



**TOWN OF EAST HAMPTON**  
OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT  
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**Community Housing Advisory Board (CHAB)**

September 20, 2023  
5:00 PM – 6:30 PM

Baker House (Office of Land Acquisition) 147 Pantigo Road, East Hampton

**In Attendance:**

Andrew Garvey - Chairman  
Alice Houseknecht – Board Member  
Patricia Wadzinski – Board Member  
Adam Miller – Board Member  
Ray Harden – Board Member  
Johanna Blancas -Board Member  
Sarah Minardi – Board Member

Kathee Burke-Gonzalez – Deputy Town Supervisor  
Joanne Pilgrim – Chief of Staff  
David Lys- Town Board  
Eric Schantz – Director of Housing  
Rebecca Hansen-Town Budget Officer  
John Jilnicki (via Zoom) – Senior Assistant Town Attorney  
Danielle Perodin – Principal Office Assistant

**Absent:**

Jeremy Samuelson- Planning Director

**Minutes**

**Call to Order:**

Meeting called to order by Chairman Garvey at 5:00 PM

**Prior Minutes:**

Prior minutes from were approved at 5:05

**Open Session Comments:**

The Chairman gave a brief recap of the last meeting beginning at 5:06 PM.

Eric Schantz of Housing and Community Development and Rebecca Hansen gave an overview of the budgeting process for establishing a 2024 budget for the Community Housing Fund. The Committee had general discussions around the permitted uses of the Community Housing Fund and how to categorize them. The Committee then discussed and formed a consensus on what categories of permitted uses of the Fund should be prioritized in the coming year by the Town Board.

It was the consensus of the Committee that the creation of new rental units should be the priority use of the Fund in the inaugural year. The Committee also had a consensus that the most efficient and expeditious way to achieve this end would be through public/private partnership, with private organizations taking the lead in financing, constructing, and maintaining rental affordable housing units being preferred due to their experience and specialization in the field. The Committee also formed a consensus that future rental housing developments should have a diversity of units, in terms of the number of bedrooms and sizes, in order to provide options for households of varying sizes.

The Committee also formed a consensus that the purchase/preservation of existing rental units for conversion to community affordable housing should also be a high priority usage of the Fund. Under this scenario, the Committee also favored public/private partnership with a private organization taking the lead in financing, conversion/rehabilitation and/or maintaining such facilities.

The Committee discussed the process of evaluating/grading potential projects and reviewed a draft grading sheet. The Committee agreed, upon the Chair's suggestion, to review this document and be ready to discuss at the next meeting.

**Next Meeting:**

The next meeting was set for **Wednesday, October 4<sup>th</sup> at 5:00 PM.**

**Adjourn:**

Motion to adjourn the meeting was made at 6:30 PM. Passed and carried.

Respectfully submitted.

Eric Schantz