



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

Wednesday, February 7, 2024 at 7:00 p.m.

VIA Zoom

Pursuant to the provisions of Chapter 2 of the Acts of 2023, under which public bodies retain the option of holding open meetings and hearings remotely, and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021 meeting, all persons participated remotely in this meeting via Zoom. Information for participating via Zoom was posted at the end of the meeting's Agenda on the town website.

Trust Members:

	Present	Absent		Present	Absent
Ann Sherry, Chair	X				
Judi LaPan	X		Glenn Trindade		X
Jack Wolfe	X				
Alexandra Jacobson	X				

Committee Members:

	Present	Absent		Present	Absent
Judi LaPan, Chair	X		Glenn Trindade		X
Jack Wolfe	X		Michael Billeri	X	
Alexandra Jacobson	X				

Also Present:

Barbara Saint Andre, Director of Planning and Economic Development

The Affordable Housing Trust was called to order and opened, and the members of the Trust identified themselves.

The Affordable Housing Committee was called to order and opened, and the members identified themselves.

MINUTES:

January 3, 2024

Affordable Housing Trust:

On a motion made by Jack Wolfe, seconded by Ann Sherry, the Trust approved by roll call vote the minutes from January 3, 2024 (4-0).

Roll Call Vote:

Ann Sherry	Aye
Judi LaPan	Aye
Alex Jacobson	Aye
Jack Wolfe	Aye

Affordable Housing Committee:

On a motion made by Judi LaPan seconded by Jack Wolfe, the Committee approved by roll call vote the minutes from January 3, 2024 (4-0)

Roll Call Vote:

Judi LaPan	Aye
Alex Jacobson	Aye
Michael Billeri	Aye
Jack Wolfe	Aye

Invoices:

The Affordable Housing Trust has the following invoices to approve:
KP Law Invoice \$202.50

On a motion made by Judi LaPan, seconded by Alex Jacobson, the Trust approved by roll call vote the invoice for KP Law in the amount of \$202.50 (3-0-1).

Roll Call Vote:

Ann Sherry	Aye
Judi LaPan	Aye
Alex Jacobson	Aye
Jack Wolfe	Abstained

Directors and Officers Insurance Application:

The Affordable Housing Trust is in receipt of an application and an expected premium in the amount of \$799.00 for Directors' and Officers' insurance. This invoice has not been received but should arrive by March.

On a motion made by Judi LaPan, seconded by Jack Wolf, the Trust approved by roll call vote to file the application and to approve payment of the invoice in the amount of \$799.00 to ABA Insurance Services when received. (4-0).

Roll Call Vote:

Ann Sherry	Aye
Judi LaPan	Aye
Alex Jacobson	Aye
Jack Wolfe	Aye

Funding Requests for Town Meeting:

The Trust/Committee discussed the budget. Last fiscal year, the town allocated \$20,000.00 in Community Preservation Funds for the Trust. There was \$10,000.00 for salary and another \$10,000.00 for expenses. After discussion, the Trust decided to request for FY2025 \$10,000.00 for salaries/administrative support and another \$7,500.00 for marketing/advocacy/legal funds. There will need to be a rationale presented to CPC for funds. If the funds are not approved, there are some in lieu funds which can be used if needed. The Town may be able to utilize SWAP resources for support if needed.
[Ms. Saint Andre left the meeting to attend another meeting.]

The Trust/Committee would like to look into how to better market and communicate for the affordable units in town. Some of the budgetary funds could be put aside for broader marketing efforts for the viability of affordable housing. The town can reach out to use the media director to assist with the marketing efforts. There was a suggestion to have get a list of units and also work with the regional entity to provide a list of those seeking an affordable unit. There was a suggestion to call the Hathon marketing representative to see if we can be provided with their marketing material to give to those seeking information and also to place on the town website.

On a motion made by Jack Wolfe, seconded by Ann Sherry, the Trust voted unanimously to request \$10,000.00 for secretary/administrative support and \$7,500.00 for expenses (legal, marketing, etc.)(4-0).

Roll Call Vote:

Ann Sherry	Aye
Judi LaPan	Aye
Alex Jacobson	Aye
Jack Wolfe	Aye

Town Meeting Warrant /Masterplan Initiatives:

The Trust/Committee discussed the initiative the State is taking with Accessory Dwelling Units (ADU) units which includes making those by right. The goal is to make it easier for those seeking an ADU through not having a permitting process. This will create more affordable units but those will not qualify for the Subsidized Housing Inventory (SHI) units. The Trust/Committee would like to get updates from the Zoning Board of Appeals and Planning and Economic Development Board. There was also a concern that the ADU units are not going to be small and rented for excessive rental costs. There should be language put in place to not allow for this.

Housing Production Plan:

The Trust/Committee discussed that the unit at 192 Main Street went to market for \$875,000.00 but only has 6 units. The Trust/Committee is hesitant to put efforts into something like this type of purchase since the return on investment is so low. A developer will not make a return on their investment. The Town has learned about doing this in the past with the Cutler property. It is a challenge.

The Trust/Committee thought it would be beneficial to look at potentially available land in town and build relationships with developers. They would like to get a list of available land.

The members discussed moving the meeting to the second Wednesday of the month, and to begin the meeting at 6:30 p.m. instead of 7 p.m.

Adjourn:

Affordable Housing Trust:

On a motion made by Jack Wolfe, seconded by Judi LaPan, the Trust adjourned the meeting (4-0)

Roll Call Vote:

Ann Sherry	Aye
Judi LaPan	Aye
Alex Jacobson	Aye
Jack Wolfe	Aye

Affordable Housing Committee:

On a motion made by Judi LaPan seconded by Jack Wolfe, the Committee adjourned the meeting. (4-0)

Roll Call Vote:

Judi LaPan	Aye
Alex Jacobson	Aye
Michael Billeri	Aye
Jack Wolfe	Aye

Next Meeting: March 13, 2024 at 6:30 p.m.

The meeting ended 8:12 p.m.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Edited by
Barbara J. Saint Andre
Director, Community and Economic Development