



# TOWN OF EAST HAMPTON

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

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## Community Housing Advisory Board (CHAB)

October 4, 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  
Ray Harden – Board Member  
Sarah Minardi – Board Member

Kathee Burke-Gonzalez – Deputy Town Supervisor  
Joanne Pilgrim – Chief of Staff  
David Lys- Town Board (via phone)  
Eric Schantz – Director of Housing  
Jeremy Samuelson- Planning Director  
Daniel Gross- Planner  
John Jilnicki – Senior Assistant Town Attorney  
Danielle Perodin – Principal Office Assistant

### **Absent:**

Rebecca Hansen-Town Budget Officer  
Adam Miller – Board Member  
Johanna Blancas -Board Member

### **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:**

No members of the public attended.

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

The Roles and Responsibilities were reviewed, discussed and was adopted. The Committee discussed term limits and conflicts of interest procedures. The Town Attorney will write up a conflict-of-interest certification policy.

The Committee reviewed, discussed, and edited the grading sheet/ criteria form.

Chairman Garvey & Eric Schantz will further discuss and update the grading sheet/criteria form.

**Next Meeting:**

The next meeting was set for **Wednesday, November 8<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