



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