



**PRINCETON MUNICIPAL  
AFFORDABLE HOUSING BOARD  
June 13, 2023 MEETING  
MEETING MINUTES**

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The regular meeting of the Princeton Affordable Housing Board was called to order by Chair Kate Warren at 5:30 pm. She recited the announcement in compliance with the Open Public Meetings Act: *“In compliance with Chapter 231 of the Public Laws of 1975, adequate notice of this meeting has been provided as required by the Open Public Meetings Act. Notice was provided of the date, time and location of this regular meeting by posting a copy with the Clerk’s Office and by emailing copies to the Princeton Packet and the Town Topics.”* The agenda and all related documents and other materials were posted electronically on Princeton’s meeting portal and made available for download at least forty-eight hours prior to the Meeting.

**ROLL CALL**

Present: Maria Juega (Arrived Late 6:20 PM), Lance Liverman, Mary Agnes Procaccino, Colin Vonvorys, Kate Warren, Carol Golden (Alt. 1)  
Excused: Dosier Hammond, Councilman Leighton Newlin, Lex Kochmann (Alt. 2)  
Quorum: 6

Also present: Lewis Hurd (PAH), Ed Schmierer, Esq., Ed Truscelli, (PCHDC) and Claribel Santiago (PCHD)

**Public Comments –Susan Britt, Griggs Farm Resident**

Ms. Britt and her late husband purchased a 3-bedroom moderate income townhouse 34 years ago, as original owners. Ms. Britt has since retired and is currently looking to sell her unit to relocate. She shared with the Board that the reason for her appearance at the meeting is twofold: to learn about the process of selling her affordable unit, and to be of help to others who may not be aware of the process. It has been hard to get information. In April, Ms. Britt reached out to the Affordable Housing Department for information on selling her unit and found it difficult to get information. Ms. Britt also tried reaching Mr. Schmierer in May and still has not received a response. Mr. Hurd has since been in communication with her and her children; he needed some time to get answers for her since he was new to the department. Mr. Schmierer introduced himself and apologized for not getting back to her sooner; he had a family medical emergency and has been out of the office for two-and-a-half weeks. Mr. Schmierer explained the selling process and requirements for privately owned Affordable Housing units. Ms. Britt has a potential buyer and will reach out to Mr. Hurd and have the interested buyer get qualified to purchase her unit.

Attorney Schmierer stated that he would work with Mr. Hurd to put together a tutorial that can be shared with affordable homeowners, as well as being posted on the Affordable Housing website. Chair Warren opined that she believes such a document exists.

**Approval of Minutes –May 9, 2023 – Tabled**

**Status Reports from CGP, PCH and PAH**

*PCH Development Corporation* – Ed Truscelli and Claribel Santiago

Mr. Truscelli stated that they edited their report and explained the revisions. Ms. Santiago provided the monthly report for May. PCH is currently working on updating their waiting list; the list should be updated for next month’s meeting. There was discussion on the how the Administrative Agents (AA) separate Region 4 preference applications. Mr. Hurd has been working to identify all the affordable units and respective AAs.

PCHDC is the AA for the 45 Spring Street affordable unit. The landlord is Robbie Nelson. PCHDC has approached Ms. Nelson asking that she consider lowering the credit score requirement but has been unsuccessful. There were 21 applications denied due to credit score.

Chair Warren requested that Attorney Schimerer reach out to Ms. Nelson to discuss the 750 credit score requirement for the affordable unit at Spring Street. Attorney Schimerer suggested the Board gather the affordable housing credit score requirements from other AAs so that the information can be passed on to Ms. Nelson. The 750 credit score is an obstacle for households seeking an affordable unit. Chair Warren shared that it appears discriminatory and unreasonable. Mr. Schmierer will draft letter to Ms. Nelson.

Mr. Truscelli shared that there is a Bill in the Assembly which will effectively do away with using credit scores and would require individualized assessments to determine eligibility. Ms. Golden is scheduled to go to Legislative Day on Thursday. PCH is already doing individualized assessments, but if the Bill passes, they will need to do more detailed assessments on all applicants, which is time consuming.

Ms. Santiago continued with her report.

*Community Grant & Planning (CGP) – Kate Warren*

Chair Warren received the CGP report and sent the report to the Board Members prior to the meeting for review. Thanet Circle has been added to the Avalon Bay report; Chair Warren provided the update.

*Princeton Affordable Housing – Lewis Hurd*

Mr. Hurd reported that he finalized the Affirmative Action plan and is now waiting for approval.

Mr. Hurd reported that the Community Development Block Grant (CDBG) recipient agreement for the Pannell Project has been signed and delivered.

