

**TOWN OF MEDWAY**  
**AFFORDABLE HOUSING TRUST**

**MEETING MINUTES**

Wednesday, January 2, 2013, 7:00 PM  
Medway Senior Center  
76 Oakland Street  
Medway, MA 01053

**Call to Order – 7:07 PM**

**Affordable Housing Trust**

Mike Heineman.....Present  
Ann Sherry.....Present  
Glenn Trindade.....Present

Judi LaPan.....Present  
Karen Soter.....Present  
Jack McGuire.....Present

**Also Present**

Doug Havens.....Present  
Bob Ferrari.....Present  
Alison Slack.....Present

**Consideration of Outstanding Minutes** –Miscellaneous Minutes from past AHT Meetings were reviewed and duly adopted or unsealed unanimously by voice vote: To wit:

Executive Session 12/20/11 Minutes were released – Trindade moved, Sherry seconded;  
Open Session 7/18/12 Minutes were approved – Heineman moved, Sherry seconded;  
Executive Session 7/18/12 Minutes were approved – Trindade moved, Sherry seconded;  
Executive Session 7/30/12 Minutes were released – Trindade moved, Heineman seconded;  
Open Session 10/24/12 Minutes were approved – Trindade moved, Heineman seconded;  
Open Session 12/5/12 Minutes were approved – Trindade moved, Sherry seconded;  
Executive Session 12/5/12 Minutes were approved – Trindade moved, LaPan seconded.

Members were reminded that Executive Session materials are to remain confidential until released by vote of the Board.

**Report of Executive Director: Williamsburg/DHCD** – A small group of affordable housing staff, trust and committee members started a series of monthly meetings with Laura Shufelt, technical advisor from Mass Housing Partnership. Mendon, Franklin and Norfolk were represented in addition to Medway. Ms. Shufelt proved to be a wealth of information about all aspects of affordable housing. 30-B (RFP) regulations and resale difficulties were discussed.

Paul Yorkis has gone before the PB requesting relief, although the AH has not received any letter from Mr. Yorkis committing to the terms discussed at previous AH Trust/Committee meetings on October 24, 2012 and October 30, 2012. **Mr. Trindade motioned to rescind the vote made at the 10/24 meeting regarding the endorsement of Mr. Yorkis' request to reduce the**

**number of affordable units in the Williamsburg development and to reconsider supporting the proposal if requested; Ms. Sherry seconded, and was unanimously approved.**

**Discussion of AH Committee activities** – Mr. Ferrari informed the Trust that the Committee has begun to review information regarding 40B process, including website materials from Acton and Sudbury, with the intention of drafting a guideline for Medway. The final draft will be presented to the Trust and once approved will be posted on the Town of Medway website. Mr. Ferrari has invited a representative of the ZBA and Susan Affleck-Childs to the 01/09/13 AHC meeting.

**Review of Resale Marketing Activities** – Mr. Havens reported that after speaking with Mary DiDomenico, there have been numerous inquiries on the 8 Kingdon Lane property. Mr. Havens will also be contacting her tomorrow to get the property listed on MLS, and the brochure/flyer will be going out to Wicked Local, Milford Daily, and several other local media outlets for publishing in the February 2013 issues.

**Consideration of Non-profit Conversion Model/RFP Requirements (15 Barber Street/Habitat)** – Mr. Havens reported on Habitat for Humanity's reconsideration of their parameters of construction, and are now interested in doing a multi-unit conversion with Medway. The list price of the ten (10) bedroom Barber St. property is \$165,000. The arrangement with Habitat would be for the Trust to purchase and donate the property to Habitat, and all labor/materials/costs would be covered by them. The project would yield 3 affordable housing units, with two being local preference. The RFP (Request for Proposal) would be done in two parts to (1) purchase the property and (2) to determine the developer to complete the project. Mr. Havens will reach out to Barbara St. Andre to review the process before any further action is taken. **Ms. Sherry motioned to have Mr. Trindade authorized to draft a non-binding RFP with Mr. Havens and legal counsel for the purchase of a property in Medway sufficient to convert into (3) AH units, Ms. LaPan seconded, and was unanimously approved.** A second RFP regarding the developer will be discussed at the February 6, 2012 meeting.

