

Affordable Housing Exploratory Committee Charge

The charge of the Affordable Housing Exploratory Committee is to provide the Board of Selectmen with information and recommendations for action regarding Affordable Housing in Old Lyme

At a minimum this will include:

- Provide a current inventory of housing designated as Affordable in Old Lyme
- Provide a list of available land sites
- Identify the threshold required of Old Lyme to meet the state mandate
- Research CT State Statute 8-30g to develop a deeper and more clear understanding on:
 1. the impact of 8-30g on the Old Lyme zoning review and approval process, and congruity with the Plan of Conservation and Development.
 2. the methodology for determining the percentage of housing units classified as “affordable” under 8-30g.
 3. requirements for and the procedural path to a moratorium grant by the state.
 4. any proposed or pending changes to the legislation
 5. clarify what is meant by Public Health & safety
- Survey the approaches taken by other CT towns to engage affordable housing development under 8-30g, and their experiences.
- Identify best practices, and compile informative case studies relevant to Old Lyme.
- Prepare a report including findings, strategies and recommendations for the Board of Selectmen.
- Work on a limited timeline of 6 months to 1 year
- Other necessary tasks as needed

The Committee will be comprised of 7 members, appointed for the duration of the committee. Once a recommendation is made to the Board of Selectmen, their charge will be considered completed, and the committee terminated, unless the Board of Selectmen determines continuation is necessary.

The Committee must meet the same FOI requirements as Boards and Commissions with respect to the posting of agendas and minutes for Regular & Special Meetings. Arrangements for Town Hall access and use of meeting space can be made through the Selectman’s Office.

A Committee Meeting schedule should be submitted to the Town Clerk (TownClerk@oldlyme-ct.gov) and Selectman’s Office (michelehayes@oldlyme-ct.gov) as soon as it is set. Committee meetings will be open to the public.

It is the Town’s policy to post Committee agendas and minutes on its website under Current Projects.

All Meeting Agendas must be submitted to the Town Clerk for posting (Minutes@oldlyme-ct.gov) *at least 24 hours* in advance of each meeting.

A Record of Committee Votes must be submitted to the Town Clerk (Minutes@oldlyme-ct.gov) within 48 hours of the Meeting unless the Minutes are filed by then. Minutes must then be submitted within 7 calendar days after the meeting.

The committee should provide regular updates to the Board of Selectmen and must submit all proposed RFQ, RFP and Legal Notice documents to the Board of Selectmen for approval.

All approved RFQs, RFPs, and Legal Notices will be administered through the Selectman's Office.

Committee documents must be accessible to the public and available in the Town Hall.

Each appointee to the Committee will be asked to sign a statement indicating both your willingness to participate as a member of the Committee, and your acknowledgment that as a committee member, you will abide by the Code of Ethics. The Code of Ethics is available in the Town Clerk's office and on the Town Clerk's page on the Town website (www.oldlyme-ct.gov).