



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

August 6, 2015

Medway Senior Center, 76 Oakland Street

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

Chairman Ferrari of the Affordable Housing Committee and Chairman Sherry, Affordable Housing Trust meeting called the meeting to order at 7:00 PM.

Metro-West Collaborative Development:

Jennifer Van Campen, Executive Director – Metro West Collaborative Development was present. She introduced Metro-West Collaborative Development and informed all that this is a non-profit property management corporation. There are three full time employees and are in the process of hiring a fourth. The collaborative has been around for 27 years and works primarily in Watertown, MA. The collaborative looks for opportunities to help affordable housing advocates in 25 town to meet their affordable housing production goals. This collaborative works with trusts and municipalities along with community leaders to identify potential housing projects.

This collaborative works with clients to make sure their housing stock is in compliance with the State guidelines. For resale of ownership property they make sure the transactions happen and the new owner is income eligible. The recording of any deed restrictions is handled by their company. The collaborative also provides outreach to the community and provides information sessions for municipalities.

Jennifer explained that the collaborative is interested in the Medway property at 150 Village Street and 8 Broad Street. This is a 12-Unit rental property (10 – two bedroom and 2 – one bedroom) totaling 9,822 rentable square feet on a 38,000 square foot site. There are 26 off street parking spaces. The listing price was \$1,500,000. The purchasing offer of \$1,600,000 for this property was accepted. This building will continue to operate with rentals, while possibly trying to raise additional public and private funds to undertake a possible rehabilitation of this site if needed. A draft budget for this site was presented.

The scope of the work that might be needed to be done on the Village Street property has not been determined. The current plan is to keep as is but updating construction standards. There is a budgeted amount of \$15,000 for rehab per unit which is allocated into the budget. The scope of rehab has not been determined yet. The current request is \$250,000 from town for the purchase of deed restrictions on the units acting as down payment on the purchase. The closing for this property is November 3, 2015. The rehabilitation can be done in two phases. First, buy property in phase one, get it under management, and then start Phase 2 for possible redevelopment. The redevelopment could be as late as three years from now. Various development opportunities need to be explored. It was explained that the deed restrictions need to be put on this property as soon as possible. The \$250,000 is needed initially and another \$250,000 would be needed within the next three years for any rehabilitation. Thus the total funding requested from local sources would be \$500,000.

There will be a site visit on Monday August 10, 2015. This is still not a done deal, if the visit shows that there are heating issues, asbestos etc., structural concerns, we would need to get building inspector to look at this site ASAP. The possible benefits of combining the development with that of Cutler Street included qualifying for tax credits which may not be possible with separate applications. All were in agreement that there does not need to be a decision right away on Cutler Street. Simultaneous development of a combined projects' 24 (total) units could also qualify the Town for 1 year safe harbor.

Doug reminded all that Cutler Street needed to be conveyed under MGL 30B.

The Chairman of the trust explained that between currently conveyed CPA funds and Charles River Village “in lieu” there are sufficient funds to move forward. There will also be additional money coming in for The Willows.

The State has not announced DHCD's next One Stop funding round and we could submit an application to DHCD as notice of what we will be doing in Medway. The first step is to procure the building.

Jennifer is looking for a commitment of \$250,000. She needs to know if the town will have funds available since the Collaborative will be meeting with loan officers later in the week. The purchase and sale runs until the end of August. There is an accepted offer but if there are structural problems hidden, then the collaborative would need to go back and renegotiate. The deadline for financing arrangements is September 15, 2015.

Vote:

On a motion made by Glenn Trindade and seconded by John Maguire, the Trust voted by roll call vote to begin due diligence for the purposes of supporting the purchase of 150 Village and 6 Broad Street by the MetroWest Collaborative Development.

Roll Call Vote:

Glenn Trindade	aye
Judi LaPan	aye
John Maguire	aye
Ann Sherry	aye

Chairman Ferrari asked for a motion of the Affordable Housing Committee:

Vote:

On a motion made by Mike Leone and seconded by Alison Slater, the Affordable Housing Committee voted unanimously to support the collaborative relationship between the Metro West Collaborative Development and the AHC/AHT.

The Committee would like Metro West Collaborative to provide references.

Housing Production Plan:

The Committee is in receipt of the Draft Housing Production Plan. Doug asked the members to review and provide any comments or questions. This information needs to be sent by August 11, 2015.