**Introduction of New Business** – Mr. Trindade addressed the idea of approaching the Board of Selectman regarding property on Summer Street, and the possibility of using it and some adjacent Town owned land for building apartment units, similar to a project recently approved in Medfield. Mr. Heineman suggested walking the property with developers to get an idea of what could be done with the area before presenting it to the Board of Selectman. Mr. Havens will get the names of developers to contact, and will also forward Peter Smith's contact information to Mr. Heineman.

**Mr. Trindade motioned to adjourn at 8:18pm, Mr. Heineman seconded, and was unanimously approved.**

**Scheduled Affordable Housing Trust Board Meetings:**

**February 6, 2013**

**March 6, 2013**

**April 3, 2013**

**May 1, 2013**

**June 5, 2013**  
**July 10, 2013**  
**August 7, 2013**  
**September 4, 2013**  
**October 2, 2013**  
**November 6, 2013**  
**December 4, 2013**

**The Affordable Housing Committee**  
**Usually Meets on the 2nd Wednesday of the Month**

DRAFT

**APPROVED 3/28/13**

**TOWN OF MEDWAY**

**AFFORDABLE HOUSING TRUST MEETING MINUTES**

Wednesday, March 6, 2013, 7:00 PM

Medway Senior Center

76 Oakland Street

Medway, MA 01053

**Affordable Housing Trust**

Mike Heineman, Chair.....Not Present

Ann Sherry.....Present

Jack McGuire.....Present

Bob Ferrari.....Present

Judi LaPan.....Present

Doug Havens.....Present

Alison Slack.....Not Present

Karen Soter.....Present

Glenn Trindade.....Not Present

Also present: Susan Affleck-Childs, Planning and Economic Development Coordinator

**Ms. Sherry called the meeting to order at 7:04 p.m.**

**Consideration of Outstanding Minutes – Ms. LaPan motioned to approve the January 2, 2013 minutes, Ms. Soter seconded, and the minutes were unanimously approved.**

**Introduction: Cutler Street Project – Joel D’Errico, Principal** - Mr. Errico presented a proposed plan for 6 Cutler Street (former 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, as well as commit several of the first floor units for senior housing. The construction of the building would be two by six. 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 off (2) two spots per every (1) one unit and the new building conditions will contain 100% of all storm water and run-off. Mr. D’Errico is fully financed and is not looking for monetary contributions from the Trust, and is only looking for support to move the project through the Zoning Board, Planning Board, and the friendly 40B permit process. General support from the Trust would facilitate the process and scheduling before the specific committees.

**Mr. McGuire motioned to draft a letter of support from the Affordable Housing Trust of the Cutler Street project, Ms. Soter seconded, and the motion was unanimously approved.**

### **Report of Executive Director –**

- i. Williamsburg: Mr. Yorkis was unable to attend this meeting, but went before the Planning Board requesting to lower the number of affordable units from (3) three to (2) two.
- ii. Neelon Street (in-lieu memo): Two years ago the PB approved a special permit for the Neelon property (just under 8 acres) for (13) thirteen units that included (2) two affordable units. The contractors have now asked that instead of building two affordable units on this site, they be allowed to make a payment in lieu and reduce the number of units to (11) eleven. The funds would then be directed to the AH Trust. The decision now rests with the Planning Board regarding the reduction of units, but the Trust must be in agreement over accepting the funds.

**Ms. Soter motioned to draft a letter to the Planning Board expressing the Trust's preference that the developer meets the requirements of the Town bylaw by constructing the affordable units per the original special permit, but asks that the Planning Board accelerate the payment in lieu, Mr. McGuire seconded, and the motion was unanimously approved.**

- iii. Kingson Lane: **Ms. LaPan motioned to pay \$2,710.00 to Northeast Signature Properties as a finder's fee to the broker, Ms. Soter seconded, and the motion was unanimously approved.**
- iv. Summer Street/CPC Land Use Restrictions: Mr. Havens discussed restricting land with the CPC, and was informed there is enough space there for several buildable lots.
- v. Marketing: Mr. Havens enclosed copies of the newspaper articles that were recently published. He also suggested the possibility of starting a communal list to be shared between towns to accumulate more names and potential buyers.
- vi. Annual Report: Mr. Havens has drafted the report and will forward to Mr. Heineman for final review.