Mr. Hurd reported that the CDBG public hearing for next year's funding meeting will be held by Zoom on June 13, 2023.

Mr. Hurd has a preliminary candidate for the Project Manager for the Home Improvement Program.

Mr. Hurd reported on the housing sales:

- 425 Brick House Road was sold on May 26, 2023
- 68 David Brearly Court sales contract should be signed shortly
- 92 Clay Street has an interested buyer

*Informational Workshop*

Mr. Hurd reported that he is working with Chair Warren and Vice Chair Hammond on an informational affordable housing workshop to be held July. Chair Warren stated that this workshop will include the requirements for applying for Affordable Housing, as well as the application process, and will address financial literacy and ways to improve one's credit score. An AA staff member will talk about the application process. Human Services will assist. Given the amount of time needed to organize and advertise the event, Chair Warren recommended that the workshop be tabled to the fall in order to allow the time necessary to organize a meaningful workshop.

Ms. Golden asked if there was an update on the tenant workshop spearheaded by Ms. Juega. Ms. Golden reported that she, Mr. Hammond and Mr. Hurd attended the event. The event was mostly in Spanish, making it difficult to follow. Mr. Hurd shared that Ms. Juega assisted about four people to

complete applications. Following the meeting, based upon information shared with them, tenants reached out to landlords and basically told landlords what they can/cannot do. Landlords were angry by the communications they received from tenants regarding the eviction notices that had been sent.

#### *Community Development Block Grant (CDBG)*

Mr. Hurd reported that he is working with the consultant to put together a process for marketing and applying for CDBG funding.

#### *Number of Affordable Housing Units in Princeton*

Mr. Hurd met with Derek Bridger, Zoning Officer and Justin Lesko, Planning Director to create a municipal Affordable Housing inventory. As part of the Fair Share Housing Settlement, Princeton is required to provide a housing report to the Court and Fair Share Housing by July 1st each year. The report has to be done in the format provided by Fair Share Housing.

Mr. Hurd reported that he is still working on updating the contractor list. The Princeton Housing Authority's (PHA) second RFP went out for the development project; proposals are due by July 5<sup>th</sup>. Hopefully the Pannell and Redding Circle projects can get underway once the current RFP round is complete. Mr. Hurd explained the Home Improvement Loan application process. A third party has to inspect and provide a cost estimate for the work needed. Once that is done, a cost range would be established and request for bids to have work completed would be issued. Mr. Hurd explained the role of the consultant contractor and the bidding process for a job.

Mr. Hurd reported that David Agnew, from DCDA Design Services, will be our Project Manager for the Home Loan Program; he described his role in inspecting the work needed to be done. Mr. Agnew will let the homeowner know what qualifying work is eligible under the municipal program. Mr. Agnew's fee is \$75 per hour, not to exceed \$7,000 in a year. Mr. Agnew is familiar with what is allowed under the Home Improvement Program. Mr. Schmierer spoke with the municipal CFO regarding this matter; the Board can vote to approve the contract and the recommendation can be made to Council to fund the contract.

The motion to approve the DECA Design contract to serve as the Project Manager for the Home Loan Program at \$75/hour not to exceed \$7,000 for the year was first moved by Chair Warren, seconded by Ms. Procaccino. All in favor by voice vote.

#### **Chair/Vice-Chair Status Reports**

No report.

#### **Legal – Attorney Schmierer**

Attorney Schmierer reported that an interested buyer for the unit at 121 Hamilton Avenue submitted documents to Mr. Hurd to be qualified. Mr. Hurd and Mr. Schmierer reviewed the submission. It was determined that the applicant does not qualify to purchase due to the amount of his assets under the UHAC guidelines. Mr. Hurd notified the applicant of the denial. He has filed an appeal with the Affordable Housing Board. The Board will offer him the opportunity to present his appeal at the next meeting. Mr. Schmierer or Mr. Hurd will explain to him the reason for the denial. Mr. Schmierer will provide a summary of assets for the Board prior to the July meeting to review in order to render a decision following the appeal. The unit he is interested in is a moderate income unit under a private sale.



The applicant's employment income meets the income threshold; however, his assets are beyond the UHAC guidelines.

*Vandeventer Avenue*

Mr. Schmierer reported that there is a condominium property owner considering selling one of his rental moderate income units. The owner has determined how we would set the sales price for this unit. The sale unit will be deed restricted. Mr. Schmierer has been working with the owner to determine the correct sales amount.

**ADJOURNMENT**

The motion to adjourn the meeting at 6:45 pm was first moved by Mr. Vonvorys, seconded by Mr. Liverman. All in favor by voice vote.

Respectfully submitted by:

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*Julie M. Moy*  
Recording Secretary

APPROVED