Department of Housing and Community Development:

The Department of Housing and Community Development sent a letter dated July 29, 2015 regarding the approval of Millstone Village LAU (Local Initiative Program) Regulatory Agreement indicating that (8) units will be designated as affordable from the (80) total.

Zoning Ideas:

The members were informed that there had been a meeting on Monday July 20, 2015 to discuss future AHC/AHT ideas.

The Willows:

The members were in receipt of the following:

- Memorandum dated July 28, 2015 from Planning and Economic Development Coordinator.

The memo is in regards to the Willow ARCPUD development and the definition of which of its various types of dwellings fall under the inclusionary requirements of the Town's special permit provision. The memo indicated that the 56 "independent living" apartments will not be licensed or regulated by the Mass Department of Elder Affairs as "assisted living" units nor do they constitute "congregate housing". Based on this information, the case can be argued that these units should require inclusionary AH development. The applicant for the Willows has proposed to fulfill their affordable housing requirement by making a payment to the Medway Affordable Housing Trust in lieu of constructing 8 affordable units on site based on the construction of the 71 cottage dwellings which clearly fall under the Town's inclusionary requirements. The total to the trust would be \$274,000.

The sentiment that "in lieu" payments should not be so easily accepted was noted and acknowledged as one of the issues raised at the PEDB's recent session discussing zoning proposals and that it is worth pursuing.

Since this memo was written, the PEDB has decided that the independent units did not fall within the inclusionary requirement. Mr. Havens noted that this finding was not immutable until a permit was actually granted and sought guidance on whether or not to pursue the matter,

In response to a request for a written determination from the appropriate state agencies, the strong sentiment that it was inappropriate to second guess the finding of the PEDB post facto, Doug Havens proposed reviewing the matter further to determine any appropriate action.

New Business:

Public Access for Meetings:

The Committee received a memo dated July 10, 2015 from the Board of Selectmen encouraging additional efforts to accommodate Open Meeting laws by facilitating access through the local cable channel. This would involve making an effort to have meetings held in wired locations. Doug will look into having the meeting in another location.

2015 Budget Reconciliation:

Mr. Havens drew attention to the Budget Reconciliation report for FY2015 included in the materials. He asked for it to be reviewed by all, indicating he would sign off on it unless he heard any objections from members.

The Committee was also provided a handout showing the current funds available to the Trust. The document was dated August 4, 2015.

Payment of Bills:

- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to reimburse \$75.00 to Mike Leone for the Massachusetts Housing Partnership Workshop.**
- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to pay the bill for \$209.24 from Eversource for Cutler electricity...**
- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to pay the bill for \$154.47 for office supplies from WB Mason**
- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to pay the bill for F & S in the amount of \$2400.00 for design work on Cutler.**

Adjourn:

There being no further business before the bodies it was moved by Glenn Trindade and seconded by Judi Lapan and passed to close the meeting at 9:00 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

November 5, 2015

Medway Senior Center, 76 Oakland Street

	Present	Absent		Present	Absent
<u>Board Members:</u>					
Ann Sherry, Chair	✓		Karen Soter		✓
Judi LaPan	✓		Glenn Trindade	✓	
John Maguire		✓			
<u>Committee Members</u>					
Bob Ferrari, Chair	✓		John Parlee	✓	
Michael Leone	✓		Sue Rorke	✓	
Judi LaPan	✓		Alison Slack	✓	
Teresa O'Brien		✓	Karen Soter		✓

Also Present:

Douglas Havens, Community Housing Coordinator
 Amy Sutherland, Recording Clerk

Chairman Ferrari called the meeting of the Affordable Housing Committee to order at 7:02 p.m.

Chairman Sherry called the meeting of the Affordable Housing Trust to order at 7:14 pm.

Selectmen Trindade called into the meeting and participated remotely at 7:14 pm.

All Trust votes will be taken by roll call vote since one member is participating remotely.

Housing Production Plan:

On a motion made by Judi LaPan and seconded by Glenn Trindade, the Affordable Housing Trust voted by Roll Call to accept the Housing Production Plan contingent upon the recommended revision.

Roll Call

Glenn Trindade	aye
Ann Sherry	aye
Judi LaPan	aye

Member Trindade exited the meeting remotely at 7:20 pm.