**Affordable Housing Committee Report –** The Commissioner of the Housing Authority are looking to speak with the Selectman regarding replacement of two aging structures, but is dependent upon the Governor's plan to regionalize housing authorities. If the State joins in the development, there may be the option of building large senior housing on those two locations.

**Ms. LaPan motioned to adjourn at 8:45pm, Mr. McGuire seconded, and the motion was unanimously approved.**

**TOWN OF MEDWAY**

**AFFORDABLE HOUSING TRUST MEETING MINUTES**

Tuesday, April 30, 2013, 7:00 PM

Medway Senior Center

76 Oakland Street

Medway, MA 01053

**Affordable Housing Trust**

Mike Heineman, Chair.....Present  
Ann Sherry, Vice Chair.....Present  
Judi LaPan.....Present  
John Maguire .....Present  
Karen Soter .....Not Present  
Glenn Trindade, Selectman.....Present  
Doug Havens, Community Housing Coordinator.....Present  
Ashley McQuade, Recording Clerk.....Present

**Also Present**

Eric Alexander

**Mr. Heineman called the meeting to order at 7:07pm**

Consideration of outstanding minutes – **Mr. Trindade made a motion to approve the 03/28/2013 minutes, Ms. LaPan seconded, and the minutes were unanimously approved.**

CPC/AHT Appropriation, Budget & Report – The Trust discussed the presentation Mr. Heineman made at the recent CPC meeting and the request for \$30,000 was unanimously approved. Mr. Havens referenced that the Affordable Housing Committee action plan includes providing the CPC with a quarterly report.

Community Housing Coordinator Report –

- a. **Meetings** – Mr. Havens reported on recent meetings with the Assessor, including discussion on the property taxes for Woodside Condominiums to review the basis for any abatements for the affordable units based on the fact that similar units have different multipliers in their deed restrictions. After receiving no direction from the Monitoring Agent (CHAPA), it was surmised that the units did indeed have distinguishing characteristics and that the different multipliers reflected the need to regulate different market –rate prices to the same affordable price. Mr. Havens provided the Assessor’s new chart (including sale price, discount rate, taxes, and square feet) used to determine sale price and market rate of the Kingson Lane units.

Regular meetings of both the local and regional peer groups were attended as were

the Public Hearings for the Oak Grove development (Bottle Cap Lots) and the Rte. 109 improvement project.

- b. Trustee “Handbook” – Mr. Havens has begun compiling key documents and guidelines to prepare a Trustee handbook and plans to upload everything online as well.
- c. Upcoming Events & Training – Mr. Havens plans to attend the following: 5/7/13 DHCD Planning for Housing Growth; 5/8/13 Workshop on Cottage Housing (Barnstable); 6/13 & 6/14 – MHP’s Housing Institute (Devens).

Projects & Proposals: Status/Action –

- a. Williamsburg – Units 4 & 5 are now complete and both are market rate, bringing the total number of units completed to (10) ten with none of them being affordable units. No regulatory agreement was ever drafted or filed along with the master deed, and the Trust reviewed portions of the DHCD LIP guidelines that relate to Subsidized Housing Inventory. Mr. Yorkis is still currently operating under the old special permit as a new one was never issued. Mr. Heineman and Mr. Havens will draft correspondence to the Zoning Board, the Building Inspector, Town Counsel, Board of Selectman, and Mr. Yorkis expressing concern over the status of the special permit, the filing of a regulatory agreement, and the issuance of occupancy permits. **Mr. Trindade motioned that correspondence be drafted and sent before next Monday, May 6, 2013 to the aforementioned recipients regarding the Williamsburg units, Mr. Heineman seconded, and the motion was unanimously approved.**
- b. Neelon Lane – Mr. Havens will do a survey of other towns regarding the best practice for amending the bylaw regarding payment in lieu prior to the Fall Town meeting.
- c. Cutler Street – Mr. Havens gave a presentation at the 4/16/13 Board of Selectmen meeting on the Selectmen’s role and capacity to influence outcomes in the LIP permitting process. Prior to the meeting, Mr. D’Errico met with Ms. Sherry and Mr. Havens and declined to proceed with the LIP application due to profit restrictions, and he had decided to try and continue with a special permit. The property has since returned to market.

