



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

Thursday, April 6, 2022 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.

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

**Also Present:**

Douglas Havens, Community Housing Coordinator  
Amy Sutherland, Recording Clerk

The Trust opened the meeting by Roll Call Vote:

**On a motion made by Glenn Trindade, seconded by John Parlee, the Trust opened the meeting by Roll Call vote.**

**Roll Call Vote:**

<b>Ann Sherry</b>	<b>Aye</b>
<b>Jack Wolfe</b>	<b>Aye</b>
<b>Glenn Trindade</b>	<b>Aye</b>
<b>Judi LaPan</b>	<b>Aye</b>
<b>John Parlee</b>	<b>Aye</b>

**Committee:**

**On a motion made by Judi LaPan, seconded by John Parlee, the Committee opened the meeting by Roll Call vote.**

**Roll Call Vote:**

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

**Approval of Minutes:**

**March 2, 2022:**

**Trust:**

**On a motion made by Glenn Trindade, seconded by Jack Wolfe, the Trust voted by Roll Call to approve the minutes from March 2, 2022.**

**Roll Call Vote:**

<b>Ann Sherry</b>	<b>Aye</b>
<b>Jack Wolfe</b>	<b>Aye</b>
<b>Glenn Trindade</b>	<b>Aye</b>
<b>Judi LaPan</b>	<b>Aye</b>
<b>John Parlee</b>	<b>Aye</b>

**Committee:**

**On a motion made by John Parlee, seconded by Jack Wolfe, the Trust voted by Roll Call to approve the minutes from March 2, 2022.**

**Roll Call Vote:**

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

**Glenbrook Way DSA Report:**

Representatives from Metrowest Collaborative were present to review the DSA Report. There has been a change of leadership in the Metro West Collaborative Development with Caitlin Madden taking the role of Executive Director. She joined the team last summer. Derek Hanson was also present. He is the Real Estate Manager. Drawing from over 330 applications for The Phase 1 lottery 75% of the units have been leased and the goal is to have 100% leased and occupied by end of the month. With the completion of the rent up of Phase 1, the goal is to move into Phase 2.

As the project enters into Phase 2, a 22% shortfall in funding over original estimates presents itself. It has been extremely difficult to get supplies. Metro West Collaborative Development is working on increasing the loan amount and tax credit equity for the project. The construction scope is being looked at see how to reduce any costs. Metrowest has submitted a request for an additional 2.5 million. The State will expect the town to make additional contributions before

they grant more State funds. Metrowest is requesting an new grant of \$100,000.00 in Affordable Housing Trust funds.

Member Trindade reminded all that the town leaders are committed and have pushed for the second phase.

The Trust reviewed the budget summary. This was shown on the screen share.

The memo provided new sources of \$617,000.00 in tax credit equity and there was a competitive bidding process. The overview of the equity was explained.

Upon review of all the information presented the following motion was made.

**On a motion made by Glen Trindade, seconded by John Wolfe, the Trust voted by roll call to approve the \$100,000.00 for Metrowest Collaborative for Phase II of the Glenbrook Way Collaborative.**

**Roll Call Vote:**

<b>Ann Sherry</b>	<b>Aye</b>
<b>Jack Wolfe</b>	<b>Aye</b>
<b>Glenn Trindade</b>	<b>Aye</b>
<b>Judi LaPan</b>	<b>Aye</b>
<b>John Parlee</b>	<b>Aye</b>

Metrowest Collaborative will be getting a grant extension to the agreement for Phase II to break ground.

The documents in relation to the new paperwork will be provided by the Town.

**Master Plan Update:**

Member Wolfe provided an update on the Master Plan. There was a meeting from the Master Plan Committee last night (4/5/22). Member Wolfe provided a brief slide presentation about the status of the current work from Master Plan and also the next action steps. The slides showed the Medway of yesterday, today and tomorrow. Four core themes were discussed. Each of the themes has goals and strategies for achieving them. The Plan is now in Phase 3 - reviewing and evaluating proposed strategies. A website has been developed for the Master Plan at <https://bit.ly/MedwayEngage>. This site asks for commentary on the various strategies. The Trust and Committee were asked to go to the site to provide input by May 1, 2022.

**Habitat for Humanity:**

The Trust/Committee discussed the information presented last month from Habitat for Humanity, and that a Habitat Project could be good opportunity to engage the community. There was also discussion about that the town did provide a vacant lot for a Habitat project in the past that only helped one family. It was determined that Habitat's policy of single family construction has changed. The Trust/Committee would like to see its funds used to greater leverage along the lines of Glen Brook Way.

It was suggested that Doug review a Community & Economic Development Department list of non-conforming lots.

**Finances:**

The Trust is in receipt of the final invoice from Jen Goldson in the amount of \$550.00. The requirements of the contract for the Housing Production Plan have been met.

**Trust:**

**On a motion made by Jack Wolfe, seconded by John Parlee, the Trust voted by Roll Call to approve the final invoice for Jen Goldson in the amount of \$550.00.**

**Roll Call Vote:**

<b>Ann Sherry</b>	<b>Aye</b>
<b>Jack Wolfe</b>	<b>Aye</b>
<b>Glenn Trindade</b>	<b>Aye</b>
<b>Judi LaPan</b>	<b>Aye</b>
<b>John Parlee</b>	<b>Aye</b>

**Millstone Village:**

The Trust/Committee were informed that the problem with the Millstone Village Resale Price Multiplier has been forwarded to DHCD counsel for resolution.

**NEXT MEETING:**

- May 4, 2022

**ADJOURNED:**

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

**TRUST:**

**Roll Call Vote:**

<b>Ann Sherry</b>	<b>Aye</b>
<b>Jack Wolfe</b>	<b>Aye</b>
<b>Glenn Trindade</b>	<b>Aye</b>
<b>Judi LaPan</b>	<b>Aye</b>
<b>John Parlee</b>	<b>Aye</b>

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

**Roll Call Vote:**

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

Respectfully Submitted,

Amy Sutherland  
Recording Secretary