



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

January 7, 2016 - 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 Sherry of the Affordable Housing Trust called the meeting to order at 7:00 pm.

Chairman Ferrari of the Affordable Housing Committee called the meeting to order at 7:07 pm.

Amendment to Declaration of Trust:

The Committee is in receipt of a document entitled "Excerpts from Texts of Controlling Authorities". This document included the enabling legislation, land transfer procedures, 2008 town meeting warrant, Town of Medway bylaws, Declaration of Trust, 2014 Amendment to the articles of trust, 2011 Annual Town Meeting warrant, Tri Party Grant Agreement, Town of Medway Zoning Bylaw "IN LIEU" payment, and 2015 Warrant Amending Town bylaws for spending limitation.

On a motion made by John Maguire, and seconded by Judi LaPan, the Trust votes unanimously to sign the Certificate of Amendment regarding Article 15 about being able to employ consultants and full or part-time staff and to contract for administrative and support goods and services. (There were two originals to sign.)

MINUTES:

December 10, 2015:

Affordable Housing Trust:

On a motion made by John Maguire, and seconded by Judi LaPan, the minutes from December 10, 2015 were accepted.

Affordable Housing Committee:

On a motion made by Bob Ferrari, and seconded by Sue Rorke, the minutes from December 10, 2015 were accepted.

Town Counsel:

The members were made aware that the new town counsel will be Kopelman and Paige. The current and ongoing cases will be forwarded.

Housing Production Plan:

The Board of Selectmen voted to adopt the Medway Housing Production Plan. The committees are in receipt of a draft letter to Chrystal Kornegay from Department of Housing and Community Development. This letter will be reviewed by the Town Administrator and also Stephanie Mercandetti for further refinement. The letter does reference the demanding challenge of attaining the quota of 23 units a year to obtain safe-harbor. The town is working on the production of rental units from new or conversion construction.

6 Cutler Street:

The Committee reviewed the conceptual site plan for 6 Cutler. The Trust is looking for town leaders to consider negotiating land from the cemetery.

Regulatory Compliance:

Woodside Units 2-6, 4-5

The Committee was in receipt of a letter dated December 17, 2015. The letter makes reference that the Town of Medway is exercising its right to purchase 4-5 Kinston Lane. There was a site visit with DPS and a list of repairs was created. The list of repairs has an estimated total of \$10,000-\$20,000. CHAPA's Maximum Sale Price for a unit is \$124,900.00 but current sale price is \$109,500. The town will make an offer and the broker has indicated that the bank is willing to accept a short sale.

Unit 6 is currently under foreclosure. The bankruptcy plan is in place. The town has filed an objection to plan and is waiting for decision from the administrator.

Administration:

AHT: Trustee Candidates/Nominations:

The Trust is still looking for members.

Timber Crest:

Mr. Havens has received no status update on the Timber Crest project. It is still at the state level for review.

Cloud Storage:

Doug Haven was interested in expanding his dropbox account. The Committee would like Doug to discuss this further with the IT department. Due to the limited availability of office space in Town Hall, Doug requires access from multiple places.

AHT Finance: Budget Reconciliation, Reimbursement**Postage Reimbursement:**

The trust is in receipt of a certifying mail receipt from Doug Havens.

On a motion made by John Macquire and seconded by Ann Sherry, the trust voted to sign the voucher for postage reimbursement for Doug Havens in the amount of \$14.19 was approved.

Budget Reconciliation through 12/31/15:

The Trust and Committee reviewed the end of year reconciliation form. There is some questions about the various line items' concurrence with the CPC's "boxes". Chairman Sherry would like to sit down with the Town Accountant to review to better understand the line items and review line items.

Mr. Havens will meet with Ms. LaPan to establish reporting formats.

The Committee may need to look at changing some of the line items. A vote to approve the form is postponed.

ADJOURN:**Affordable Housing Trust:**

On a motion made by John Macquire and seconded by Judi LaPan, the Affordable Housing Trust Fund adjourned their meeting at 8:30 pm.