Discussion Items regarding Comprehensive Housing Needs Assessment:

The following were suggestions noted within the discussion:

Section I:

Comprehensive Housing Needs Assessment:

- Correct the page numbering and formatting
- Include new cover and table of contents
- Page 3 lower table (verify numbers in \$15,000 to \$24,999.
- Population Projections by age chart suggested a bar graph.
- Page 7 it should reference that Medway is underserved by and list the type of markets.
- Page 11 the numbers regarding permits in Medway need verification.
- Page 14 add language in the narrative about our numbers and the reasoning behind them.
- Page 14 Table 11 put an * next to the \$760 a paragraph should be written to explain there is a need for more housing.
- Page 15 Table 12 include in title Medway Home Values
- Page 15 Table 13 verify the numbers include renting rooms along with further clarification about the criteria used.
- Page 17 Table 15 should have the title Medway Rent.
- Page 18 Figure 5 include the word Medway to title
- Page 19 Table 16: There was a question about that the housing supply in the first row being less than \$10,000 161 total units.
- Page 19 Table 16: There was a suggestion to group them differently and collapse the lower ones into one. Request further verification of these numbers.
- Page 20 Table 17: Should this chart include Exelon spill.
- Provide real numbers from existing housing stock by gathering these numbers through the assessor's office value.

There was discussion that there is a significant increase in over 55 population in the Town of Medway and there is a need for apartments or condominiums to meet the needs of this population.

II. Affordable Housing Goals:

This section provides the action on 1999 Master Plan as foundation for the 2010 Housing Production Plan.

- Page 32: Top of page include word “disabled” with infirmed and strike the word “segregated”.
- Page 32: Fix the subheading.
- Page 37: Bottom of page alignment of end note for Accessory Apartment Bylaw.

A proposed comprehensive permit project is under eligibility review by Mass Housing. This development is called Timber Crest. The original plan anticipates the constructing of 76 single family homes and 116 condominium units, yielding 48 affordable units. This project will not meet the towns 10% goal and may not provide limited safe harbor.

III. Implementation Strategies:

This section suggests specific locations and strategies for implementing the activities thought to achieve the five goals set out earlier in the current plan.

- Page 40: Zoning Maps and overlays will be included.
- Page 41: third paragraph – verification of 635 to 905 units.
- Page 41: Section Identify Land and Existing Housing Units for purchase (add rental).
- Page 44: Recommend taking out the section “Consider Transfer of Development Rights Provisions”.
- Page 45: This section is referencing table 17 which is incorrect this needs to be checked.
- Include a chart of what the goal is for safe harbor and units to be at 10%.
- Include a chart of the goal for safe harbor.

The Committees would like to see the requirements for an in-law looser with possibly redefinition.

Goal 4: Zoning Practices:

There has been many zoning changes which were done to encourage increases in housing stocks. The Affordable Housing Committee must continue to coordinate and work together with other town boards such as Planning and Economic Development Board, Zoning Board of Appeals, and the Design Review Committee with the use of the CPA funds to ensure that affordable housing can be developed.

Promote: facility where people could live in while homes are being renovated. We need to develop initiatives.

III: implementation Strategies:

This section is to provide strategies for implementing the activities to achieve the five goals along with the intent of achieving and maintaining safe harbor while working toward a minimum of 10% of its housing stock being affordable.

Executive Summary:

- Page 46 & 47: It was suggested to have the title in the ammendum be revised to indicate “2011 Medway Affordable Housing Trust Action Plan”.

Affordable Housing Committee:

On a motion made by Alison Slack and seconded by Judi LaPan, the Affordable Housing Committee voted unanimously to accept the most recent comprehensive housing production plan contingent upon noted revision.

Woodside Condominium:

The Committee is in receipt of a letter dated September 8, 2015 written to Medway Housing Authority in regards to Woodside Condominiums owned by Ms. Leslie Samuels. The letter is in regards to the conveyance of her condominium unit and documentation that the income and asset limits determining qualifications for senior residents be verified if this unit is being sold.

Another letter dated October 7, 2015 was sent to Ralph Caton regarding violation of deed restriction for units 4-5 Woodside Condominiums and the resale of unit 4-5 which are subject to conditions which were agreed as discounted from the original sale price. It was communicated that this condominium is currently going through foreclosure and the goal is to have it remain in the affordable housing stock.