Mr. Heineman and Mr. Havens will meet with developers regarding development of the Cutler Street property and other possible new affordable projects.

AH Development Strategies – Discussion of the Main Street – Old library/Fire House property – Mr. Trindade toured the old library on Monday, April 29, 2013 and confirmed that parking would be a major issue, as well as the heating system requiring a major update. There is also a deed restriction on the old fire house that does not allow any renovations to be made to the outside of the building or the hose tower. Renovation of the properties as affordable housing was deemed unlikely a viable option.

**Mr. Trindade motioned to adjourn at 8:15pm, Mr. Heineman seconded, and the motion was unanimously approved.**

*The next AH Trust meeting is scheduled for Wednesday, June 5, 2013*

FINAL DRAFT



TOWN OF MEDWAY

AFFORDABLE HOUSING TRUST MEETING MINUTES

Wednesday, June 5, 2013, 7:00 PM

Medway Senior Center

76 Oakland Street

Medway, MA 01053

**Affordable Housing Trust**

Mike Heineman, Chair.....Not Present  
Ann Sherry, Vice Chair.....Present  
John Maguire.....Present  
Judi LaPan.....Present  
Doug Havens, Community Housing Coordinator....Present  
Karen Soter.....Not Present  
Glenn Trindade, Selectman.....Present  
Ashley McQuade, Recording Clerk.....Present

**Affordable Housing Committee**

Bob Ferrari, Chair.....Present  
Alison Slack.....Present

**Ms. Sherry called the meeting to order at 7:02pm**

Consideration of outstanding minutes – **Mr. Trindade made a motion to approve the 04/30/2013 minutes, Ms. LaPan seconded, and the minutes were unanimously approved.**

Community Housing Coordinator Report – (see handouts) Mr. Havens gave an overview of all ongoing projects and tasks including 40B guidelines, upcoming seminars, and workload strategies.

**Mr. Trindade motioned for Mr. Havens to draft for a proposal for a 40B seminar, Ms. Sherry seconded, and the motion was unanimously approved.**

Projects & Proposals: Status/Action –

- a. Williamsburg – Counsel for Williamsburg has now asked that the Town grant occupancy permits for the two (2) completed units, although the affordable unit(s) has not been built. There is currently nothing in writing regarding the affordable units or a timeline as to when they will be constructed. The Trust continued to discuss Mr. Yorkis' request to drop the number of affordable units from three (3) to two (2), and to add a market rate unit that is scheduled to be voted on at the 06/11/13 PEDB public hearing. Per correspondence received from Building Inspector John Emidy, a permit

for the eleventh unit will not be issued until the twelfth unit, which will be affordable, is built.

**Mr. Trindade motioned that the Trust will not support the issuance of occupancy permits for the Williamsburg project until:**

- a. Regulatory agreement has completed the approval process in its entirety; and**
- b. All other regulatory paperwork has been completed to the satisfaction of all the individuals involved.**

**Mr. Maguire seconded, and the motion was unanimously approved.**

Ms. Sherry addressed that the Trust needs to review Mr. Havens job description and workload strategies at the next meeting. Due to scheduling conflicts the Trust may meet at the end of June in place of a July meeting.

