



**Town of Medway**  
**Affordable Housing Trust Fund**  
**&**  
**Affordable Housing Committee**

Thursday, December 1, 2021 at 7:00 p.m.

VIA Zoom

Zoom Meeting Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's Orders imposing strict limitations on the number of people that may gather in one place, no in-person attendance of members of the public was permitted at this meeting. Information for participating via Zoom was posted at the end of the meeting's Agenda on the town website. All persons participated remotely in the meeting via Zoom.

	Present	Absent		Present	Absent
<b><u>Trust Members:</u></b>					
Ann Sherry, Chair	X				
Judi LaPan	X		Glenn Trindade		X
Jack Wolfe	X		John Parlee	X	

	Present	Absent		Present	Absent
<b><u>Committee Members:</u></b>					
Judi LaPan	X		Jackie Johnson	X	
Jack Wolfe	X		John Parlee	X	

**Also Present:**

Douglas Havens, Community Housing Coordinator  
Amy Sutherland, Recording Clerk

The meeting of the Affordable Housing Trust and Committee was opened at 7:00 pm by zoom.

A roll call of those in attendance was taken.

**Trust Roll Call:**

**Ann Sherry**     aye  
**Jack Wolfe**     aye  
**John Parlee**     aye  
**Judi LaPan**     aye

**Committee Roll Call:**

**Jackie Johnson**     aye

**Jack Wolfe**      aye  
**John Parlee**     aye  
**Judi LaPan**     aye

### **MEDWAY HOUSING PRODUCTION PLAN:**

The Board is in receipt of the draft Medway Housing Production Plan. There was discussion that there was a lot of redundancy in the document. There also needs to be proof reading of the document. The Trust/Committee were recommended to send comments/suggestions to the Consultant.

The document was reviewed and the following discussed:

- Under Introduction (4<sup>th</sup> paragraph) about local needs. It was suggested this be removed.
- Under page 11 in the demographic section, it was suggested to add more language about the change in the Medway Demographics. This information should also be included in the statement section on page 45. The Town of Medway is far from the norm in the nation.
- Under page 14 (#2, #4, and #5) The Trust/Committee do not want to be the driving force behind creating the local initiatives but will support the town in this effort.
- Under page 14 (#17) the Trust/Committee do not want to commit to being in a collaboration with various entities which would commit the town to regional housing situations. The wording in this section is too strong and should be revised.
- Under page 15 (#10) – There needs to be reworking of the wording in the section regarding the allocation of funds. The Trust/Committee does not want to be held accountable for everything in the document.
- Page 15 (#21) The Trust/Committee did not want to be responsible for performing annual review of goals and strategies and being held responsible for making sure are all met.
- Include language that both entities support affordable initiatives with an increase allocation of CPC funds.

The Trust/Committee next discussed the summary of HPP Strategies.

The following was recommended:

- The goal is to keep the affordable housing above 10%.
- Keeping a variety of housing options.
- There needs to be language added that the Trust/Committee support residents staying in the Town of Medway.
- Page 19 had language about transit station. This section needs to be clarified since it is not applicable to the town.
- Page 19 and the section on ensuring compliance with the Housing Choice Legislation needs further clarity since it is written from an instructive standpoint.

- The Trust/Committee would like the Consultant to go back and review the phrasing since a majority of what was written seems to relate to Zoning and Planning and not the Trust/Committee.
- There was a suggestion to have the Consultant further refine the action entities of the Trust/Committee.
- A suggestion was made to have an opening paragraph about the town's plan and the roles each entity has within this.
- This document needs to be a town wide document and the Board of Selectmen need to commit themselves to the document. The Committee/Trust should have separate action plans.

The Trust/Committee would like the Chair and Doug to have a telephone conversation with the consultant about some of the concerns about the wording within the document. There was a suggestion to postpone the presentation if needed to rework some of the language within the document.

### **APPROVAL OF MINUTES:**

**October 28, 2021:**

#### **Trust:**

**On a motion made by Jack Wolfe, seconded by John Parlee, the Trust voted by roll call to approve the minutes from October 28, 2021 with revisions.**

#### **Roll Call:**

<b>Ann Sherry</b>	<b>aye</b>
<b>Jack Wolfe</b>	<b>aye</b>
<b>John Parlee</b>	<b>aye</b>
<b>Judi LaPan</b>	<b>aye</b>

#### **Committee:**

**On a motion made by Judi LaPan, seconded by Jackie Johnson, the Committee voted by roll call to approve the minutes from October 28, 2021 with revisions.**

#### **Roll Call:**

<b>Jack Wolfe</b>	<b>aye</b>
<b>John Parlee</b>	<b>aye</b>
<b>Judi LaPan</b>	<b>aye</b>
<b>Jackie Johnson</b>	<b>aye</b>

### **Glenn Brook Way I, II:**

Glenn Brook Way I, II is moving along slowly. There was an issue with one of the buildings being damaged which did not allow for the occupancy. There was a request that the town provide the requested payment in the amount of \$100,000.00.

### **Millstone Village:**

The status of Millstone Village has remained unchanged.

### **Master Plan Update:**

The Master Plan work is continuing. They are on phase three of the work which includes developing goals.

### **FINANCES:**

The Trust is in receipt of the following invoices from JM Goldson LLC:

- Invoice #350 \$2,370.00 - Jen Goldson LLC
- Invoice #357 \$2,500.00 - Jen Goldson LLC

There was discussion about the later invoice being out of phase with the benchmarks in the proposal/contract which sets adoption of the as the precipitating factor for payment.

**On a motion made by Jack Wolfe, seconded by John Parlee, the Trust voted by Roll Call to approve the first invoice for Jen Goldson in the amount of \$2,370.00 dated 11.29.**

### **Roll Call:**

Ann Sherry	aye
Jack Wolfe	aye
John Parlee	aye
Judi LaPan	aye

### **Next Meeting:**

- January 5, 2021

### **ADJOURN:**

**On a motion made by John Parlee, seconded by Jack Wolfe, the Trust voted by Roll Call to adjourn the meeting.**

### **Roll Call:**

Ann Sherry	aye
Jack Wolfe	aye
John Parlee	aye
Judi LaPan	aye

**On a motion made by Jackie Johnson, seconded by John Parlee, the Committee voted by Roll Call to adjourn the meeting.**

### **Roll Call:**

Jackie Johnson	aye
Jack Wolfe	aye

**John Parlee      aye**  
**Judi LaPan      aye**

The meeting adjourned at 9:00 pm.

Respectfully Submitted,

Amy Sutherland  
Recording Secretary