



Town of Medway

Affordable Housing Trust Fund

Wednesday, May 12, 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
Jacqueline Johnson	X				

Also Present:

Douglas Havens, Community Housing Coordinator
Amy Sutherland, Recording Clerk

The meeting of the Affordable Housing Trust was opened at 7:00 pm. The Affordable Housing Committee opened their meeting at 7:10 pm. Judi LaPan will be acting as Chairman for the Committee. A roll call was taken of both the Trust and Committee.

Approval of Minutes:

April 7, 2021:

Affordable Housing Trust:

On a motion made by Jack Wolfe and seconded by John Parlee, the Trust voted by roll call to approve the minutes from April 7, 2021.

Roll Call Vote:

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

Affordable Housing Committee:

On a motion made by John Parlee and seconded by Judi LaPan, the Committee voted by roll call to approve the minutes from April 7, 2021.

Roll Call Vote:

Judi LaPan	aye
Jack Wolfe	aye
John Parlee	aye
Jacqueline Johnson	aye

Master Plan Update:

The Trust/Committee were informed that the Town of Medway is undertaking a Master Plan update. There will be a zoom meeting taking place on May 24, 2021 at 7:00 pm. It is recommended that all attend.

Glenbrook Way:

The Trust/Committee was in receipt of a loan agreement between GBW Phase 1 and CEDAC, a temporary funder covering delayed availability of federal funds to State sources of housing project finance. The lender to the project is asking the Affordable Housing Trust to approve the agreement. The loan agreement was attached.

On a motion made by Jack Wolfe, seconded by John Parlee, that the Affordable Housing Trust consent to the loan agreement dated May 2021 between Community Economic Development Assistance Corporation and Glen Brook Way Apartments, LLC, and authorize the Chair to execute the consent for the loan agreement on behalf of the Trust.

Affordable Housing Trust:

Roll Call Vote:

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

INVOICE:

The Trust/Committee is in receipt of the invoice for K&P Law in the amount of \$2,800.00. It was duly moved, seconded and approved to authorize payment.

Affordable Housing Trust:

Roll Call Vote:

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

Member Wolfe left at 7:21 pm.

6 Cutler Street Update:

The Trust/Committee was informed that the closing has been delayed due to the Buyer's title insurer requesting documentation of the authority of the Legion's trustees to sell the property to the Trust. Town attorney has been in communication with the Chair of the Legion Hall to clear up the title documentation. The closing deadline has been extended until May 28, 2021 to resolve the title issue.

Glenbrook Way:

The Trust/Committee is in receipt of a memo dated April 26, 2021 from Davis Square. These memos provide regular project updates of Glen Brook Way Phase 1. The memo indicated that the project is currently 50 % complete. The completion date is set for September 24, 2021. Metro West Collaborative Development reports over 80 application requests received to date.

Timbercrest Estates:

The Trust/Committee was informed that Timber Crest Estates lottery has been held as advertised, by Delphic Associate's Dawn Chuna. There are two affordably units under construction as part of the first phase of 15 homes (of 148 planned total). The first home is located at 4 Rosewood Place. The second home is located at 4 Cherry Circle.

6 Balsam Way:

The Trust/Committee was informed that the Local Action Unit Application submittal has been delayed.

39 Main Groundbreaking:

There was a groundbreaking event for 39 Main Street attended by elected and appointed town officials and staff.

Kingson Lane Unit 7-5 Resale:

There has no new information about the resale of Unit 7-5.

TRIC/SWAP Shared Housing Service Office:

At the last meeting, the Trust/Committee discussed shared regional services. There was a zoom call in April which discussed the process to determine the regional need of a service organization. The most obvious service the town is looking for are lottery services associated with "ready-buyer" lists. Doug will perform a quick analysis of staff time spent on various activities in response to the project's survey. It was suggested by Barbara Saint Andre that a letter be sent from the Town Administrator to show an interest in limited services.

On a motion made by Judi LaPan, seconded by John Parlee, the Committee voted by roll call to support the Town Administrator sending a letter indicating the interest in limited services from TRIC/SWAP Housing Service.

Affordable Housing Committee:

Roll Call Vote:

Judi LaPan	aye
Jacqueline Johnson	aye
John Parlee	aye

On a motion made by Judi LaPan, seconded by John Parlee, the Trust voted by roll call to support the Town Administrator sending a letter indicating the interest in limited services from TRIC/SWAP Housing Service.

Affordable Housing Trust:

Roll Call Vote:

Ann Sherry	aye
Judi LaPan	aye
John Parlee	aye

Role in promotion of Diversity:

The Trust/Committee continue to make the roll of diversity a priority to the Town of Medway. Doug Havens has reached out to the schools and has not been successful. He will reach out to the Superintendent of school. The effort was to see which families come from out of town. There was a suggestion to reach out to the homeless shelter on Holliston Street.

Affordable Housing Committee Member:

The Committee/Trust is in receipt of a letter of interest from Julie Tomasetti. It was suggested that Member LaPan volunteered to interview the possible resident.

Other Business:

The Trust/Committee was informed that Teresa O'Brien, one of the original members of the Affordable Housing Committee, has recently passed away. The Trust/Committee would like condolences sent to the family recognizing her many years of service to the group's mission.

Conflict of Interest Training:

The Trust/Committee members were reminded that they must take the Conflict-of-Interest training. The certificate of completion should be provided ASAP to the Allison Potter, Assistant Town Manager.

Future Meeting:

The future meeting date will be Wednesday, June 2, 2021.

Adjourn:

On a motion made by Judi LaPan, 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
Judi LaPan 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
Jacqueline Johnson aye
John Parlee aye

The meeting adjourned at 8:04 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Doug Havens
Housing Coordinator