



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

April 7, 2016

Medway Senior Center, 76 Oakland Street

Board Members:

Ann Sherry, Chair

Judi LaPan

John Maguire

Committee Members

Bob Ferrari, Chair

Michael Leone

Judi LaPan

Present
✓
✓
✓

Absent
✓
✓

John Parlee

Glenn Trindade

Present
✓

Absent
✓

John Parlee

Sue Rorke

Alison Slack

✓

✓

✓

✓

Also Present:

Douglas Havens, Community Housing Coordinator

Amy Sutherland, Recording Clerk

The meeting of the Affordable Housing Trust was called to order at 7:00 PM.

The Affordable Housing Committee did not have a quorum.

MINUTES:

March 1, 2016:

On a motion made by Anne Sherry and seconded by John Parlee, the Affordable Housing Trust voted unanimously to accept the minutes from March 1, 2016 as presented.

Millstone Village:

There was an information meeting on the affordable housing units for the upcoming Millstone Village Lottery of 3 affordable units. There were about 12 people in attendance. Doug informed the Trust that there were an estimated 30 information packets requested. The response has been good and hopefully there will be qualified buyers. In addition to the required efforts of the project's marketing agent, information about the lottery was distributed locally in newspapers, on the Town website, and email to self-identified prospects, Town staff lists and public school email

networks. There was discussion about sending out a survey about the type of applicants who are applying for these units. The whole project at Millstone Village will be built out over the next three years, depending on a continued strong demand.

6 Cutler Street:

Doug will follow-up with Jim Wieler in regards to acquiring a telephone number. It was recommended that there be consultation about the RFP and the possible potential for a “sister” project. The RFP process, draft to award, will be assisted by a yet to be contracted consultant.

Woodside Unit 2-6:

There was a meeting with the bankruptcy judge and this unit will not be foreclosed. The judge is recommending that the unit’s affordable status be maintained. It is quite likely that this unit may need to be flipped by exercise of first refusal.

Woodside Unit 4-5:

The Trust received response back that the Town’s original offer was unacceptable. They would accept the Maximum Resale Price of \$129,500. The unit will require extensive repair, the cost of which will likely qualify the unit for a higher MRP.

FY 2016 GAA DHCD 7004-009:

The Trust wants to know if they can use this money to buy the Cutler Unit. Doug will follow-up.

Administration:

The Trust is in receipt of the most recently reformatted HPP matrix. The color codes were taken out and replaced with a priority column indicating (high, medium, low and completed). The sample indicated what work has been started within each section, and what has been completed or continues to be ongoing.

It was suggested to work in subcommittees to identify the priority projects and to start work. As example, it was recommended to send out a survey to employers seeking aggregate numbers and information about employees whose households may be eligible for affordable housing. It is important to get a profile of the work force to build a better perspective of residents who may take advantage of this diverse housing. The subgroup would be led by a member of the committee/trust but could get help from non-members.

Another “project” would focus on Affordable Housing information being communicate to the public. It was suggested to use the new communications director. Ann could provide a list of the local business managers who could be part of a basic mailing list. It was also suggested to speak with Stephanie Mercandetti who is the Director of Planning and Economic Development.

Another tasks open to immediate action might include meeting with the Assessor’s office to look at what type of land/current property could be converted into multiple family units.

CPC recommendations:

The members are in receipt of memo dated April 4, 2016 which details the intended use of funds from the Annual Town meeting. There will be another meeting with CPC on Monday April 14, 2016. The Trust would like this memo provided to those members. It continues to be the resolve that the AHT seeks CPC support of \$220,000 transfer to the Trusts FY2017 to support affordable housing activities as noted in the memo.

Outstanding Invoices:

The Trust is in receipt of the following:

- Invoice Kopelman and Paige \$2816.27
- Kopelman and Paige: \$240.50.
- Eversource Bill (remaining balance)

On a motion made by Anne Sherry and seconded by John Parlee, the Trust voted unanimously to pay the invoices as presented along with the remaining balance on the Eversource bill.

Affordable Housing Trust Finance:

The Trust is in receipt of a memo to CPC dated March 29, 2016 from Doug Havens. This is in regards to the 2016 Affordable Housing Trust request for CPC recommendations for the transfer of funds. It was explained that the Trust would like to transfer \$220,000 at the annual town meeting from the CPA funds to the trust. The amount was determined based on the anticipated FY2017 activity.

The members are in receipt of a second memo to CPC dated April 4, 2016 which more finely details the intended use of funds requested from the Annual Town meeting. There will be another meeting with CPC on Monday April 14, 2016. The Trust would like this memo provided to those members. It continues to be the resolve that the AHT seeks CPC support of \$220,000 transfer to the Trusts FY2017 to support affordable housing activities as noted in the memo.

Metro West Collaborative Development:

Gerald Ploude from the Metro West Collaborative Development arrived at the meeting to discuss a possible 36 unit new construction project. This developer recently entered into an agreement to purchase West Street. These will be affordable units. This site is vacant land. The proposal will be a mix of 1, 2 and 3 bedroom units. There was a chart which indicated the comparison types of similar units with a cost analysis. This would be considered a friendly “40 B”. Some of the units would be handicap accessible. There will be an allocation of 1.5 parking per unit. An RFP would need to be determined. A formal proposal would need to be presented along with a commitment letter. The Trust did indicate that there is a need for this type of housing and in particular three bedroom units. The trust communicated that the timeline which was presented is

unrealistic. There was a suggestion that the MWCD review the design review guidelines. The trust thanked Mr. Ploude for his preliminary presentation.

Alison Slack arrived at 8:45 pm.

Next step would be to meet at another time to discuss the numbers and send questions to Doug and he will follow-up.

The Trust did not need to go into executive session as noted on the agenda.

ADJOURN:

Affordable Housing Trust:

On a motion made by John Parlee and seconded by Ann Sherry, the Affordable Housing Trust Fund adjourned their meeting at 9:15 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator