



## Town of Medway

### Affordable Housing Trust Fund

Wednesday, January 6, 2021 at 7:00 p.m.

#### 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 ZBA 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	
<b><u>Committee Members</u></b>					
Judi LaPan	X		John Parlee	X	
Jack Wolfe	X		Alison Slack		X

#### **Also Present:**

Douglas Havens, Community Housing Coordinator  
Amy Sutherland, Recording Clerk

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

#### **Approval of Minutes:**

##### **December 2, 2020:**

##### **Affordable Housing Trust:**

On a motion made by Judi LaPan and seconded by Jack Wolfe, the Trust voted by roll call to approve the minutes from December 2, 2020 as amended.

#### **Roll Call Vote:**

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

#### **Affordable Housing Committee:**

**On a motion made by Judi LaPan and seconded by John Parlee, the Committee voted by roll call to approve the minutes from December 2, 2020 as amended.**

**Roll Call Vote:**

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

**Glen Brook Way:**

The Trust/Committee were informed that the project at Glen Brook Way is progressing. The letters of support have been forwarded for recommendation of Phase 2 funding. The deadline for the submission is January 7, 2021.

**Timbercrest**

Timbercrest has received final approval for extension. This project should be starting within the next two years. The units which will be built will allow the town to be in safe harbor. The Trust/Committee would like Doug to provide numbers relative to the safe harbor and how the units at Timbercrest will add to our affordable housing numbers.

**6 Cutler Street RFP:**

The Trust/Committee are in receipt of a Request for Proposal for 6 Cutler Street. The Trust/Committee were informed that the deadline will be Thursday February 18, 2021. There was discussion about the last bullet under #4 about the “buyer agrees to place a commemorative plaque on the premises with respect to the historic nature of the property”. There was a suggestion to reach out to Barbara Saint Andre about the language of this in relation to premises. There was discussion about the minimum price which was noted as \$320,000.00. This was taken from the appraisal of the building. There was a recommendation of \$250,000.00 as a minimum bid. A further suggestion was made to increase the minimum to \$285,000.00. There was language that indicates that the Medway Affordable Trust reserves the right to reject any and all proposals in the best interest of the Trust. This allows Doug, Barbara and Ann to review. The Trust would also like Doug to check with Barbara about the language “to waive any informalities of a non-substantive nature.”. The numbering within the document will be corrected.

**On a motion made by Judi LaPan and seconded by Jack Wolfe, the Trust voted by roll call to approve and amend the language for the RFP as discussed and allow the Chairman of the Trust and Doug to make any revisions if needed.**

**Roll Call Vote:**

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

### **Kingson Lane Unit 5-3:**

The Trust/Committee were informed that there is no new information relative to 5-3 Kingson Lane. The property has not been vacated.

### **Affordable Housing Committee Member:**

Trust Member Jack Wolfe has also been appointed as a member of the Affordable Housing Committee. He has taken his oath and has been sworn in.

### **Role in promotion of Diversity:**

The Trust and Committee voted at a previous meeting to approve the diversity statement as provided. The Committee is also in support of the mission statement. This statement was forwarded to the Town Administrator. There will be a committee formed with the charge to see how to accomplish the mission. Trust member Trindade will be working on forming this committee.

### **FINANCES:**

There was discussion about the amount of funds which should be approved to advertise the 6 Cutler RFP. It was recommended that there be an allotment of up to \$500.00. This will also be placed on as many social media outlets as possible.

**On a motion made by John Parlee and seconded by Judi LaPan, the Trust voted by roll call to approve the allocation of up to \$500.00 for the advertising of 6 Cutler Street.**

### **Roll Call Vote:**

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

### **Future Meeting:**

- The future meeting date will be Wednesday, February 3, 2021.

**On a motion made by Judi LaPan, seconded by John Parlee, the Affordable Housing Trust voted by roll call vote to adjourn the meeting at 7:45 p.m.**

### **Affordable Housing Trust:**

#### **Roll Call Vote:**

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

**Affordable Housing Committee:**

**Roll Call Vote:**

**Judi LaPan    aye**

**Jack Wolfe    aye**

**John Parlee    aye**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Doug Havens  
Housing Coordinator