



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

**JOINT MEETING MINUTES**

**Wednesday, January 30, 2019**

**76 Oakland Street**

**Medway, MA 02053**

	Present	Absent		Present	Absent
<b><u>Board Members:</u></b>					
Ann Sherry, Chair	<input type="checkbox"/>				
Judi LaPan	<input type="checkbox"/>		Glenn Trindade	<input type="checkbox"/>	
			John Parlee	<input type="checkbox"/>	
<b><u>Committee Members</u></b>					
Bob Ferrari, Chair	<input type="checkbox"/>		John Parlee	<input type="checkbox"/>	
Michael Leone		<input type="checkbox"/>	Sue Rorke	<input type="checkbox"/>	
Judi LaPan	<input type="checkbox"/>		Alison Slack		<input type="checkbox"/>
<b><u>Also Present:</u></b>					
Douglas Havens, Community Housing Coordinator					
Amy Sutherland, Recording Clerk					
Rohith Ashok, Finance Committee member					

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Chairman Ferrari opened the meeting of the Affordable Housing Committee at 7:00 p.m.

Chairman Sherry opened the meeting of the Affordable Housing Trust at 7:00 p.m.

**Approval of Minutes:**

**November 28, 2018:**

**Trust:**

**On a motion made by John Parlee and seconded by Judi LaPan, the Affordable Housing Trust voted unanimously to approve the minutes from November 28, 2018.**

**Affordable Housing Committee:**

**On a motion made by Bob Ferrari and seconded by Sue Rorke, the Affordable Housing Committee voted unanimously to approve the minutes from November 28, 2018.**

### **Millstone Village:**

The Affordable Housing Coordinator, Doug Havens explained that the lottery results for the Millstone Village were completed. There were 9 submissions for one of the units. Those which qualified were only three. The closing for this will be taking place. It was suggested to put this information on the town webpage along with the necessary forms.

### **Glen Brook Status:**

The Glenn Brook project is still waiting for State funding. The first round of funding will be released February 2019. If this project does not receive funding this round, hopefully it will receive funding in the second phase. CPC will be discussing the Glen Brook project at their February 4, 2019 meeting. Chairman Sherry will be attending.

The Committee is in receipt of letter from Jennifer Van Campen, Executive Director of Metro West Collaborative Development. It references that they are requesting \$250,000 since they have met milestone #3 under the Grant Agreement which was the submission of a second one stop pre-application to the State Department of Housing and Community Development.

There needs to be follow up relating to a letter of support which was written by Barbara St. Andrade.

### **176 Main Street**

The LIP application for 176 Main Street has been submitted for site approval. Once this is approved, then the applicant can apply for Zoning Board of Appeals approval.

### **Homeowner Compliance Certification**

The Trust and Committee was in receipt of the progress reporting for the Homeowner Compliance Certifications. There are currently three letters which have not been claimed. The residents have notified twice in writing. Counsel has also written a letter, a copy of this letter was part of the packet. The letter does provide language that the HELOC violates the restrictions of the Deed Rider.

### **Cutler Street**

The RFP is almost in the final draft form. It is being sent to Town Counsel for final approval. It was reviewed internally by both Barbara St. Andrade and Allison Potter. The Town is waiting for the Historical Preservation Committee and CPC to make a decision regards the historical relevance.

### **Finances:**

#### **KP Law Bill**

**On a motion made by Glenn Trindade, and seconded by Judi LaPan, the Trust voted unanimously to pay the KP Law bill in the amount of \$2,000.00 as referenced from the bill.**

### **Eversource**

**On a motion made by Glenn Trindade, and seconded by Judi LaPan, the Trust voted unanimously to pay the Eversource bill in the amount of \$29.94 as referenced from the bill.**

**Thomas Carroll Insurance**

**On a motion made by Glenn Trindade, and seconded by Judi LaPan, the Trust voted unanimously to pay the KP Law bill in the amount of \$2,779.20 as referenced from the bill.**

**Metro West Collaborative**

**On a motion made by Glenn Trindade, and seconded by Ann Sherry, the Trust voted unanimously to pay Metro West Collaborative in the amount of \$100,000.00 for the Glenn Brook Way Agreement.**

**Conflict of Interest Paperwork**

The Committee and Trust members are reminded that the Conflict of Interest paperwork needs to be signed and the certificate of completion needs to be provided to the Town Clerk.

**Adjourn:**

**On a motion made by Glenn Trindade and seconded by John Parlee, the Trust voted unanimously to adjourn the meeting at 7:45 p.m.**

**On a motion made by Bob Ferrari and seconded by Judi LaPan, the Committee voted unanimously to adjourn the meeting at 7:45 p.m.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Initially Edited,  
Doug Havens  
Housing Coordinator  
39 Main Street:

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