Millstone Condominium:

The Committee is in receipt of a letter dated October 1, 2015. The letter makes reference that Millstone is trying to modify and refinance its existing loan with Southbridge Savings Bank pursuant to a tripartite agreement with the Town of Medway Planning Board. There was also a letter from Doug Havens dated October 8, 2015 to John Foresto, Chairman of the Board of Selectmen acceding to the to the request and allow Millstone Builders LLC to refinance its current mortgage,

Cutler Street:

The Committee was informed that the water at the Cutler Street property is shut off. It was suggested to see if the Metro West Collaborative to see if they might be interested in a joint development with a 2011 proposal to develop apartments on property on West Street.

Town Meeting Warrant:

The Article 15 seeks to amend the Medway General Bylaws by revising Section 2.18 (c) 2. In Article II as follows:

To employ consultants and full or part-time staff; and to contract for administrative and support good and service. The recommendation is to strike the language about “to expend up to ten percent of Trust Fund receipts for these purposes.”

On a motion made by Bob Ferrari, and seconded by Judi LaPan, the Affordable Housing Committee voted to support the proposed amendment for Article 15.

The trust continues to seek residents who want to be on the Affordable Housing Trust.

Budget Reconciliation:

The Committee is in receipt of the year to date budget report dated November 5, 2015.

Alison Slack informed the Committee that she recently attended workshops on Community Development. She will provide the material at the next meeting. The cost of the workshop was \$75.00. She was wondering if this is reimbursable.

Adjourn:

Affordable Housing Committee:

On a motion made by Bob Ferrari and seconded by Michael Leone, the Affordable Housing Committee voted unanimously to adjourn the meeting at 9:00 pm.

Affordable Housing Trust:

On a motion made by Ann Sherry and seconded by Judy LaPan, the Affordable Housing Trust voted unanimously to adjourn the meeting at 9:00 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Approved December 10, 2015



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

December 10, 2015

Medway Senior Center, 76 Oakland Street

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

Chairman Ferrari of the Affordable Housing Committee and Chairman Sherry from the Affordable Housing Trust meeting called the meeting to order at 7:03 pm.

MINUTES:

September 3, 2015:

Affordable Housing Trust:

On a motion made by John Maguire, and seconded by Judi LaPan, the minutes from September 3, 2015 were accepted.

Affordable Housing Committee:

On a motion made by Bob Ferrari, and seconded by Judi LaPan, the minutes from September 3, 2015 were accepted.

November 5, 2015:

Affordable Housing Trust:

On a motion made by John Maguire, and seconded by Judi LaPan, the minutes from November 5, 2015 were accepted.

Affordable Housing Committee:

On a motion made by Bob Ferrari, and seconded by Allison Slack, the minutes from November 5, 2015 were accepted.

Report of CHC:

The Trust and Committee were made aware that there was a presentation of the draft 2016 Housing Production Plan to the Planning and Economic Development Board. The PEDB suggested including a comparison chart among surrounding towns. Gino Carlucci created this chart. It is entitled “Types of Housing Units in Medway, Nearby Towns and in Massachusetts”. The compared towns included Medfield, Holliston, and Wrentham.

Anne Sherry also created a matrix which included the 2016 Housing Production Plan: Goals and Objectives. The PEDB voted to adopt the plan as modified. The five goals within the matrix were reviewed. The following suggestions were made:

Goal 1: Identify Housing Needs:

#2: Include the Director of Planning and Economic Development.

Goal #2: Strengthen Organizational Infrastructure to Implement Housing Plans:

#1: Include the Director of Planning and Economic Development and Board of Selectmen

#1 b. - Include the Director of Planning and Economic Development.

#1 c. - Include the Director of Planning and Economic Development.

#4 - Include Affordable Housing Committee

Goal #3 Identify Viable Locations and Optimize Opportunities for their development:

6 – Make the PEDB the primary facilitator.

Goal #4: Identify Zoning Practices that Encourage Housing Development that Best Serves Our Community’s Needs:

#2 - Determine who owns and get out a letter about the various incentives

#3 – Include the Planning and Economic Development Committee as primary

#4 – Include the Planning and Economic Development Committee as primary

#6 - Include Affordable Housing Committee

Goal # 5: Explore and Utilize Creative Development Opportunities:

#8 - Include the Director of Planning and Economic Development Committee.

