



Town of Medway
Affordable Housing Trust Fund
Affordable Housing Committee

JOINT MEETING MINUTES

Wednesday, November 28, 2018

76 Oakland Street

Medway, MA 02053

	Present	Absent		Present	Absent
<u>Board Members:</u>					
Ann Sherry, Chair	✓				
Judi LaPan		✓	Glenn Trindade	✓	
			John Parlee	✓	
<u>Committee Members</u>					
Bob Ferrari, Chair		✓	John Parlee	✓	
Michael Leone		✓	Sue Rorke	✓	
Judi LaPan		✓	Alison Slack	✓	
<u>Also Present:</u>					
Douglas Havens, Community Housing Coordinator					
Amy Sutherland, Recording Clerk					

Chairman Sherry opened the meeting for the Affordable Housing Trust at 7:00 pm.

The Affordable Housing Committee did not have a quorum.

Minutes:

October 17, 2018:

Trust:

On a motion made by Glenn Trindade and seconded by John Parlee, the Trust voted unanimously to accept the minutes from October 17, 2018.

39 Main Street:

Representatives of 39 Main Street were present to provide an informal overview of the proposed 40 B project. There was an informational meeting held on Monday, October 29, 2018 with the public. Member Trindade communicated that at the meeting with the abutters, attendee concerns were school, traffic, and burden on public utilities.

Barring an extension triggered by new affordable unit permitting, the town has “safe harbor” status until August 2019 after which Town officials will have limited control over projects seeking 40 B permits. There are currently three developers which have indicated interest in advancing relatively sizeable projects.

The 39 Main Street Project representatives shared that they have worked in these type of projects for over 10 years. The project is currently designed to consist of 190 one, two and three bedroom rental units. The project is set back from the street and will have a pronounced entrance. There will be a maintained buffer. A second means of access will be locked off only for access by the fire department services. There will not be assigned parking, but instead first come, first serve parking. There will be an area for designated visitor parking. The applicant has hired Vanese Engineer firm to perform a traffic study. There will be a feasibility study indicating the net benefit to the town.

It was noted that the current school population is decreasing so this development would have a minimal impact on the schools. Since 40 B does not require mitigation, the developer did note that they are a partnership which will continue to own and manage the development after construction, and would work to accomplish a balance for both the town and project.

In regards to amenities, there will be an outdoor pool for all residents to enjoy. There will be elevators and stairs at each quadrant. There will be trash containers in a designated location and pick up for trash will be in the back. The applicant said that they have met with the Design Review Committee and there will be trees and landscaping integrated within the site. There will be multiple building entrances which will be around the side and back of building.

The site will have an administrative office and a management team to manage operations, probably including two employees to handle any repair issues. The applicant communicated that they will look into alternative energy sources but this is not part of the concept plan to date. Some of the products used are from reclaimed and recycled material. The approximately fifty 40 B units will consist of a proportional number of one, two and three bedroom units with finishes similar to market-rate units so as to be indistinguishable.

The applicants have met with the Water and Sewer Commission. This is an item which will need further discussion and could include buying increased capacity from Franklin. The applicant would like to begin this project Fall 2019. This site will allow a walkable environment and it is in the right location near the shopping center. This will meet the accessibility standards and will be fully accessible to handicap.

The estimated rents will be:

- 1 bedroom \$1,400.00
- 2 bedroom \$2,200.00
- 3 bedroom \$3,000.00

The members would like a link sent to view the completed projects of this contractor. The deliverable of this project will be 12 months with the goal to have the units leased up upon opening. The earliest a lottery can take place is 6 months prior to occupancy. It would be helpful to have the town create the list of possible tenants. To work with local businesses, there could be a merchant coupon book sponsored by the developer. It was suggested that developer provide a presentation to the Medway Business Counsel.

The Trust and Committee were informed that this plan recognizes two points in the Affordable Housing Plan. The applicant will need to meet with all departments as part of the permitting process.

On a motion made by John Parlee and seconded by Glen Trindade, the members of the Medway Affordable Housing Trust voted unanimously to fully support Board of Selectmen and Zoning Board of Appeals approval of the project proposed for the development of 39 Main Street, consisting of 190 one, two, and three bedroom rental units under the Local Initiative Program. A minimum of 25% of the units will be rented as affordable units in a manner and for a period of time that qualifies them for inclusion in the Subsidized Housing Inventory (SHI) as determined by the Massachusetts Department of Housing and Community Development.

It was recommended that another meeting be set up to have the Affordable Housing Committee vote to support this project.

The applicant will be presenting in front of the Board of Selectmen on Monday December 17, 2018. It was suggested that the Affordable Housing Trust and Committee meet prior to the Board of Selectmen meeting.

Millstone Village:

The town is in receipt of the new affordable housing unit agreement. The price of the affordable housing units has increased to \$193,000.00. The deadline for the lottery is application submittal is Tuesday, December 18, 2018. The lottery will take place on Wednesday, January 9, 2019. This is a public event.

Glen Brook:

This project is still waiting for state funding. The first round of money to be released by the State will be February 2019.

Enforcement of Deed Restrictions:

Doug Havens has sent out letters to owners of the Town's affordable housing units seeking their certification of compliance with the deed restrictions. There are currently four outstanding letters which were sent return receipt. There are being followed up on. There is a returned form which need certification from CHAPA. Doug will be following up with lawyers.

176 Main Street (Medway Green) Status:

The 176 Main Street affordable unit will be marketed early spring. The owner has had difficulty securing a lottery agent since the project hosts a solitary affordable unit.

Cutler Street - Request for Proposals:

The draft document was reviewed by Barbara Saint Andre and Allison Potter and the new draft should be ready for member review at the next meeting.

Finances:

Invoices for Payment:

The trust was provided with three invoices for payment:

- Eversource up to \$34.16
- KP Law \$340.00.

On a motion made by Glen Trindade and seconded by John Parlee, the Trust voted unanimously to pay the invoices as presented.

Future Meeting:

- The future meeting date will be Monday December 17, 2018 at 7:00 p.m.

Adjourn:

Trust:

On a motion made by John Parlee and seconded by Ann Sherry, the Trust voted unanimously to adjourn the meeting at 8:30 p.m.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator

