

**APPROVED**

**TOWN OF MEDWAY**

**AFFORDABLE HOUSING COMMITTEE**

**MEETING MINUTES**

Wednesday, January 9, 2013, 7:00 PM  
Medway Senior Center  
76 Oakland Street  
Medway, MA 01053

**Affordable Housing Committee**

Robert Ferrari..... Present  
Marcia Kramarz ..... Not Present  
Teresa O'Brien..... Present  
Alison Slack..... Present

**Also Present:**

Susan Affleck-Childs

**Call to order at 7:08pm**

**Planning Session: Discussion of Items for Consideration in Establishing Guidelines and Procedures for Builders/Developers of Affordable Housing Units -**

**a. Review Medway Chapter 40B Process Steps:**

Ms. Affleck-Childs gave a brief overview of the types of 40B developments and the Town approval process required for each type. There are three main categories:

1. Regular/Aggressive 40B – permitting agency is ZBA and affordable units must make up 25% of the units
2. Friendly 40B – permitting agency is ZBA because it's still considered a comprehensive permit, and Trust can act as a facilitator and even contribute funds to the project
3. Conventional Development – permitting agency is the PB, and has a more informal feel. Anything over six units in Medway has to have 10% affordable (bylaw). The Town must also submit to DHCD to be considered on the Subsidized Housing Inventory.

**Habitat for Humanity Project (15 Broad St.)** – this project is currently off the table as there is now a bid on the property.

**Updates on AHT Action regarding Williamsburg Condominiums & Possible Habitat for Humanity Project** – Mr. Yorkis received notice that the Trust has rescinded their support, and no decision has been reached in terms of the Planning Board. Ms. Affleck-Childs reviewed the previous steps taken by Mr. Yorkis to modify the special and definitive permits regarding the number of affordable units. At this time, the Trust has not received the requested documentation regarding the building of an affordable unit as presented earlier by Mr. Yorkis. The Affordable Housing Committee is in agreement that specific documentation is necessary to provide builders with an outline of bylaws, forms, and Town guidelines. The Committee reviewed Zoning Board of Appeal guidelines and similar material from Sudbury, Medfield, and Needham in preparation of developing similar documents for use by Medway developers. The Affordable Housing Trust will review and approve all materials developed along these lines.

**Action items:** The Committee will review all documents provided by Mr. Ferrari before the next meeting for inclusion in our guidelines, Mr. Havens will prepare a Comparison Chart to be reviewed at the next meeting. The December 12, 2012 meeting minutes will be approved at the February AHC meeting.

**Adjourn** – Ms. Slack moved to adjourn at 8:33pm, Mr. Ferrari seconded, and the motion was unanimously approved.

**NEXT AHC MEETING—Wednesday, February 13, 2013**

**TOWN OF MEDWAY**

**AFFORDABLE HOUSING COMMITTEE**

**MEETING MINUTES**

Wednesday, February 13, 2013, 7:00 PM  
Medway Senior Center  
76 Oakland Street  
Medway, MA 01053

**Affordable Housing Committee**

Robert Ferrari..... Present  
Marcia Kramarz..... Present  
Teresa O'Brien..... Present  
Ann Sherry.....Present  
Alison Slack..... Not Present  
Doug Havens.....Present

Also present: Joel D'Errico ([legionplaceapartments@gmail.com](mailto:legionplaceapartments@gmail.com) / 508-439-0022)

**Call to order at 7:07pm**

**I. Presentation by Mr. D'Errico** - Mr. D'Errico presented a proposed plan for 6 Cutler Street (American Legion) to be converted into housing (see proposal of outline and photos he provided). Mr. D'Errico has experience with residential subdivisions and has built six (6) over the last twenty (20) years. The project includes (16) sixteen (1) one bedroom apartments in two buildings. Mr. D'Errico intends to dedicate, by covenant, 80% of the units to be affordable units based on 50% of Medway's median income. The building would feature two by six construction. Mr. D'Errico estimates revenue of \$20,000 for the Town of Medway in water/sewer and property taxes. All units have central vacuum, and washer/dryer units are provided. The proposed parking lot will be based on (2) two spots per every (1) one unit and the new building surface conditions will contain 100% of all storm water and run-off.

Mr. Havens addressed the possibility of an issue with variances and the requirement of a special permit for the project. The first step of the friendly 40B process would be a site visit and approval from DHCD, followed by presentations to the specific Medway Boards for approval. Mr. Havens suggested that Mr. D'Errico's legal counsel contact John Emidy, Building Commissioner, regarding site eligibility for the project. Mr. D'Errico had previously met with Suzy Affleck-Childs, who suggested that he reach out to the Affordable Housing Trust regarding

the project. The Committee was in agreement that Mr. D'Errico should also present this project to the Affordable Housing Trust at their next meeting.

**II. Continuation of Discussion of Items for Consideration in Establishing Guidelines and Procedures for Builders/Developers of Affordable Housing Units –**

The Committee continued discussion regarding their review of the Sudbury and Action affordable housing bylaws and procedures. Mr. Havens suggested looking at the existing process of getting a zoning variance and what role the Committee could have in facilitating comprehensive permits for contractors that are interested in building AH units in Medway. The Committee would eventually like to present the draft proposal to the Boards for approval as a guideline for all future 40B projects. The Committee will also continue to draft/compile a flow chart for use with future projects.

Mr. Ferrari spoke with Ms. Slack and she has proposed that instead of co-chairing the Committee that Mr. Ferrari would take over as Chair and Ms. Slack would remain as a member.

**Ms. O'Brien motioned for Mr. Ferrari to assume the role as Chair of the Committee, Ms. Kramarz seconded, and the motion was unanimously approved.**

With no other business before the Committee, Ms. O'Brien motioned to adjourn at 8:30pm, Ms. Kramarz seconded and the motion was unanimously approved.

*Next AHC meeting will be March 13, 2013*

**TOWN OF MEDWAY**

**AFFORDABLE HOUSING COMMITTEE**

**MEETING MINUTES**

Wednesday, March 13, 2013, 7:00 PM  
Medway Senior Center  
76 Oakland Street  
Medway, MA 01053

**Present:**

Bob Ferrari  
Teresa O'Brien  
Marcia Kramarz

**Not present:**

Doug Havens  
Alison Slack

**Call to Order – Mr. Ferrari called to order at 7:09pm**

**Review of outstanding meeting minutes – Ms. Kramarz motioned to accept the February Affordable Housing Committee meeting minutes, Ms. O'Brien seconded, and the minutes were unanimously approved.**

Governor's Bill RE: Regionalized Housing Authority – Mr. Ferrari addressed the possibility of the State condensing all local Housing Authorities into six regional housing authorities and reviewed the packet of materials distributed to the members. The Department of Housing and Community Development [DCHD] has expressed deep concerns about ~~was raised over~~ older properties not being adequately and properly maintained. The Board of Commissioners of the Medway Housing Authority has voted not to support the Governor's Proposal because it removes local control and lacks adequate representation on Regional Housing Authority Boards. The Board of Commissioners does support an alternative bill filed by the Massachusetts Chapter of the National Association of Housing & Redevelopment Officials.

Discussion continued regarding the status of repairs completed at the senior housing complexes located at Kinney Drive and Lovering Street, as both properties are over (40) forty years old.

Discussion of Selected 40B Guidelines and Regulations pertaining to Legion Place Proposal - The Committee reviewed the meeting materials prepared by Mr. Havens. They also discussed the Legion Apartment Project presented by Mr. Joel D'Errico. Mr. Ferrari discussed the previous

Affordable Housing Trust meeting at which Mr. D'Errico presented his project and he also discussed the steps the Trust and the Committee could take to facilitate this project. It appears that Mr. D'Errico is willing to designate 4 units on the first floor of the proposed building as affordable units for senior housing.

The Committee briefly reviewed the section on the Comprehensive Permit process that Mr. Havens had prepared and which the Committee will discuss more fully at its next meeting.

Membership Recruitment – Mr. Ferrari will discuss posting on the town website with Allison Potter to recruit new members. Ms. Kramarz suggested also advertising on town cable channels.