The Committee suggested a three tier means of prioritizing the responsibilities.

Adoption of Housing Production Plan:

Affordable Housing Trust:

On a motion made by John Maguire, and seconded by Judi LaPan, the Affordable Housing Trust voted to adopt the Housing Production Plan including the modified table 6.

Affordable Housing Committee:

On a motion made by Alison Slack, and seconded by Mike Leone, the Affordable Housing Trust voted to adopt the Housing Production Plan including the modified table 6.

Chairman Ferrari informed the committee that the National Association of Housing and Redevelopment Office has announced that there will be a new law which requires that “one member be a tenant on a town (housing) authority board whether by election or selectmen appointment, or in compliance with HUDS member requirement. The goal is also to have three regional capital assistance teams ready by July, 2016. The regulations are being streamlined where possible to aid in LHA implementation and compliance.

6 Cutler Street:

The Committee is in receipt of a conceptual site plan dated November 30, 2015 for 6 Cutler Street. There was discussion about possibly approaching the cemetery for land to provide ample space for a proposed addition. Members were asked to review the plan and bring their comments to the next meeting.

4 Kingston Lane Unit 5:

The Board of Selectmen is in receipt of a letter dated November 24, 2015 from Citizen’s Housing and Planning Association, Inc. Elizabeth Palma-Diaz, Senior Program Manager. The letter was sent on behalf of Ralph Caton, the current owner of an affordable property under Chapter 40 B, stating the owner’s intent is to sell the unit. The maximum resale price of the unit is \$124,900.00. The deed has a rider “right of first refusal” for 30 days to determine if they want to purchase the unit. The 30 days ends December 24, 2015.

Woodside Units 2-6:

The authority was made aware that 2-6 went into bankruptcy and foreclosure and an objection to the owner’s bankruptcy plan was filed by Town Counsel, since it contained provisions for the surrender of the property to the bank in satisfaction of outstanding loans, nullifying the Town’s rights under the Deed Restriction. The Administrator will be reviewing the matter for decision.

Affordable Housing Trust candidates and nominations:

The Trust is still in pursuit of another candidate to serve.

Meeting Schedule 2016:

The Committee & Trust are in receipt of a schedule of 2016 Board meeting dates.

Town Meeting Warrant/Amendment to Declaration of Trust:

The committee is in receipt of a certificate of amendment to the Town of Medway Affordable Housing Trust which would bring the Trust’s powers in line with those recently approved at Town Meeting: Specifically, to delete language that limits the amount of funds to be expended “to employ consultants including but not limited to engineering and legal services, and full or part-time staff, and to contract for administrative and support goods and services.” This will be voted on at the next meeting held on January 7, 2015.

Working Balance Sheet:

The Authority is in receipt of a revenue and expense sheet dated December 9, 2015. The total revenue is \$569,041.36. The total available funds are \$277,735.31. The pilot payments received to date is \$322,200.00 (11 payments at \$29,291.)

Payment of Bills:

On a motion made by Judi LaPan, and seconded by Glenn Trindade, the Trust voted to pay the bills as presented.

Bills:

Thomas Carrol Insurance:	\$2,397.00 (Insurance for year)
PGC Associates:	\$5,000.00
Petrini & Associates:	\$3,654.56
W. B. Mason:	\$ 111.48
W.B. Mason:	\$ 8.10

Total: \$11,171.14

Affordable Housing Committee

Adjourn:

On a motion made by Alison Slack, and seconded by Mike Leone, the Affordable Housing Committee voted to adjourn their meeting at 7:45 pm.

Affordable Trust Executive Session:

Chairman Sherry communicated that the Trust needs to go into executive session to discuss strategy with respect to litigation where an open meeting may have a detrimental effect on litigating position of and Exemption 6: to consider the purchase, exchange, lease or value of real estate property.

On a motion made by Judi LaPan, and seconded by Jack Maguire, the Affordable Housing Trust voted to by roll call vote to go into executive session to discuss strategy with respect to litigation where an open meeting may have a detrimental effect on litigating position of the and exemption 6: to consider the purchase, exchange, lease or value of real estate property. They will not go back into open session.

Roll Call:

Jack Maguire	aye
Ann Sherry	aye
Judi LaPan	aye
Glenn Trindade	aye

Respectfully Submitted,

Amy Sutherland
Meeting Recorder
Approved January 7, 2016