Affordable Housing Committee:

On a motion made by Bob Ferrari and seconded by Judi LaPan, the Affordable Housing Committee adjourned their meeting at 8:30 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator
Approved February 4, 2016



Town of Medway

Affordable Housing Trust - Affordable Housing Committee

JOINT MEETING MINUTES

February 4, 2016

Medway Senior Center, 76 Oakland Street

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

The Medway Affordable Housing Committee did not have a quorum.

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

MINUTES:

Affordable Housing Trust:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust accepted the executive session meeting minutes from December 10, 2015 but did not release them for publication.

Affordable Housing Trust:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust accepted the meeting minutes from January 7, 2016.

Housing Production Plan:

The Trust is in receipt of a letter dated January 29, 2016 from the Department of Housing and Community Development. The letter acknowledges that the Town of Medway's Housing

Production Plan has been approved. The effective date is January 26, 2016. This housing plan has a five year term will expire on January 25, 2021.

2015 Housing Production Plan: Goals and Objectives Matrix:

The Trust reviewed an HPP tracking matrix devised by Ann Sherry:

- Recommendation to make it easier to read in black and white.
- The priorities is not final. This needs further discussion.
- Ann Sherry volunteered to update this working document.
- It was suggested to include the new outreach communication director in the matrix.

6 Cutler Street:

The trust was informed that the MetroWest Collaborative Development has inquired about a possible development on West Street.

Regulatory Compliance:

Declaration of Trust:

On a motion made by Judi LaPan and seconded by Ann Sherry, the Affordable Housing Trust voted by Roll Call vote that, pursuant to Article Sixth of the Declaration of Trust of the Town of Medway Affordable Housing Trust, the Trustees delegate to the Town's Community Housing Coordinator, as its agent, the power to enter into, execute, acknowledge, deliver and otherwise act on behalf of the Trustees regarding a purchase and sale agreement or similar instrument, a deed, a deed rider, and any and all other documents or instruments as may be necessary or appropriate in order to enter into and thereafter consummate an agreement to purchase certain real property known as Unit 4-5 in the Woodside Condominium and having an address of 4 Kingson Lane, Unit 5, Medway, Massachusetts.

Roll Call Vote:

Ann Sherry	aye
Judi LaPan	aye
John Parlee	aye

Purchase of 4-5 Kingson Lane:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust voted by Roll Call vote that the Affordable Housing Trust purchase certain real property known as Unit 4-5 in the Woodside Condominium and having an address of 4 Kingson Lane, Unit 5, Medway, Massachusetts with its funds designated for retaining existing affordable housing units as authorized by Town Meeting on June 13, 2011, and by section 55C of chapter 44 of the general laws.

Roll Call Vote:

Ann Sherry	aye
Judi LaPan	aye
John Parlee	aye

CPC Recommendation to Purchase:

The Trust is in receipt of a letter dated January 28, 2016 from Doug Havens to the Medway Community Preservation Committee seeking a formal resolution from the Committee recommending that for the purpose of preserving its affordable status, the Trust acquire the affordable housing unit located at 4-5 Kingson Lane with CPA funds previously transferred to the Trust for that purpose. The recommendation passed unanimously.

Budget:

Eversource Bill:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust voted to pay the full amount for the Eversource bill bringing the balance to zero.

PGC Associates Bill:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust voted to pay the bill for PGC Associates in the amount of \$1,800.00.

Norfolk County Registry of Deeds:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust voted to pay the authorize a check be issued to Norfolk County Registry of Deeds in the amount of \$76.00 to record a deed.

The trust discussed the original distribution of CPC funds and their relation to itemized accounts in the general ledger. The continued earmarking of funds should be discussed with the CPC now that actual uses indicate potential conflicts. Under terms of the Grant Agreement, the CPC can reallocate funds among earmarks.

On a motion made by John Parlee and seconded by Judi LaPan, the trustees voted unanimously to request for a transfer of funds from CPC totaling \$220,000 (\$180,000 to replenish funds for the purchases of 6 Cutler Street and \$40,000 for staff support & professional services)

Reconciliation:

The Trust is in receipt of the reconciliation sheet dated January 7, 2016. The Trust would like to be provided with a regular report for “in lieu” funds.

