



Town of Medway

Affordable Housing Trust Fund

Wednesday, March 3, 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
<u>Trust Members:</u>					
Ann Sherry, Chair	X				
Judi LaPan	X		Glenn Trindade	X	
Jack Wolfe	X		John Parlee	X	
<u>Committee Members</u>					
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 Trust was opened the meeting at 7:00 pm. The Affordable Housing Committee opened their meeting at 7:10 pm.

Approval of Minutes:

February 3, 2021:

Affordable Housing Trust:

On a motion made by Glenn Trindade and seconded by Jack Wolfe, the Trust voted by roll call to approve the minutes from February 3, 2021.

Roll Call Vote:

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

Affordable Housing Committee:

On a motion made by Jack Wolfe and seconded by John Parlee, the Committee voted by roll call to approve the minutes from February 3, 2021.

Roll Call Vote:

Judi LaPan aye
Jack Wolfe aye
John Parlee aye

6 Cutler Street RFP:

The Trust is in receipt of three responses to its Request for Proposal for 6 Cutler Street. The following were the submitted bids:

- Broken Tree, LLC - \$350,600.00
- McDonough Building, Inc - \$260,00.00 with conditions
- Paul Zonglino \$350,00.00 with conditions.

The Trust discussed that the RFP stipulated the building was to be sold “as is” to the highest bidder.

On a motion made by Glenn Trindade, seconded by Jack Wolfe, the Affordable Housing Trust voted by roll call vote to award the proposal for 6 Cutler Street to Broken Tree LLC, the qualified and responsible proposed that meets all requirements of the RFP, and that offered the highest amount of \$350,600.

Affordable Housing Trust:

Roll Call Vote:

Ann Sherry aye
Glenn Trindade aye
Jack Wolfe aye
John Parlee aye

Doug and Town Counsel representing the Trust will work with Anthony Varrichione of Broken Tree LLC to draw up a purchase and sale agreement.

6 Balsam Way- Local Action Unit Application:

The Local Action Unit application for 6 Balsam Way (off Evergreen Street) will be placed on the agenda for next month. It will house one affordable unit.

Glen Brook Way:

The Trust/Committee were informed that the project at Glen Brook Way is progressing. This should be finished by the middle of September. There is currently a list of about 150 subscribers to the town information service who will be kept informed of application availability. Doug will

reach out to the various entities to spread the information. It was suggested that there be a reach out to Sandy Johnson. The information could be provided on the Town of Medway Facebook page and the Friends of Medway page.

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 and in any event subject to moratorium on evictions.

Conflict of Interest Training:

The Trust/Committee members were informed that they must take the Conflict of Interest training. The certificate of completion will need to be provided to the Allison Potter, Assistant Town Manager.

Affordable Housing Committee Member:

The Committee/Trust were informed that they had an interested resident Jacqueline (Jackie) Johnson who was interested in serving on the Committee. She explained that she has lived in the Town of Medway for 14 years and had a relative who lived in affordable housing.

On a motion made by Ann Sherry and seconded by Glenn Trindade the Trust voted by roll call to support the appointment of Jackie Johnson to the Affordable Housing Committee.

Roll Call Vote:

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

On a motion made by John Parlee and seconded by Jack Wolfe the Committee voted by roll call to support the appointment of Jacqueline (Jackie) Johnson to the Affordable Housing Committee.

Roll Call Vote:

Judi LaPan	aye
John Parlee	aye
Jack Wolfe	aye

Regional Housing Service Organization:

The status of the regional service organization has remained .

Annual Report:

The Trust/Committee was informed that Doug is drafting the Annual Report under Ann's signature. This will be submitted by the end of next week.

Finances:

The Trust and Committee were informed that it is budget season. It is recommended that \$28,000.00 be requested from CPC for the cost of the housing production plan and to cover salary.

On a motion made by Glenn Trindade and seconded by John Parlee, the Trust voted by roll call to request from CPC \$18,000.00 for payment for the Housing Production Plan and \$10,000.00 to cover administrative expenses and salaries.

Roll Call Vote:

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

Master Plan:

The Affordable Housing Trust and Committee were informed that the town will be seeking a volunteer from the Trust/Committee to serve on the Master Plan Committee. Jen Goldson, who consulted on the Affordable Housing Trust Action Plan, has been selected to lead the effort. This Committee work will last approximately 18 months.

Future Meeting:

- The future meeting date will be Wednesday, April 7, 2021.

Adjourn:

On a motion made by Glenn Trindade, seconded by John Parlee, the Affordable Housing Trust voted by roll call vote to adjourn the meeting.

Affordable Housing Trust:**Roll Call Vote:**

Ann Sherry aye
Glenn Trindade aye
Jack Wolfe aye
John Parlee aye

On a motion made by Judi Lapan, seconded by John Parlee, the Affordable Housing Committee voted by roll call vote to adjourn the meeting.

Affordable Housing Committee:**Roll Call Vote:**

Judi LaPan aye
Jack Wolfe aye

John Parlee aye

The meeting adjourned at 7:42 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Doug Havens
Housing Coordinator