



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

Wednesday, February 1, 2023 at 7:00 p.m.
VIA Zoom

Zoom Meeting Participation

Pursuant to the provisions of Chapter 107 of the Acts of 2022, an act which extends certain COVID-19 measures adopted during the State of Emergency, and under which public bodies retain the option of holding open meetings and hearings remotely, and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021 meeting, Affordable Housing Committee and Affordable Housing Trust members participated remotely for this meeting. Access via Zoom was provided for public participation. All persons participated remotely in the meeting via Zoom.

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

Also Present:

Douglas Havens, Community Housing Coordinator

Barbara J. Saint Andre, Director, Community and Economic Development (left the meeting at 7:25 p.m.)

The Trust and Committee opened the meeting by roll call vote:

On a motion made by Judi LaPan, seconded by Jack Wolfe, the Trust opened the meeting by roll call vote.

Roll Call Vote:

| | |
|--------------------|------------|
| Ann Sherry | Aye |
| Jack Wolfe | Aye |
| Judi LaPan | Aye |
| John Parlee | Aye |

On a motion made by Judi LaPan, seconded by John Parlee, the Committee opened the meeting by roll call vote.

Roll Call Vote:

| | |
|--------------------|------------|
| Jack Wolfe | Aye |
| Judi LaPan | Aye |
| John Parlee | Aye |

Affordable Housing Prospective Member:

Resident Alexandra Jacobson was present via zoom. Ms. Jacobson is interested in the committee member position for the Affordable Housing. The Trust and Committee were in receipt of her resume. Ms. Jacobson explained that she works at Informa Financial Intelligence. In this position there are analytics performed on the mortgage industry. The Committee members asked questions of Ms. Jacobson and feel she has the background and experience to serve on the committee. The recommendation for appointment will take place at the Select Board meeting to be held on February 21, 2023. It was recommended that Alexandra be present at that meeting. Committee Chair LaPan will send an email in support of this appointment.

MINUTES: January 4, 2023:

Trust:

On a motion made by Jack Wolfe, seconded by John Parlee, the Trust approved the minutes from January 4, 2023 as revised.

Roll Call Vote:

| | |
|--------------------|------------|
| Ann Sherry | Aye |
| Jack Wolfe | Aye |
| Judi LaPan | Aye |
| John Parlee | Aye |

Committee:

On a motion made by John Parlee, seconded by Jack Wolfe, the Committee approved the minutes from January 4, 2023 as revised.

Roll Call Vote:

| | |
|--------------------|------------|
| Jack Wolfe | Aye |
| Judi LaPan | Aye |
| John Parlee | Aye |

Glenbrook Way:

There is no new information to report regarding Glenbrook Way.

7 Williamsburg Condominiums:

The Trust/Committee was informed that there is a purchase and sale on this property, which was signed, and this will be closing soon.

Woodside/Kingson Lane- Unit 7-5: Resale Status

The Trust/Committee were informed that there continues work on seeking quotes to the repairs. There are some legal things which need to be worked out. This is ongoing.

Invoices:

There were no invoices to approve.

Finances:

CPC – Request for Funding:

The Trust/Committee were in receipt of the most recent financial statement. The current available funds are \$426,515.94, the majority of these funds are for acquisition or retainage of affordable housing units. The sheets provided showed a breakdown of the revenues and expenses. There was discussion about the insurance which should be budgeted to cover the public official director insurance for Affordable Housing Trust members. The legal line item recommended is \$5,000.00 since this will cover expenses related to maintaining existing Affordable Housing Units and Glenbrook II projects. The total FY24 recommended budget to CPC is \$19,500.00.

On a motion made by Jack Wolfe, seconded by John Parlee, the Trust voted by roll call vote to recommend for CPC the Affordable Housing Trust FY24 budget amount of \$19,500.00 with the understanding that the quotes for the insurance number may revise this amount.

Roll Call Vote:

| | |
|--------------------|------------|
| Jack Wolfe | Aye |
| Judi LaPan | Aye |
| John Parlee | Aye |

The Trust/Committee members were made aware that the Community Housing Director Doug Havens will be stepping away from this position and the position will be advertised.

NEXT MEETING: March 1, 2023

ADJOURN:

Trust:

On a motion made by Jack Wolfe, seconded by Judi LaPan, the Trust voted by roll call vote to adjourn the meeting.

Roll Call Vote:

| | |
|--------------------|------------|
| Jack Wolfe | Aye |
| Judi LaPan | Aye |
| Ann Sherry | Aye |
| John Parlee | Aye |

Committee:

On a motion made by Jack Wolfe, seconded by Judi LaPan, the Committee voted by roll call vote to adjourn the meeting.

Roll Call Vote:

| | |
|--------------------|------------|
| Jack Wolfe | Aye |
| Judi LaPan | Aye |
| John Parlee | Aye |

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Edited by
Barbara J. Saint Andre,
Director, Community and Economic Development