**Mr. Trindade motioned to adjourn at 7:50pm, Ms. Sherry seconded, and the motion was unanimously approved.**

*The next AH Trust meeting is scheduled for Wednesday, June 10, 2013*



## Town of Medway Affordable Housing Trust Fund

### BOARD OF TRUSTEES MEETING MINUTES

August 7, 2013

Medway Senior Center, 76 Oakland Street

#### **Board Members:**

Michael Heineman, Chair  
Ann Sherry, Vice Chair  
Judi LaPan

Present	Absent
×	
×	
	×

Jack Maguire  
Karen Soter  
Glenn Trindade

Present	Absent
×	
	×
×	×

#### **Also Present:**

Douglas Havens, Community Housing Coordinator  
Ashley McQuade, Recording Secretary

I. Called to Order at 7:00 P.M.

II. Consideration of Outstanding Minutes – **Ms. Sherry motioned to accept the July 10, 2013 meeting minutes, Ms. Soter seconded, and the motion was unanimously approved.**

III. Reports:

i. CHC Proposals/Budget -

- Center & Broad Streets – Mr. Havens reported on the Center and Broad Street lots, both Town owned parcels, and has not heard back from Barbara St. Andre to determine ownership of Parcel 59-044, frontage requirements, and what requirements are necessary for the Town to take ownership. Mr. Havens suggested putting the lot out to bid to non-profits such as Habitat or veteran housing. Regarding Broad Street, title/ownership and exact lot size also needs to be determined so that the Trust can approach the Town to develop the property into affordable housing. Mr. Heineman will contact Ms. St. Andre regarding the title search and if she is unresponsive he will seek out additional counsel to run the search.
- Cutler Street – Legion Hall – The current building condition is in question, but the Trust discussed building 6 condo units rather than 16 individual apartments. A title search still needs to be done, and a purchase price also needs to be determined. There are also currently back taxes owed on the property. The Trust is in agreement that a feasibility study should be done.

**Mr. Heineman motioned that the trust authorize Mr. Havens to attain (2) two or (3) three quotes regarding the feasibility of 6 Cutler Street, the Trust will then take the best quote, provided that it is less than \$2,500, and will authorize that expenditure. Ms. Sherry seconded, and the motion was unanimously approved.**

ii. Review of Affordable Housing Project Inventory – Mr. Havens reviewed and prioritized all projects on the inventory list and also his new responsibilities with upcoming 40B projects at the request of Ms. Affleck-Childs. Mr. Heineman plans to meet with Ms. Affleck-Childs to review Mr. Havens responsibilities for the Town and the Trust. Mr. Havens will also circulate the Housing Production Plan and Production Schedule prior to the next meeting so that they may be addressed.

IV. Affordable Housing Committee – the Trust discussed the current status of the Committee since it is not currently fully operational, and was also in agreement that Mr. Havens should make clarifying the zoning and payment in lieu issues a priority so that they can be addressed at the Fall Town meeting.

**V. Mr. Heineman motioned to adjourn at 8:06pm, Ms. Sherry seconded, and the motion was unanimously approved.**



**Town of Medway  
Affordable Housing Trust Fund**

**BOARD OF TRUSTEES MEETING MINUTES**

September 26, 2013  
Medway Senior Center, 76 Oakland Street

**Board Members:**

Michael Heineman, Chair  
Ann Sherry, Vice Chair  
Judi LaPan

Present	Absent
×	
	×
×	

Jack Maguire  
Karen Soter  
Glenn Trindade

Present	Absent
×	
×	
	×

**Also Present:**

Douglas Havens, Community Housing Coordinator  
Ashley McQuade, Recording Secretary

I. Called to Order at 7:15 P.M.

II. Consideration of Outstanding Minutes – **Ms. Soter motioned to accept the August 7, 2013 meeting minutes, Mr. Maguire seconded, and the motion was unanimously approved.**

