



## AFFORDABLE HOUSING TRUST

### Town of Medway

#### Affordable Housing Trust Fund

#### Affordable Housing Committee

### JOINT MEETING MINUTES

August 4, 2016

Medway Senior Center, 76 Oakland Street

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

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

There was no quorum for the Affordable Housing Committee.

### **Joint Meeting:**

Member Trindade suggested that a meeting be set up with the Town Administrator, Stephanie Mercandetti, Planning Board, and CPC to discuss West Street/ Cutler and the seed money. Doug will find a date and time for this meeting.

### **Minutes:**

#### **July 7, 2016:**

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

**On a motion made by John Parlee and seconded by John Maguire, the Medway Affordable Housing Trust voted unanimously to accept the minutes from July 7, 2016 with revisions.**

**Woodside:**

**Units 2-6:**

The bank has taken the title for 2-6 Woodside.

**Units 4-5:**

The work at 4-5 is almost complete. The painting has been done. The rugs have been installed. The garbage disposal has also been fixed along with a new water heater.

Doug will be submitting all the invoices for reimbursement from the State.

Chapa will perform the qualification criteria for the applicants for these units. Doug will check if the units can be marketed together.

**Units 7-5:**

The members were made aware that there has been a lien place on Units 5-7.

Doug Havens is still working on putting together a letter to the Attorney General's Office. He did speak to senate president and was provided with a number for the assistant attorney general. Glenn Trindade would like to be part of a conference call.

**Zoning Update:**

Member Sue Rorke and John Parlee will serve on the Affordable Housing Advisory committee that is looking at revising the affordable housing zoning bylaw. This committee will hold its first meeting on Monday, August 8, 2016 at 7:00 pm at the town hall. This committee will make a recommendation for the Spring 2017 town meeting.

**Affordable Housing Trust Finances:**

**W.B. Mason:**

**On a motion made by Glenn Trindade, and seconded by Ann Sherry, the Trust voted unanimously to pay the W.B. Mason bill for \$30.24.**

**Home Depot:**

**On a motion made by Glenn Trindade, and seconded by Ann Sherry, the Trust voted unanimously to pay the Home Depot bill for \$2,363.41.**

**Eversource:**

**On a motion made by Glenn Trindade, and seconded by Ann Sherry, the Trust voted unanimously to pay the Eversource bill for \$38.40.**

**Eversource:**

**On a motion made by Glenn Trindade, and seconded by Ann Sherry, the Trust voted unanimously to pay the Eversource bill for \$142.17.**

**Vita Painting:**

**On a motion made by Glenn Trindade, and seconded by Ann Sherry, the Trust voted unanimously to pay the Vita Painting bill for \$4,775.00.**

**Metro West Collaborative Development:**

Jennifer Van Campen was present at the meeting to discuss Glen Brook Way which would be 36 Units. The preliminary budget sheet was reviewed. The members are in receipt of a letter date July 26, 2016 about the request for \$25,000.00 to support the exploration of this affordable housing development. If this project continues to be feasible Metro West will look to apply for a friendly 40 B. This would need the approval of the Board of Selectmen. This project could bring affordable rentals to the Town of Medway. The funding in relation to the project was reviewed. The phasing of the project was reviewed along with the money allocation. The target date for the local initiative application is October 30, 2016. The project would need funding financing by the town January 2018. If the project proceeds, there could be a recoverable grant.

It was explained to Jennifer that there is a perception by a few that there is not a need for an agency such as Metro West Collaborative, that the town could do this themselves by buying, fixing and then selling property. The negative of this is that there less federal and grant money available. Jennifer explained that the town can also bond against the CPA funds. The town could move ahead with Glenbrook Way and continue with Cutler and then join them for one financial package.

Metro West Collaborative Development would look for a commitment to the \$25,000 by September 2016.

Jennifer did indicate that Stephanie Mercandetti is pulling together a departmental head meeting to discuss this. The meeting is tentatively scheduled for Thursday, August 18, 2016.

**Review of the Request for Proposal:**

The members reviewed the request for proposal.

Consultant Karen Sunnarborg noted that the issues which need discussion are the following:

- Degrees of affordability
- Level of affordability
- Options for conveyance

Consultant Sunnarborg indicated that since this is a small development, the funding opportunities are limited. The committee would like the units to be 100% affordable, but Karen explained that

this will be difficult since there are so few units. If this were combined with another project then the numbers would work better for funding.

The wording in the criteria needs to be clear about maximizing the affordability aspect. It was suggested to consult with counsel about if this project should be conveyed or ground lease. The terms of this conditions needs to be determined in regards to putting this in perpetuity.

Member Trindade left at 8:20 pm.

The preconference meeting will take place at the site.

The members are in agreement that it would be great if all units are affordable. It would be great to have a level of flexibility. For only 8 to 12 units, the funding options are limited. There are more tax credits for more affordable units your put in.

It was suggested to check the CPC plan about historical money.

The following recommendations were noted for the Request for Proposal:

- Reference that the Town of Medway is a Green Committee.
- Make sure the font size is consistent throughout document (pg 2)
- Language about the importance of the historical component of site.
- Provide local preference to those who live on the Town of Medway.

Consultant Sunnarborg will make the revisions and provide the document back to the committee to review.

### **Adjourn:**

### **Trust:**

**On a motion made by John Parlee and seconded by John Macquire, the Trust voted unanimously to adjourn the meeting at 8:41 pm.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Initially Edited,  
Doug Havens  
Housing Coordinator

