **Coordinate efforts with related organizations and committees**

Collaborate and serve as a liaison with other affordable housing related entities, including the Cornwall Housing Corporation, town committees, regional agencies, local banks, etc.

Submitted by Jessica Brackman, 7/11/22

**CORNWALL HOUSING CORPORATION**  
**Post Office Box 174**  
**Cornwall, Connecticut 06753**

To the ARPA Committee  
Town of Cornwall  
Pine Street  
Cornwall, CT 06753

This is to request that the Committee consider granting \$100,000 of the funds available through ARPA to the Cornwall Housing Corporation to be used for site development on four Parcel Program lots.

We now have applicants interested in these parcels that have remained empty because of marked increases in construction costs and decreases in income, both due to the pandemic.

We would like to be able to contribute our usual help by paying for driveways and wells, but the costs for these have climbed in the same way. Getting the assistance from the federal monies will allow us to use our own funds to help in other ways with the provision of affordable housing opportunities.

Thank you for your consideration.

Sincerely,

Margaret Cooley, President  
Cornwall Housing Corporation

Ginni Block Rocco Botto Will Calhoun Hugh Cheney Margaret Cooley Bill Fairbairn  
Beth Frost Paul Prindle Kate Sandmeyer Ward Wayde Wolf