Administration:

AHT: Trustee Candidates/Nominations

Resignation:

The Trust is in receipt of a letter dated January 14, 2016 from Karen Soter from the Affordable Housing Trust Committee notifying the Selectmen of her resignation from the Trust and Committee effective upon the swearing in of a replacement.

Appointment:

John Parlee was appointed as a member of the Town of Medway Affordable Housing Trust and duly sworn in by the Town Clerk.

The Trust was made aware that the terms for appointment are supposed to stagger. This terms of the remaining members will expire June 30, 2016 and they will need re-appointment, half for 1 year tenures and half for 2 year tenures.

ADJOURN:

Affordable Housing Trust:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust Fund adjourned their meeting at 8:05 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator
Approved 3/1/16



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

March 1, 2016

Medway Senior Center, 76 Oakland Street

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

Also Present:

Douglas Havens, Community Housing Coordinator

Amy Sutherland, Recording Clerk

The Medway Affordable Housing Committee did not have a quorum.

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

MINUTES:

Affordable Housing Trust:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust accepted the meeting minutes from February 4, 2016 with revisions.

Report of the CHC:

2016 Housing Production Plan:

The housing production plan continues to be a working document. Ann Sherry agreed to be in charge of maintaining and updating the document.

Millstone Village:

Millstone Village will be have three affordable market units going to lottery. The cost will be \$174,700. The application deadline is April 22, 2016. The lottery date is May 4, 2016. The Trust would like this information placed on the town website. It was also suggested to send an email to the new communications director about advertising about the lottery.

6 Cutler Street:

The Trust discussed that there needs to be a decision made about what will be done at Cutler St. The trust only has until May to ask HDCD for funding.

Woodside: 2-6:

There was a meeting with the bankruptcy judge and we are waiting for the opinion. All are in agreement that the affordable status should be preserved.

Woodside 4-5:

The Trust received response back that the offer for Woodside is unacceptable. They would like the asking price of \$129,500. The trust has offered \$109,000 with deductions. A new foreclosure notice was issued. Chapa came in at \$124,000. Chapa can declare the mortgage void. Doug will write to the Attorney General Office.

CORRESPONDENCE:

- The Trust is in receipt of a letter from January 14, 2016 written by the Town Administrator regarding the District Local Technical Assistance Program. This is to hopefully get funds to work with the Medway Planning and Economic Development Board and the Affordable Housing Committee and Trust to reviews and update the Medway's Affordable housing/inclusionary zoning bylaw.

The trust would like the budget numbers for the Affordable Housing to be reworked and be able to utilize the \$220,000.00. It was communicated that one member of CPC has indicated that the funds should be used as needed. The Trust would like this to go in front of all the members of CPC. It was suggested that Doug speak with Stephanie Mercandetti to assist with this.

Invoices:

The following invoices were presented for payment:

- Petrini & Associates \$ 791.87
- Petrini & Associates \$ 666.88
- Kopelman and Paige \$3552.00
- Kopelman and Paige \$1054.50
- WB Mason \$ 62.00

There was discussion about being charged to update on the cases which were transferred from Petrini & Associates to Kopelman and Paige. Counsel has indicated that this is standard practice. Doug will ask a general question if we can get any relief.

On a motion made by Judy LaPan and seconded by Ann Sherry, the Trust voted unanimously to pay the outstanding amounts on the invoices.

During discussion it was noted that the links on the webpage do not work. Ann Sherry would like to set up a meeting with communications person. It was also suggested that the voice message for Affordable Housing indicate the hours which Doug will be available.

Doug explained that the spending procedures for the issuing of checks is difficult. The money needs a voted on by the Board of Selectmen. There is an understanding that the money utilized by the trust should be outside warrant process. This will need further clarity.

It is the trusts understanding that the trust has the ability to issue the checks without the process

ADJOURN:

Affordable Housing Trust:

On a motion made by Judi LaPan and seconded by John Parlee, the Affordable Housing Trust Fund adjourned their meeting at 8:05 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator
Approved 4-7-16



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



JOINT MEETING MINUTES

May 5, 2016 - Medway Senior Center, 76 Oakland Street

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

Affordable Housing Committee:

Chairman Ferrari called the meeting for the Medway Affordable Housing Committee to order at 7:00 pm.

