



APPROVED 02-12-2014

**Town of Medway
Affordable Housing Trust**

BOARD OF TRUSTEES MEETING MINUTES

January 8, 2014
Medway Senior Center, 76 Oakland Street

	Present	Absent		Present	Absent
<u>Board Members:</u>					
Michael Heineman, Chair	×		Jack Maguire	×	
Ann Sherry, Vice Chair	×		Karen Soter	×	
Judi LaPan	×		Glenn Trindade	×	

Also Present:

Robert Ferrari, Affordable Housing Committee Chair
Douglas Havens, Community Housing Coordinator
Ashley McQuade, Recording Secretary

The meeting was called to order at 6:30 p.m.

Ms. Soter motioned to approve the November 6, 2013 meeting minutes, Ms. Sherry seconded, and the minutes were unanimously approved.

Ms. LaPan motioned to have all upcoming Trust meetings begin at 6:30pm for the remainder of 2014, Ms. Sherry seconded, and was the motion was unanimously approved.

Discussion of proper marketing - Recent units have gone to a single person rather than families, and the Board discussed the appeal of apartment housing over homes. Utilizing social media and approaching local large business to target work force and reduce the stigma of affordable housing. There was also discussion on buying single family homes and renting them and the formation of a management company to oversee properties.

Mr. Heineman motioned to enter executive session at 7:12 p.m. to consider the purchase, exchange, lease, or value of real property that the Chair has determined open meeting may have a detrimental effect of the negotiating position of this Board, and by roll call the motion was unanimously approved.

Mr. Trindade motioned to adjourn from executive session and return to public session at 7:20pm and return to public session, Sheri seconded, and by roll call was unanimously approved.

Millstone Village – discussion of an over 55 development, eight (8) units will be affordable and the first public hearing is next Tuesday. A number of restrictions from DHCD apply to the affordable units and they need to be recognized early to avoid issues. Mr. Havens spoke with DHCD in June re: marketability of age restricted units. DHCD typically requires a market study with this type of housing.

Charles River – check from Charles River Park should be arriving soon and Mr. Havens has created a separate financial account for the deposit. Mr. Havens will also get a letter out to John at CRP explaining how the check needs to be brought it at/on the closing and it needs to be reflected on the HUD.

CHC Project Inventory:

1. Zoning Bylaw – bylaw edits and revision has been taken over by Carol Barrett (consultant from previous meeting)
2. No action on 7-5 Kingson Lane
3. Lottery Agent Training – Havens has begun reviewing laws/regulations/guidelines for approving lottery candidates

MAPC Oak Grove Presentation – Mr. Heineman, Ms. Sherry, and Mr. Havens attended a presentation on increasing density of housing, and understanding where housing should be.

Advise PEDP & Board of Selectmen on multifamily zoning – the Trust discussed the advantages of multifamily units, including possible rental units and senior housing. Mr. Heineman suggested drafting correspondence to the Planning Board supporting the zoning, but beyond that is it outside the scope of the Trust. Mr. Havens will research any impact/advantages this type of zoning will have on affordable housing.

Affordable Housing Committee – Mr. Ferrari discussed overview of government regulations within the state housing authority. Proposals need to be made regarding older properties that may be seized if regulations are passed. The senior population is increasing in Medway and this is a concern regarding the handicap and general accessibility of several buildings in town.

Mr. Heineman motioned to adjourn @ 8:00pm, Mr. Maguire seconded, and was unanimously approved.

The next Affordable Housing Trust meeting will take place on February 5, 2014 at 6:00p.m.



APPROVED 03-20-2014

**Town of Medway
Affordable Housing Trust**

BOARD OF TRUSTEES MEETING MINUTES

February 12, 2014
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:

Robert Ferrari, Affordable Housing Committee Chair
Douglas Havens, Community Housing Coordinator
Ashley McQuade, Recording Secretary

The meeting was called to order at 6:45 p.m.

After a review of previous meeting minutes, Ms. Soter motioned to approve the January 8, 2013 meeting minutes, Ms. Sherry seconded, and the minutes were unanimously approved.