III. Reports:

- i. CHC Proposals/Budget –
  - a. Center & Broad Street – Town owned parcels – no new activity to report
  - b. Cutler Street – Legion Hall (Executive Session TBD)
- ii. Projects – Status/Action –
  1. Williamsburg – Units 9 & 10 are complete
  2. Charles River Park/Neelon Lane – permits have been pulled, and the first house is still under construction
  3. Fox Run Farms/Morningside – no lottery, it was cancelled because the number of qualified applicants matched the number of units
  4. 123 Main Street – no new activity to report
  5. 61 Winthrop – no new activity to report
- iii. Project Inventory –
  1. Review Priorities New List Format – the Trust reviewed materials provided by Mr. Havens and made amendments to current project list based on need/priority (see materials provided). Mr. Heineman suggested Mr. Havens present a presentation on the Small Home Owner Grant Program (2014) at an upcoming Trust meeting. Mr. Heineman will also reach out to the Affordable Housing in Sudbury regarding their RFP procedure. Another priority is membership search for the Affordable Housing Committee.
  2. 'In Lieu' Bylaw amendment – Mr. Heineman will review and make edits prior to the next meeting in preparation for presenting the bylaw amendments

before the Spring Town meeting. Mr. Havens will send an e-mail reminder to the Trust members to review the memorandum he provided and suggest language to amend the bylaw to be discussed and incorporated at the next meeting.

**Executive Session to Review Policy Related to Purchase of Property – Mr. Heineman motioned to enter executive session at 8:06 p.m. to consider the purchase, exchange, lease, or value of real property and that open meeting may have a detrimental effect of the negotiating position of this Board. Ms. LaPan seconded, and by roll call the motion was unanimously approved.**

**The Trust returned from executive session at 8:38 p.m.**

**Mr. Heineman made a motion to adjourn at 8:40 p.m., Ms. LaPan seconded, and the motion was unanimously approved.**

*The next Affordable Housing Trust meeting will take place on Wednesday, October 9, 2013.*



**APPROVED**

**Town of Medway  
Affordable Housing Trust Fund**

**BOARD OF TRUSTEES MEETING MINUTES**

October 9, 2013

Medway Senior Center, 76 Oakland Street

**Board Members:**

Michael Heineman, Chair  
Ann Sherry, Vice Chair  
Judi LaPan

Present  
Absent

X  
X  
X

Jack Maguire  
Karen Soter  
Glenn Trindade

Present  
Absent

X  
X  
X

**Also Present:**

Douglas Havens, Community Housing Coordinator  
Ashley McQuade, Recording Secretary

I. Called to Order at 6:38 P.M.

II. Consideration of Outstanding Minutes – **Ms. LaPan** motioned to accept the **September 26, 2013 public session meeting minutes**, **Mr. Maguire** seconded, and the motion was **unanimously approved**. **Ms. LaPan** also made a motion to accept the **executive meeting minutes**, **Mr. Maguire** approved, and the motion was **unanimously approved**.

III. Reports:

a. Community Housing Coordinator

i. Proposals/Budgets:

1. Center & Broad Streets – Town owned Parcels
2. Executive Session – 6 Cutler Street – **Mr. Heineman** motioned to enter executive session at 6:53 p.m. to consider the purchase, exchange, lease, or value of real property and that open meeting may have a detrimental effect of the negotiating position of this Board. **Ms. Sherry** seconded, and by roll call the motion was **unanimously approved**.

**The Trust** returned from executive session at 7:33 p.m. and resumed public session.

ii. Development Projects – Status/Action:

1. Williamsburg – no activity towards sale, but DHCD has sent correspondence regarding documents required to be signed at the closing
2. Charles River/Neelon Lane – The Planning Board has established

a bond amount for Charles River Village, and the developer is now authorized to secure building permits for the remaining ten (10) units

3. Fox Run Farms/Morningside – no new updates
4. 123 Main Street – no new updates
5. 61 Winthrop – no new updates

iii. CHC Project Inventory

1. “In Lieu” Bylaw amendment – no comments on this yet, but the Trust will review before the next meeting
2. 7-5 Kingson Lane – Foreclosure – Mr. Havens received notice from the Bank inquiring as to what the Town requirements are for proceeding with foreclosure. Once the foreclosure deed is acquired, the unit can be sold at affordable rate. Mr. Havens will contact CHAPA to coordinate a telephone conference with Mr. Heineman regarding this issue.