Affordable Housing Trust:

Chairman Sherry called the meeting for the Medway Affordable Housing Trust to order at 7:01 pm.

MINUTES - April 7, 2016:

On a motion made by John Maguire and seconded by Glenn Trindade, the Medway Affordable Housing Trust voted to accept the minutes from April 7, 2016.

RFP Consultant:

The Trust and Committee members were made aware that there were approximately 15 companies and individuals mailed the Solicitation for Bids for RFP consulting services. There were four proposals submitted:

Elmwood Homes	Sharon Loewenthal
LDS	Karen Sunnarborg

It was acknowledged that all applicants were qualified and respected. Preference was expressed for a larger entity, having a good degree of surge capacity (LDS, Sunnarborg). It was noted that Karen Sunnarborg referenced a number of similar projects. The hourly billing rate of both companies are similar. It was suggested that the references be checked.

On a motion made by Glenn Trindade and seconded by Jack Maguire, the Trust voted to approve the consulting group LDS with the condition that references be checked and are found more favorable.

RFP Committee for 6 Cutler:

The Trust and Committee was supplied with a list of potential members to serve on a prospective RFP Evaluation Committee. There were letters sent out to these prospective individuals last year. It was recommended that Doug reach out to these members again.

Regulatory Compliance:

Woodside Unit 2-6:

There was discussion that the community is quite upset about what has occurred with this unit. The woman who occupied this unit has moved out to Section 8 elder housing and her adult children have taken occupancy. The federal regulations do not check assets for elders.

The unit is over-leveraged with un-permitted loans. Her vacancy and having the children there is a further violation of terms of the affordable deed restriction. This unit may need to be bought and flipped with a new deed writer to protect it in perpetuity. The owner has sought bankruptcy protection and the Town successfully fought to keep the unit's affordability intact through the process.

Woodside Unit 4-5:

The bank has refused the first offer. They are now considering an offer of the maximum allowed \$124,900. For the process to work the bank needs to agree to a short sale. There is about \$15,000 worth of repairs which will need to be done, which can be recaptured upon resale.

The town has already spent over \$7,500.00 in legal fees. This is not acceptable since there is no check and balance system at either the Federal and State levels. There is an obligation on Towns to pursue enforcement but there appears to be no judicial precedent for enforcement and litigation costs are prohibitive on a case-by-case basis. It was determined to pursue these matters with U.S Representative Joe Kennedy and the State Attorney General.

On a motion made by Glen Trindade and seconded by John Parlee, the Trust voted unanimously to have Doug Havens contact the Attorney General's Office to communicate the issues with the noted situation.

On a motion made by Judi Lapan and seconded by Mike Leone, the Affordable Housing Committee voted unanimously to have Doug Havens contact the Attorney General's Office to communicate the issues with the noted situation.

Millstone Village:

The Trust and Committee were made aware that there were at least 30 inquiries for the 3 (of 8) affordable housing units currently available at Millstone Village. There were only 5 applications - all qualified for the lottery. The units will be allotted Tuesday night.

Grant:

Doug is in the process of writing a scope of work for the FY16 \$200,000 DHCD Line item.

Timbercrest:

The 1st public hearing for the 40 B Timbercrest Project was held Wednesday May 4, 2016.

Administration:

The Housing Production Plan matrix has been updated. It was recommended that there be subcommittees formed to address some of the specific goals.

Peer Network Meeting:

The Trust and Committee were made aware that Doug attended a peer network meeting on April 29, 2016 in Groton MA. There was information about *in lieu* payments. It is estimated that the average payment to Housing Trust is equal to about \$100,000/unit and the estimated average cost of developer subsidy is equal to \$240,000/unit. Medway's standards should be reviewed in the future to reflect a preference for building in place.

CPC Recommendations:

CPC Member Allison Slack indicated that there was discussion at the last CPC meeting resisting the requested transfer of the Community Housing earmarked funds to the Trust based on the notion of returning Trust accounts to their inaugural levels. A compromise was reached transferring most of the requested amount to the Trust and arranging for the balance to be transferable, as needed, without requiring a return to Town Meeting.

