



**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**

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**AFFORDABLE HOUSING TRUST & COMMITTEE**

**JOINT MEETING MINUTES**

Wednesday, July 8, 2020 at 7:00 pm  
Zoom Meeting Participation

	Present	Absent		Present	Absent
<b><u>Board 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>					
			John Parlee	X	
Jack Wolfe	X		Alison Slack	X	
Judi LaPan	X				
<b><u>Also Present:</u></b>					
Douglas Havens, Community Housing Coordinator					
Amy Sutherland, Recording Clerk					

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Chairman Sherry opened the meeting for the Affordable Housing Trust at 7:00 pm.  
Alison Slack opened the meeting for the Affordable Housing Committee at 7:26 pm.

**Approval of Minutes:**

**March 4, 2020:**

**Trust:**

On a motion made by Judi LaPan and seconded by John Parlee, the Trust voted unanimously to approve the minutes from March 4, 2020 as presented.

**Roll Call Vote:**

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

**Glen Brook Way:**

The Trust and Committee were informed that there was a groundbreaking event for Glen Brook Way on June 18, 2020. This was for the first phase of the project. This was a well-attended event where there was

good representation from the local State Representatives, local representatives and the various stakeholders. The goal is to have this project completed in Spring 2021. There will likely be a phased lottery process for these units as they are completed.

**Vote of Debt. Subordination:**

The Trust/Committee was informed that a funding agreement was put together which the Trust needs to act upon. The Board of Selectmen approved the document at their meeting. The closing for this is at the end of the month. This document will need to be notarized.

**On a motion made by Jack Wolfe seconded by John Parlee, the Affordable Trust voted by Roll Call Vote pursuant to CPA Funding Agreement dated August 12, 2019 to approve and accept the Master Subordination Agreement for the Glen Brook Way Apartments, located at 1 Glen Brook Way, 3 Glen Brook Way, and 33 West Street, to be entered into with project lenders, as the same may be amended to include non-substantive changes acceptable to the Chair of the Trust and Town Counsel, and to authorize the Chair of the Trust to execute, on behalf of the Trust, the Master Subordination Agreement, and any other related documents and agreements to effectuate the transactions contemplated under the Funding Agreement.**

**Roll Call Vote:**

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

The town will be allocating a total of \$ 1,000,000.00. The CPC will allocate \$500,000.00 and the town will put in \$500,000.00.

**6 Cutler Street RFP:**

The Trust/Committee discussed that there would need to be an RFQ for 6 Cutler Street. It was suggested that there be networking for commercial brokers. Ann Sherry would like the list of brokers to be emailed for she can contact some of them. Doug Havens will reach out to peers for ideas.

**Kingson Lane Unit 7-5:**

The Trust/Committee discussed that there is an agreement with the bank for Unit 7-5 Kingson Lane to be sold as an affordable unit. The agreement has been signed by the bank and the town. CHAPA, the unit's monitoring gent, will be signing off on the required paperwork next.

**Invoices:**

The Trust is in receipt of the following invoices:

- Eversource Electricity - \$44.10
- KP Law - \$680.00

**On a motion made by Judi LaPan and seconded by John Parlee, the Trust voted unanimously to approve the payment of the bills as presented and will preapprove the payment of the Eversource Electrical bill.**

Allison Slack joined the meeting and the Affordable Committee opened their meeting at 7:26 pm. The Committee discussed that they would need to appoint a new Chairman along with seeking new members.

**Housing Production Plan 2021:**

The Committee and Trust discussed if there should be an allocation of funds for the 2021 Housing Production Plan. The town will not need to follow a Housing Production Plan since they will be exceeding the 10% requirement with the most recent Affordable Housing Project on January 2021. There was a recommendation by Barbara Saint Andre that the Trust/Committee really do not need to put funds into it at this point.

**Role of Affordable Housing Committee/Affordable Housing Trust in the Promotion of Diversity:**

The Committee/Trust were informed that Member Trindade has some ideas on how to promote diversity within the community. This will be an agenda item for discussion at the next meeting.

**Future Meeting:**

- The future meeting date will be Wednesday, August 5, 2020.

**Adjourn:****Trust:**

**On a motion made by Jack Wolfe and seconded by John Parlee, the Trust voted by Roll Call vote to adjourn the meeting at 8:15 pm.**

**Roll Call Vote:**

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

**Committee:**

**On a motion made by John Parlee and seconded by Alison Slack, the Committee voted by Roll Call vote to adjourn the meeting at 8:15 pm.**

**Roll Call Vote:**

Alison Slack	aye
John Parlee	aye
Judi LaPan	aye

Respectfully Submitted,

Amy Sutherland

Recording Secretary

Doug Havens  
Housing Coordinator