



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

**JOINT MEETING MINUTES**

Wednesday, September 2, 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.

**Board Members:**

Ann Sherry, Chair

Judi LaPan

Jack Wolfe

Present

Absent

X

X

X

Present

Absent

Glenn Trindade

John Parlee

X

X

**Committee Members**

Judi LaPan

X

John Parlee

Alison Slack

X

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 7:04 pm.

**Approval of Minutes:**

**August 5, 2020:**

**Trust:**

On a motion made by Judi LaPan and seconded by Jack Wolfe, the Trust voted by roll call vote to approve the minutes from August 5, 2020 as presented.

**Roll Call Vote:**

Ann Sherry      aye

**Judi LaPan**      aye  
**Jack Wolfe**      aye  
**John Parlee**      aye  
**Glenn Trindade** aye

**August 5, 2020:**

**Committee:**

**On a motion made by Judi LaPan and seconded by John Parlee, the committee voted by roll call vote to approve the minutes from August 5, 2020 as presented.**

**Roll Call Vote:**

**Judi LaPan**      aye  
**John Parlee**      aye

**August 5, 2020 Executive Session:**

**Trust:**

**On a motion made by Judi LaPan and seconded by John Parlee, the Trust voted by roll call vote to approve and release the minutes from the Executive Session from August 5, 2020 as presented.**

**Roll Call Vote:**

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

**Town of Medway Safe Harbor Update:**

The Trust and Committee are in receipt of a document titled “Department of Housing and Community Development CH 40B Subsidized Housing Inventory.” This sheet identifies the particulars and total of subsidized units in Medway as the official record of progress made toward meeting the statute’s mandated goal of 10% of housing units being recognized as affordable. At 10.45%, Medway is in a period of “Safe Harbor” which, according to the latest notice from DHCD, will remain in effect until July 21, 2021. With the number of new projects yet to be included, the town is in very good shape to continue surpassing the 10% threshold after the 2020 census increases the calculation’s denominator of total homes in town.

There was a suggestion by Member Trindade to see if Doug can provide the information in a spread sheet, so it is easier to read. This will then be sent out to the members.

**Glen Brook Way:**

The Trust and Committee were informed Phase I funding documents have been circulating among all principals, and that the closing on Phase I financing has taken place and site work

begun. There was confirmation from Jennifer Van Campen from the developer, Metro West Cooperative Development, that application on Phase II will be submitted for the state's next funding cycle. The Fire Department will be doing training in the old house on the site which is as yet undemolished.

### **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. There continues to be little interest. A suggestion was made to contact Allison Potter about placing this on the town social media accounts. There was also a recommendation to put this on the MLS listing. This was voted on at a previous meeting. Doug will develop a strategy on how to proceed and do a blast email to all the local realtors.

### **Kingson Lane Unit 7-5:**

The Trust/Committee was informed that there was no updated news on 7-5 Kingson Lane. The Trust/Committee has received a copy of a letter to the Town Manager from CHAPA dated August 28, 2020 informing the town that the owner at 5 Kingson Lane, Unit 3 wants to sell her affordable property. The Town has the right of first refusal. A timely response would allow CHAPA to assist the homeowner with the resale of the property without delay. The town has 30 days to respond if it chooses not to exercise its right of first refusal.

**On a motion made by Jack Wolfe, and seconded by Glenn Trindade, the Trust voted by roll call vote to recommend against the exercise of first refusal.**

### **Trust Vote:**

### **Roll Call Vote:**

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

Doug will compose a letter to the Board of Selectmen with the recommendation of the trust.

### **Affordable Housing Committee:**

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:**

The Trust and Committee reviewed suggested statements of support for the greater promotion of diversity in town. Of the three statements suggested, both the Trust and Committee preferred

the third statement which more clearly aligned the groups' mission with the notion of "Housing for all". The goal would be to try to attract a more diverse buyer pool to the Town of Medway. There was a suggestion to include the statement on stationary or on the webpage. There was a recommendation to reach out to invite more members of the diverse community to the Timber Crest project. The Trust/Committee would like to have Doug provide an updated schedule of when Timber Crest will be built. This will be provided at the next meeting.

#### **OTHER BUSINESS:**

The Trust and Committee would like previous member Bob Ferrari to be recognized for his service to the town. It was suggested that the Board of Selectmen do the recognition. Doug will speak with the Allison Potter.

#### **Future Meeting:**

- The future meeting date will be Wednesday, September 30, 2020.

**On a motion made by Judi LaPan, seconded by John Parlee, the Affordable Housing Trust/Committee voted by roll call vote to adjourn the meeting at 8:09 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

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Doug Havens  
Housing Coordinator