The CPC chair recommended that future requests for funds be for specific projects with details relating to cost provided.

Eversource Bill:

The Committee discussed that the payment to Eversource was approved at the last meeting. The bill has not been paid to date. Doug is working with Eversource to resolve this matter.

Payment processing:

The Trust and Committee discussed that the current warrant system could hinder the trust if they need funds quickly. Glen noted that if there is an emergency situation, the Board of Selectmen are able to sign a special warrant.

ADJOURN:

Affordable Housing Trust:

On a motion made by Glenn Trindade and seconded by Judi LaPan, the Affordable Housing Trust Fund adjourned their meeting at 8:25 pm.

Affordable Housing Committee:

On a motion made by Bob Ferrari and seconded by John Parlee, the Affordable Housing Trust Fund adjourned their meeting at 8:26 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator
Approved June 2, 2016



AFFORDABLE HOUSING TRUST

Town of Medway

Affordable Housing Trust Fund

Affordable Housing Committee

JOINT MEETING MINUTES

June 2, 2016

Medway Senior Center, 76 Oakland Street

	Present	Absent		Present	Absent
<u>Board Members:</u>					
Ann Sherry, Chair	✓				
Judi LaPan		✓	Glenn Trindade	✓	
John Maguire	✓		John Parlee	✓	
<u>Committee Members</u>					
Bob Ferrari, Chair	✓		John Parlee	✓	
Michael Leone	✓		Sue Rorke	✓	
Judi LaPan		✓	Alison Slack		✓
<u>Also Present:</u>					
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.

The Medway Affordable Housing Committee did not have a quorum.

Consultant Karen Sunnarborg:

The Trust and Committee were introduced to Karen Sunnarborg who will be drafting, disseminating and evaluations the responses to the RFP for the development of 6 Cutler Street. Ms. Sunnarborg is in receipt of the conceptual drawings, and has also met with the building inspector. The goal is to create the RFP and set up the review committee. This will be accomplished relatively quickly based on the timelines. It is a benefit that this property has already been conveyed.

The Affordable Housing Committee opened their meeting since a quorum was present. It was suggested that this project be combined with another project to qualify for the tax credits.

Consultant Sunnarborg explained that the only way to combine this is if there is another parcel owned by the town. The RFP will not allow you to marry this to another project without ownership. There was discussion that the old school building would qualify for historic tax credits. The financing of this project would need to be part of the balance proposal cost. The numbers within the project are extremely important so that the project works. It was indicated that the Cutler project would yield 12 units. Ms. Sunnarborg was under the impression that this would yield 8 and not 12. This number needs to be verified. It was indicated that the formula was set on 8 but the goal is 12. The total per unit cost is \$290,000.00 which is relatively low.

It was suggested to have Ms. Sunnarborg meet with the members of the CPC committee. Ms. Sunnarborg also needs to know what the town is willing to put in for gap filler numbers. This needs to be clear so a developer knows the upfront numbers. Some applicant may not apply if the filler money is not enough. There could also be included a condition of understanding relative to having the ability to seek more money at a town meeting. Ms. Sunnarborg will have a draft of the initial RFP by the middle of June. There will need to be a review committee created and a tentative date of meeting will need to be set.

Resolution for Award of Contract:

On a motion made by Glenn Trindade and seconded by John Maquire, the Medway Affordable Housing Trust voted unanimously that the Chair is authorized on behalf of the Medway Housing Trust and pending counsel review, to contract with Karen Sunnarborg Consulting for the drafting, disseminating, and evaluating responses to an RFP for the development of 6 Cutler Street, Medway as proposed in the consultant's bid dated May 4, 2016. The contract shall not allow payment for services to exceed \$5,000.00.

Woodside Units 2-6, 4-5:

Woodside 2-6:

The bank is in the process of selling Woodside 2-6.

Woodside 4-5:

The Board is in receipt of a letter from Lindsey Harber regarding the condo fee for the fire alarm system in the amount of \$132.00.