Mr. Heineman motioned to enter executive session at 7:12 p.m. to consider the purchase, exchange, lease, or value of real property that the Chair has determined open meeting may have a detrimental effect of the negotiating position of this Board, and by roll call the motion was unanimously approved.

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Mr. Heineman motioned to adjourn @ 8:00pm, Maguire seconded, and was unanimously approved.

The next Affordable Housing Trust meeting will take place on March 20, 2014 at 6:30p.m.



APPROVED 04-10-2014

**Town of Medway
Affordable Housing Trust**

BOARD OF TRUSTEES MEETING MINUTES

March 20, 2014
Medway Senior Center, 76 Oakland Street

Board Members:

	Present	Absent		Present	Absent
Michael Heineman, Chair	X		Jack Maguire	X	
Ann Sherry, Vice Chair	X		Karen Soter	X	
Judi LaPan		X	Glenn Trindade		X

Also Present:

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

- I. Call to Order - the meeting was called to order at 7:15 p.m.
- II. Consideration of outstanding minutes - **Ms. Soter motioned to approve the February 12, 2014 meeting minutes, Ms. Sherry seconded, and the minutes were unanimously approved.**
- III. Reports/Business –
 - a. Community Housing Coordinator
 - i. Possibilities –
 1. **Broad Street - Ms. Soter motioned to approve a title search be performed on the Broad Street property, Ms. Sherry seconded, and the motion was unanimously approved.**
 2. Cutler/131 Milford Street - Mr. Havens believes the Town has right of first refusal. He has also enclosed the engineering study invoice with tonight's materials.
 - ii. Projects: Status and Action –
 1. Fox Run Farms – Application to Amend Permit – Mr. Haven's gave an overview of the issue with *In Lieu* payment
 2. Millstone Village – Application to Amend Permit – the next public hearing is next week regarding HOPA regulations

3. Charles River Park/Neelon Lane – correspondence was sent out last week regarding *In Lieu* payments (copy enclosed in tonight's materials)

iv. CHC Project Inventory

1. 40B Workshop –
 2. Lottery Agent Training – Mr. Havens is making arrangements with the town manager in Franklin regarding training on lottery and marketing
 3. Advise PEDP, Board of Selectman on Multifamily zoning – there is a definite shift in the market from buying to renting and there is a need to update zoning bylaws to reflect this
 4. Memo RE: qualified buyers – Mr. Havens will speak with his colleagues tomorrow morning, and will provide a bulleted list prior to the next meeting of concerns from buyers regarding qualification. Mr. Heineman will then prepare correspondence outlining these issues and addressing what can be done to remedy them to facilitate finding qualified buyers.
- b. Zoning – Special meeting – review of decision at special meeting regarding *In Lieu* payment and Memorandum from Judi Barrett to Town Administrator Suzanne Kennedy regarding zoning bylaw revision and her suggestion to postpone all amendments until a comprehensive revision can take place.
- c. Annual Town Report – The Trust will be asking for the same amount as in previous years to cover Mr. Havens salary, as well as an additional \$2,500 for engineering cost. **Ms. Sherry motioned the Trust support Mr. Heineman's recommendation that \$34,xxx.00 be transferred from CPC funds to Affordable Housing for the 2014 fiscal year, Ms. Soter seconded, and the motion was unanimously approved.**
- d. Affordable Housing Committee – Mr. Ferrari introduced (3) new Committee members

IV. Introduction of New Business

- a. New members - the Trust discussed Mr. Heineman's departure at the end of his term in June 2014 and the need for a new chair and new member(s)
- b. 123 Main Street – The 6.3 acre lot on Rte. 109 is presently owned by Maritime Properties and has a lapsed permit and Mr. Havens presented it to the Trust to gauge interest on possibly taking it on as an AH project. Mr. Havens will provide a list of potential uses prior to the next meeting.

V. Adjourn – **Ms. Sherry motioned to adjourn at 8:18pm, Mr. Maguire seconded, and the motion was unanimously approved.**

The next Affordable Housing Trust meeting will take place on Thursday, April 3, 2014 at 7:00pm