**Adjourn** – Ms. O'Brien moved to adjourn, Ms. Kramarz seconded, and the meeting was adjourned at 7:55pm.

*Next meeting will be held on Wednesday, April 10, 2013*

**APPROVED**

**TOWN OF MEDWAY**

**AFFORDABLE HOUSING COMMITTEE**

**MEETING MINUTES**

Wednesday, May 15, 2013, 7:00 PM

Medway Senior Center

76 Oakland Street

Medway, MA 01053

**Present:**

Bob Ferrari - Chair

Teresa O'Brien

Douglas Havens – Community Housing Coordinator

Ashley McQuade – Recording Clerk

**Not present:**

Alison Slack

**Call to Order – Mr. Ferrari called to order at 7:15 p.m.**

**Review of outstanding meeting minutes – Mr. Ferrari motioned to accept the March Affordable Housing Committee meeting minutes, Ms. O'Brien seconded, and the minutes were unanimously approved.**

**Information Update:**

- a. Key Issues Before Affordable Housing Trust – Mr. Havens informed the Committee that Legion Hall is now back on the market as Mr. D'Errico has backed out of the project. Another ongoing issue is the Paul Yorkis' Williamsburg project and the current problems with permits, regulatory agreement, and the absence of Affordable Housing guidelines. Mr. Havens was informed last night that a regulatory agreement has begun to be drafted and will need to be reviewed by the Town and DHCD before it is recorded by the Town. The Committee is in agreement that there needs to be a process in place to avoid these issues. The Trust has sent a letter to the Planning Board regarding payment in lieu and the Planning Board did recommend and invite the Trust and the AHC to work with them to draft and recalculate the current payment schedule with regard to in lieu payment options.
- b. Update on potential projects – The Trust also toured possible project sites in Medway with builder Peter Smith and he will be reporting back

regarding options for the sites. Mr. Havens will report back with his findings.

- c. Update on Governor's Proposal to Reform the Commonwealth's Public Housing System – Mr. Ferrari discussed the housing system reform (materials provided) and expressed concern over the effect the reform would have on Medway. The Committee is in agreement that while this may be beneficial in larger communities, it may not have such a positive impact in Medway. Mr. Ferrari believes there will be more activity on this matter in September and will keep the Committee updated. He is also in the process of drafting a letter addressed to the Selectman, the Trust, and this Committee regarding the immediate need to replace ~~Kinney Drive~~ aging facilities, Kenny Drive and Lovering Heights and the need for consistent, diligent care of senior housing facilities.

Discussion of Suggested Stages In Seeking A Comprehensive Permit (Modeled on Acton Comprehensive Permit Policy 8/20/12) – Mr. Havens has continued to revise the draft outline of the suggested stages and gave a detailed explanation of each stage of the process (see handout). The Committee discussed the revisions to help streamline the entire process of seeking and attaining a comprehensive permit/friendly 40B process. Mr. Havens would also like to meet with other Boards and Committees to create a working timeline of permit process.

New Membership Recruitment Efforts – Brief discussion regarding new members and the need to build up this Committee. Mr. Ferrari has a few names to contact and will report back at the next meeting.

**Ms. O'Brien moved to adjourn, Mr. Ferrari seconded, and the meeting was adjourned at 8:40 p.m.**

*The next meeting will be held on Wednesday, June 12, 2013*

**APPROVED**

**TOWN OF MEDWAY**

**AFFORDABLE HOUSING COMMITTEE**

**MEETING MINUTES**

Wednesday, June 19, 2013, 7:00 PM

Medway Senior Center

76 Oakland Street

Medway, MA 01053

**Present:**

Bob Ferrari - Chair

Alison Slack

Teresa O'Brien

Douglas Havens – Community Housing Coordinator

Ashley McQuade – Recording Clerk

**Mr. Ferrari called the meeting to order at 7:12 p.m.**

Consideration of May meeting minutes – The Committee agreed to review the May meeting minutes at the July Committee meeting.

Review of Planning Group meeting – Mr. Ferrari gave an overview of the meeting including development of the 'bottle cap' lots, and discussion about the Affordable Housing Trust and Committee having a joint meeting to discuss developments, prospective projects, and the need for housing. There was also discussion regarding abutter concerns, transportation issues, and density.

Affordable Housing Membership Discussion: Needed Skill Sets – There is concern over membership numbers, however there is a necessary skill set needed to facilitate Committee projects. Mr. Ferrari will reach out to a few recent contacts regarding membership and will speak with Ann Sherry for additional help. Mr. Havens will also reach out to local churches and religious organizations, along with prospective members at the Senior Center.

Other Business Before the Committee - Mr. Havens gave an overview of AH Trust Project Inventory that he compiled, including status of projects and projected due dates (chart attached to minutes). Mr. Havens also would like to create an additional index and/or page on the Affordable Housing website for providing forms, documents, and outlines.

**Mr. Ferrari motioned to adjourn the meeting at 8:22 p.m., Ms. O'Brien seconded, and the motion was unanimously approved.**

*The next meeting will be held on Wednesday, August 14, 2013*