On a motion made by Glenn Trindade and seconded by John Parlee, the Trust voted unanimously to approve the paying of the \$132.00 for the fire alarm system.

The town will retain ownership of Woodside Units 4-5.

On a motion made by Glen Trindade and seconded by John Maguire, the Trust voted unanimously to move that the community housing coordinator in consultation with the Chair be permitted to contract for services and good to ready the unit for resale to an income qualified household. Such includes: preparation and painting; miscellaneous carpentry and electrical repairs; replacement/installation of kitchen appliances; repair to

flooring and carpets; plumbing fixtures; power washing and staining of deck and professional interior cleaning. Said goods and services are not to exceed an aggregated cost of \$25,000 and are to be chosen using best business practices required by MGL 30 B.

Regional Capital Assistance Team:

The members are in receipt of a memo dated May 11, 2016 regarding the intention to seek consultation with the regional capital assistance team. This team would assist in developing plans for the modernization and/or replacement of our two DHCP controlled properties.

The memo also references Kenney Drive and Lovering Heights and identifies work which needs to be completed on these properties. The amount of work and cost to do these improvements will need to be discussed at another time.

Minutes:

May 5, 2016:

Affordable Housing Trust:

On a motion made by Glenn Trindade and seconded by John Maquire, the Medway Affordable Housing Trust voted unanimously to accept the minutes from May 5, 2016 as amended.

Affordable Housing Committee:

On a motion made by Sue Rorke and seconded by John Parlee, the Medway Affordable Housing Committee voted unanimously to accept the minutes from May 5, 2016 as amended.

Invoices:

Ad Print:

On a motion made by Glenn Trindade and seconded by John Maquire, the Medway Affordable Housing Trust voted unanimously to pay the Ad Print in the amount of \$63.50.

Water Bill:

On a motion made by Glenn Trindade and seconded by Ann Sherry, the Medway Affordable Housing Trust voted unanimously to pay the water bill.

Postage Invoice:

On a motion made by Glenn Trindade and seconded by Ann Sherry, the Medway Affordable Housing Trust voted unanimously to pay the postage bill to Doug Havens in the amount of \$22.95

Adjourn:

Affordable Housing Trust:

On a motion made by Glenn Trindade and seconded by John Maquire, the Medway Affordable Housing Trust voted unanimously to adjourn the meeting at 8:15 pm.

Affordable Housing Committee:

On a motion made by Mike Leone and seconded by John Parlee, the Medway Affordable Housing Committee voted unanimously to adjourn the meeting at 8:16

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Initially Edited,
Doug Havens
Housing Coordinator



AFFORDABLE HOUSING TRUST
AFFORDABLE HOUSING COMMITTEE
Town of Medway

JOINT MEETING MINUTES

July 7, 2016

Medway Senior Center, 76 Oakland Street

	Present	Absent		Present	Absent
<u>Trust Members:</u>					
Ann Sherry, Chair	<input type="checkbox"/>				
Judi LaPan	<input type="checkbox"/>		Glenn Trindade		<input type="checkbox"/>
John Maguire	<input type="checkbox"/>		John Parlee	<input type="checkbox"/>	
<u>Committee Members</u>					
Bob Ferrari, Chair		<input type="checkbox"/>	John Parlee	<input type="checkbox"/>	
Michael Leone	<input type="checkbox"/>		Sue Rorke	<input type="checkbox"/>	
Judi LaPan	<input type="checkbox"/>		Alison Slack	<input type="checkbox"/>	

Also Present:

Douglas Havens, Community Housing Coordinator
Amy Sutherland, Recording Clerk

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

Member Slack called the meeting of the Medway Affordable Committee to order at 7:01 pm.

Minutes:

June 2, 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 June 2, 2016.

Affordable Housing Committee:

On a motion made by Sue Rorke and seconded by John Parlee, the Medway Affordable Housing Committee voted unanimously to accept the minutes from June 2, 2016.

Report of CHC:

6 Cutler Street:

The Request for Proposal for 6 Cutler will be available in the coming weeks. It was suggested that all members of the trust be part of the RFP Drafting Committee since this is everyone's first time. There was a recommendation to include a member of the Finance Committee and

Historical Committee when reviewing proposals. Tina Wright and Jim Wieler were recommended prospects. Member Slack will reach out to those recommended.