- b. Affordable Housing Committee – there are no new updates at this time

**IV. Adjourn – Ms. LaPan motioned to adjourn at 7:45 p.m., Ms. Sherry seconded, and the motion was unanimously approved.**

*The next Affordable Housing Trust meeting will take place on Wednesday, November 6, 2013.*





## APPROVED

### Town of Medway Affordable Housing Trust Fund

#### BOARD OF TRUSTEES MEETING MINUTES

November 6, 2013

Medway Senior Center, 76 Oakland Street

#### **Board Members:**

Michael Heineman, Chair  
Ann Sherry, Vice Chair  
Judi LaPan

Present  
Absent

X  
X  
X

Jack Maguire  
Karen Soter  
Glenn Trindade

Present  
Absent

X  
X  
X

#### **Also Present:**

Robert Ferrari, Affordable Housing Committee Chair  
Alison Slack, Affordable Housing Co-Chair  
Douglas Havens, Community Housing Coordinator  
Judi Barrett, RKG Consultant  
Ashley McQuade, Recording Secretary

I. Called to Order at 6:35 p.m.

**II. Board Interview with Judi Barrett, RKG Consultant** – Ms. Barrett has been asked by the town to assess the land use departments, including conservation, zoning, etc. She asked questions to gain insight as to the Trust and the Committee's roles in the town. Mr. Heineman explained the genesis of the Trust and the Committee, how members were/are recruited, Mr. Haven's role/job description, funding, and the goal of each board. The Trust also discussed possible upcoming projects, the application/permit process, and the need for policy development and underwriting. Concerns were raised over the legalities of acquiring property, bylaws, and politics within the Town that can deter 40B projects from moving forward. Mr. Ferrari expressed the need for future planning – the convening of all Boards to have the 'big picture' discussion, specifically land use.

**III. Consideration of Outstanding Minutes** – Mr. Trindade motioned to accept the October 9, 2013 public session meeting minutes, Ms. Sherry seconded, and the motion was unanimously approved.

IV. Reports:

a. Community Housing Coordinator

i. Proposals/Budgets:

1. Center & Broad Streets (town owned parcels) - Mr. Havens reporter no title searches performed yet
2. Winthrop Street – no activity
3. West Street – some state funding may be available if we can get

more affordable units in this project

4. Single family flip – Mr. Havens circulated a list of properties to review for possible single family home flip projects
  5. 6 Cutler Street, Legion Hall – Mr. Havens discussed the Summary of IC Findings (materials provided) regarding this property. Prior to tonight's meeting, Mr. Haven's had met with the historical society to inquire about possible funding for project. The Trust discussed the next step, if any, should be taken and agreed to enter Executive session at the end of the meeting to discuss in depth.
- ii. Development Projects – Status/Action:
1. Williamsburg – marketing campaign has begun, and the lottery will be in January 2014
  2. Charles River/Neelon Lane – nearing completion of the first house and payment must be received before the next permit
  3. Fox Run Farms/Morningside – lottery was done on all four units, with one three bedroom unit going to a single family occupant. Mr. Havens will follow up on this prior to the next meeting.
- iii. CHC Project Inventory
1. "In Lieu" Bylaw amendment – no comments provided by the Trust yet
  2. 7-5 Kingson Lane (Foreclosure) – tenant is still occupying the space but has retained counsel
  3. Members for Affordable Housing Committee – Karen Soter is volunteered to join the Committee and remain on the Trust
  4. Inter-departmental Communication Chart – provided by Mr. Havens for consideration prior to the next meeting
- b. Affordable Housing Committee – no new developments

MAPC Oak Grove Density Demonstration on 12/09/13 at 7PM - Medway Middle School – a public meeting and planning workshop that Mr. Havens will be attending.

**Mr. Heineman motioned to enter executive session at 8:02 p.m. to consider the purchase, exchange, lease, or value of real property that open meeting may have a detrimental effect of the negotiating position of this Board with no intention of returning to open session.**

*The next Affordable Housing Trust meeting will take place on Wednesday, December 4, 2013.*