



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

**JOINT MEETING MINUTES**

Wednesday, November 4, 2020 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
<b><u>Trust 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>					
Judi LaPan	X		John Parlee	X	
			Alison Slack	X	

**Also Present:**

Douglas Havens, Community Housing Coordinator  
Amy Sutherland, Recording Clerk

Chairman Sherry opened the meeting for the Affordable Housing Trust at 7:04 pm.

Alison Slack opened the meeting for the Affordable Housing Committee opened at 7:12pm.

**Approval of Minutes: September 30, 2020**

**Trust:**

**On a motion made by Jack Wolfe and seconded by Jack Parlee, the Trust voted by roll call vote to approve the minutes from September 30, 2020 as presented. (It was suggested to get rid of the word Committee in the minutes)**

**Roll Call Vote:**

**Ann Sherry      aye**  
**Judi LaPan     aye**

Jack Wolfe      aye  
John Parlee      aye

### **Glen Brook Way:**

The Trust and Committee were provided with a report from the architects. The project is currently on time and budget. There was a newsletter from MetroWest which showed photos of the current work site.

### **Kingson Lane Unit 5-3:**

The Trust/Committee was informed that the deadline for submittals was moved to October 14<sup>th</sup>. The lottery was held on October 15, 2020. There were 10 qualified applicants: one of whom was from Medway. The house was awarded but the closing has not taken place. The closing is set for December 8, 2020. The price was \$192,000.00.

Regarding Unit 7-5 the agreement to sell as an affordable unit has been signed by all three parties.

### **6 Cutler Street RFP:**

The Trust/Committee discussed at the last meeting reaching out to realtors in the Town of Medway along with surrounding towns. This was voted on at a previous meeting. The list of local brokers was 175. There was a RFQ sent out to 70 local brokers/realtors. It was sent to the firms and not each realtor. It was recommended that this be sent to each of the realtors. To date there has been no response. The deadline is December 3, 2020.

**Affordable Housing Committee: On a motion made by John Parlee, seconded by Judi LaPan, the Committee voted by Roll Call vote to open the Affordable Housing Committee meeting at 7:10 pm.**

### **Roll Call Vote:**

John Parlee      aye  
Judi LaPan      aye  
Alison Slack      aye

### **Affordable Housing Committee Members:**

The Committee has not been able to get anyone to serve on the Affordable Housing Committee. The Administrators office is aware that the Committee needs getting this position filled. There was a suggestion to have a flier at town meeting seeking a member.

There was a recommendation to have the Board of Selectman actively pursue getting volunteers to serve on the Affordable Housing Committee. The open positions have been placed on the town website. A suggestion was made that the position of Chairman on the committee be on a rotated basis.

### **Role in promotion of Diversity:**

At previous meetings, the Trust voted to approve the diversity statement as provided Doug Havens will check with the Town Administrators office to see if this can be put on the town webpage or if there is a formal process in getting this out to the public community at large.

**On a motion made by Judi LaPan, and seconded by John Parlee, the Affordable Housing Committee voted by Roll Call vote to adopt the diversity statement as written and adopted by the Affordable Housing Trust at the last meeting on September 30, 2020.**

### **Roll Call Vote:**

**Judi LaPan    aye**  
**John Parlee   aye**  
**Alison Slack  aye**

### **HOUSING PRODUCTION PLAN:**

The Trust/Committee was informed that the \$18,000.00 for the Housing Production Plan was recently pulled from the warrant along with all the funding requests from CPC. Those will be addressed in the Spring. There was a suggestion to see if we can have a regional consultant who can assist with our housing production plan as well as other towns.

### **FINANCES:**

The Trust/Committee is in receipt of a bill for ink cartridges in the amount of \$88.07.

**On a motion made by Ann Sherry and seconded by Jack Wolfe, the Trust voted by Roll Call vote to approve the reimbursement of \$88.07 for ink cartridges to Doug Havens.**

### **Roll Call Vote:**

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

### **Future Meeting:**

- The future meeting date will be Wednesday, December 2, 2020.

**On a motion made by Judi LaPan, seconded by John Parlee, the Affordable Housing Trust voted by roll call vote to adjourn the meeting at 7:38 p.m.**

### **Affordable Housing Trust:**

#### **Roll Call Vote:**

**Ann Sherry    aye**  
**Judi LaPan    aye**

**Jack Wolfe    aye**  
**John Parlee    aye**

**Affordable Housing Committee**

**Roll Call Vote:**

**Judi LaPan    aye**  
**John Parlee    aye**  
**Alison Slack    aye**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Doug Havens  
Housing Coordinator