Doug Havens will poll for meeting dates to work on the RFP.

Zoning Workshop:

The members are in receipt of a memo from the Metropolitan Area Planning Council. Coordinator of the Planning and Economic Development Board, Susy Affleck-Childs was present at the meeting to explain that there will be an advisory committee formed to review the Town's inclusionary zoning laws with MAPC consultants funded by a \$10,000 technical grant from the agency. The goal is to have a draft of any recommended changes to the bylaws by December 2016 and to propose an article for the May 2017 town meeting.

This committee is seeking one member of the Affordable Housing Trust and the Affordable Housing Committee to work on this. The Committee and Trust will recommend a name at the next meeting.

Metro West Collaborative Development:

Jennifer Van Campen from Metro West Collaborative Development was present to discuss a potential project on West Street, tentatively named Glen Brook Way. She explained that her organization has a purchase and sale agreement for this property. It was an old subdivision which was approved but never built. The design and engineering work was currently done.

The collaborative hopes to close on this property in the fall. The goal is approach this project as a friendly 40 B with the potential of 25-35 rental units, managed by a third party. The 40 B options required the support of the local housing groups and the Board of Selectmen Jennifer has already had preliminary discussions with Stephanie Mercandetti and also Susy Affleck-Childs. Jennifer wanted to know if the Affordable Trust is able to indicate support with a small grant/loan at this stage as well as provide more significant funding for development.

This project is clearly in line with major goals set forth in the updated Housing Production Plan, providing badly needed rental housing and providing incremental safe harbor.

The trust will have Doug put together a notice of funding availability. This will be reviewed by town counsel. Doug will provide something for the next meeting.

Cutler St.

On a motion made by Judi LaPan and seconded by John Parlee, the Trust voted unanimously to gift the stoves from Cutler Street to the Medway VFW as is, with all associated costs to be incurred by the VFW.

2-6 Woodside Units:

As a condition of settlement in bankruptcy, the Mortgagee has agreed to adopt the universal deed rider when accepting title to 2-6 Woodside.

4-5 Woodside Units:

The members were made aware that there was a refrigerator and microwave purchased as preparation of the unit for resale. The deck was power washed and stained. Other work is continuing. Doug will put together an itemized list of the improvements and will submit to CHAPA for reimbursement. The goal is to have all the work done within the next two to three weeks and have resale notice to public registry by September 1, 2016 and marketed for a late October lottery. Trustees agreed to take advantage of the toilet rebate program.

Doug informed the members that, as directed, he is working on a letter to the Attorney General's office about expenses incurred due to lack of precedent enforcing the unpermitted financing clause in older deed riders.

Housing Production Plan Matrix:

The housing production plan matrix has been updated.

Invoices:

The members are in receipt of a list of invoices to be paid.

On a motion made by Judi LaPan and seconded by Ann Sherry, the Trust voted unanimously to pay the invoices as listed.

On a motion made by Judi LaPan and seconded by John Maguire, the Trust voted unanimously to pay \$132.00 for monthly condo fees at Unit 4-5 until the property sells.

Doug informed the members that he has met with the accountant to begin the process of better aligning the chart of accounts with the "buckets" created upon the infusion of funds from CPC.

Adjourn:

Trust:

On a motion made by Judi LaPan and seconded by Mike Leone, the Committee voted unanimously to adjourn the meeting at 9:00 pm.

Committee:

On a motion made by Ann Sherry and seconded by John Maquire, the Trust voted unanimously to adjourn the meeting at 9:00 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Approved August 4, 2016



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
<u>Trust Members:</u>					
Ann Sherry, Chair	✓				
Judi LaPan		✓	Glenn Trindade	✓	
John Maguire	✓		John Parlee	✓	
<u>Committee Members</u>					
Bob Ferrari, Chair		✓	John Parlee	✓	
Michael Leone	✓		Sue Rorke	✓	
Judi LaPan		✓	Alison Slack		✓
<u>Also Present:</u>					
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

