



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

January 7, 2016 - Medway Senior Center, 76 Oakland Street

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

Chairman Sherry of the Affordable Housing Trust called the meeting to order at 7:00 pm.

Chairman Ferrari of the Affordable Housing Committee called the meeting to order at 7:07 pm.

**Amendment to Declaration of Trust:**

The Committee is in receipt of a document entitled “Excerpts from Texts of Controlling Authorities”. This document included the enabling legislation, land transfer procedures, 2008 town meeting warrant, Town of Medway bylaws, Declaration of Trust, 2014 Amendment to the articles of trust, 2011 Annual Town Meeting warrant, Tri Party Grant Agreement, Town of Medway Zoning Bylaw “IN LIEU” payment, and 2015 Warrant Amending Town bylaws for spending limitation.

**On a motion made by John Maguire, and seconded by Judi LaPan, the Trust votes unanimously to sign the Certificate of Amendment regarding Article 15 about being able to employ consultants and full or part-time staff and to contract for administrative and support goods and services. (There were two originals to sign.)**

**MINUTES:**

**December 10, 2015:**

**Affordable Housing Trust:**

**On a motion made by John Maguire, and seconded by Judi LaPan, the minutes from December 10, 2015 were accepted.**

**Affordable Housing Committee:**

**On a motion made by Bob Ferrari, and seconded by Sue Rorke, the minutes from December 10, 2015 were accepted.**

**Town Counsel:**

The members were made aware that the new town counsel will be Kopelman and Paige. The current and ongoing cases will be forwarded.

**Housing Production Plan:**

The Board of Selectmen voted to adopt the Medway Housing Production Plan. The committees are in receipt of a draft letter to Chrystal Kornegay from Department of Housing and Community Development. This letter will be reviewed by the Town Administrator and also Stephanie Mercandetti for further refinement. The letter does reference the demanding challenge of attaining the quota of 23 units a year to obtain safe-harbor. The town is working on the production of rental units from new or conversion construction.

**6 Cutler Street:**

The Committee reviewed the conceptual site plan for 6 Cutler. The Trust is looking for town leaders to consider negotiating land from the cemetery.

**Regulatory Compliance:**

**Woodside Units 2-6, 4-5**

The Committee was in receipt of a letter dated December 17, 2015. The letter makes reference that the Town of Medway is exercising its right to purchase 4-5 Kinston Lane. There was a site visit with DPS and a list of repairs was created. The list of repairs has an estimated total of \$10,000-\$20,000. CHAPA's Maximum Sale Price for a unit is \$124,900.00 but current sale price is \$109,500. The town will make an offer and the broker has indicated that the bank is willing to accept a short sale.

Unit 6 is currently under foreclosure. The bankruptcy plan is in place. The town has filed an objection to plan and is waiting for decision from the administrator.

**Administration:**

**AHT: Trustee Candidates/Nominations:**

The Trust is still looking for members.

**Timber Crest:**

Mr. Havens has received no status update on the Timber Crest project. It is still at the state level for review.

### **Cloud Storage:**

Doug Haven was interested in expanding his dropbox account. The Committee would like Doug to discuss this further with the IT department. Due to the limited availability of office space in Town Hall, Doug requires access from multiple places.

### **AHT Finance: Budget Reconciliation, Reimbursement**

#### **Postage Reimbursement:**

The trust is in receipt of a certifying mail receipt from Doug Havens.

**On a motion made by John Macquire and seconded by Ann Sherry, the trust voted to sign the voucher for postage reimbursement for Doug Havens in the amount of \$14.19 was approved.**

#### **Budget Reconciliation through 12/31/15:**

The Trust and Committee reviewed the end of year reconciliation form. There is some questions about the various line items' concurrence with the CPC's "boxes". Chairman Sherry would like to sit down with the Town Accountant to review to better understand the line items and review line items.

Mr. Havens will meet with Ms. LaPan to establish reporting formats.

The Committee may need to look at changing some of the line items. A vote to approve the form is postponed.

### **ADJOURN:**

#### **Affordable Housing Trust:**

**On a motion made by John Macquire and seconded by Judi LaPan, the Affordable Housing Trust Fund adjourned their meeting at 8:30 pm.**

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

**On a motion made by Bob Ferrari and seconded by Judi LaPan, the Affordable Housing Committee adjourned their meeting at 8:30 pm.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Initially Edited,  
Doug Havens  
Housing Coordinator  
Approved February 4, 2016

