



## AFFORDABLE HOUSING TRUST

### Town of Medway

#### Affordable Housing Trust Fund

#### Affordable Housing Committee

### JOINT MEETING MINUTES

February 4, 2016

Medway Senior Center, 76 Oakland Street

	Present	Absent		Present	Absent
<b><u>Board Members:</u></b>					
Ann Sherry, Chair	✓				
Judi LaPan	✓		Glenn Trindade		✓
John Maguire		✓	John Parlee	✓	
<b><u>Committee Members</u></b>					
Bob Ferrari, Chair		✓	John Parlee	✓	
Michael Leone		✓	Sue Rorke	✓	
Judi LaPan	✓		Alison Slack		✓
Teresa O'Brien		✓			
<b><u>Also Present:</u></b>					
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 executive session meeting minutes from December 10, 2015 but not release.**

#### **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 the matrix:

- There was the inclusion of letters in the columns.  
P = Primary Responsibility  
S = Secondary Responsibility  
X= Input and /or guidance needed.
- A key was added noting the committee/board
- Language was added about 2016 & ongoing.
- 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.
- Page 9 was mentioned and this will be revised.

### **6 Cutler Street:**

The trust was informed that the developer has inquired about a possible new development to be linked with Cutler Street. The new site is potentially 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 to accept and sign the Declaration of Trust of the Trust of the Town of Medway 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, as 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 to purchase certain real property known as Unit 4-5 in the Woodside Condominium and having an address of 4 Kinson Lane, Unit 5, Medway MA with its funds designated for retaining existing affordable housing units as authorized by Town Meeting on June 13, 2011, and by section 55 C of chapter 44 of the general laws.**

**Roll Call Vote:**

<b>Ann Sherry</b>	<b>aye</b>
<b>Judi LaPan</b>	<b>aye</b>
<b>John Parlee</b>	<b>aye</b>

**CPC Recommendation to Purchase:**

The Trust is in receipt of a letter dated January 28, 2016 from 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 Kinson Lane with CPA funds previously transferred to the Trust for that purpose. It was mentioned that there was no sale price noted. A marketing plan will need to be approved before offering.

**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 discusses the sheet on page 17. The Trust would like to make sure all the money within the budget is allocated into the correct buckets. The Trust would like to see the salary item replenished along with legal. The amount suggested for salary is \$40,000 with extra hours. Doug will follow-up with Stephanie regarding the approval the extra hours. The Trust wants follow-up regarding the papertrail for money spent to date.

**On a motion made by John Parlee and seconded by Judi LaPan, the trust voted unanimously to request for transfer of funds from CPC for \$220,000 (\$180,000 Cutler)**

**(\$40,000 salary & legal)The trust needs to ask CPC for the \$180,000 and \$40,000 salary consultant and legal.**

**Reconciliation:**

The Trust is in receipt of the reconciliation sheet dated January 7, 2016. The Trust would like to be provided with a breakdown of where the money “en Leiu” is indicated within the budget sheets. The trust would also like to see balance sheet with the assigned money. The intent is to make sure that the money is placed in the correct “buckets”. Doug will follow up with the town accountant.

**Administration:**

**AHT: Trustee Candidates/Nominations**

**Resignation:**

The Trust is in receipt of a letter dated January 14, 2016 regarding the resignation of Karen Soter from the Affordable Housing Trust Committee.

**Appointment:**

John Parlee was appointed at a member of the Town of Medway Affordable Housing Trust.

The Trust was made aware that the terms for appointment are suppose to stagger. This terms of the remaining members will expire and they will need appointment.

**Woodside Units 2-6:**

The Committee was made aware that the resident at Woodside has moved out and the unit is occupied by relatives. The resident was sent a certified letter and the matter is being handled by Town Counsel. CHAPA (Citizen’s Housing and Planning Association) is trying to find a buyer for the unit. It was suggested getting something in writing. Doug will follow-up.

**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

Accepted 3/1/16