



**Town of Medway  
Affordable Housing Trust  
Affordable Housing Committee  
155 Village Street - Medway, MA 02053 - (508)-321-4922**

**MEETING NOTICES & AGENDA**

**THURSDAY, January 7, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

1. Call to order: AHT

**CONSIDERATION OF AMENDMENT TO THE DECLARATION OF TRUST**

ARTICLE FIFTH – POWERS OF TRUSTEES, ¶ 2

**To wit:** Elimination of spending limit on consulting and staffing fees ..... 1

2. Call to order: AHC

3. Review of Minutes: 12/10/15 AHT/AHC Meeting ..... 2

4. Report of the CHC

- a. Housing Production Plan: Status – Follow Through ..... 7
- b. 6 Cutler Street: Status/Planning/Authorization (Ongoing) ..... 8
- c. Regulatory Compliance: Woodside Units 2-6, 4-5..... 9

5. Administration

- a. AHT: Trustee Candidates/Nominations
- b. CHC Cloud Storage:

6. AHT Finance: Budget Reconciliation, Reimbursement

- Postage Reimbursement..... 10
- Budget Reconciliation through 12/31/2015..... 11

7. AHC/AHT Adjourn

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next planned meeting is  
Thursday, February 4, 2016 – 7:00 PM





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**MEETING NOTICES & AGENDA**

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**THURSDAY, February 4, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

1. Call to order: AHT  
Call to order: AHC
2. Review of Minutes:  
12/10/15 AHT Meeting Executive Session  
1/7/16 AHC/AHT
3. Report of the CHC
  - a. Housing Production Plan: Submission
  - b. 6 Cutler Street: Status/Planning/Authorization (Ongoing)
  - c. Regulatory Compliance: Woodside Units 2-6, 4-5  
Resolutions / CPC Recommendation to Purchase
4. Administration
  - a. AHT: Board Composition & Tenures
5. AHT Finance: Budget Reconciliation, Reimbursement  
CPC: FY2017 Appropriation & Re-allocation Of Funds  
Budget Reconciliation through 12/31/2015  
Expenses
6. AHC/AHT Adjourn

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next planned meeting is  
Thursday, MARCH 3, 2016 – 7:00 PM



Celebrating-Easter.com



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**MEETING NOTICES & AGENDA**

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**TUESDAY, MARCH 1, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

1. Call to order: AHT  
Call to order: AHC
2. Review of Minutes: 2/4/16 AHT Meeting
3. Report of the CHC
  - a. 2016 HPP: Matrix
  - b. Millstone Village: AH Marketing
  - c. 6 Cutler Street: Status/Planning/Authorization (Ongoing)
  - d. Regulatory Compliance: Woodside Units 2-6, 4-5
    - i. Status of Remedies
    - ii. Imperfect protections
    - iii. Statutory Confusion
  - e. FY16 GAA DHCD LI 7004-009: \$200k State Funding for Medway AH
  - f. MAPC Grant Request – Zoning Bylaw review
4. Administration
  - a. New Offices
  - b. Website/Posting Information
5. AHT Finance:
  - a. Outstanding Invoices
  - b. Payment Procedures
6. AHC/AHT Adjourn

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next planned meeting is  
Thursday, April 7, 2016 – 7:00 PM



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**AGENDA**

**THURSDAY, APRIL 7, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA & T OF C

1. Call to order: AHT  
Call to order: AHC
2. Review of Minutes: 3/1/16 AHT Meeting.....2
3. Metrowest Collaborative Development: Introduction ..... Handout
4. Report of the CHC
  - a. Millstone Village: AH Marketing
  - b. 6 Cutler Street: Status/Planning/Authorization (Ongoing)
  - c. Regulatory Compliance: Woodside Units 2-6, 4-5
  - d. FY16 GAA DHCD LI 7004-009
5. Administration: 2016 HPP: Matrix – Sub Committees/working groups .....5
6. AHT Finance:
  - a. CPC Recommendation: Annual Meeting
    - i. Report I .....12
    - ii. Report II .....17
  - b. Outstanding Invoices
    - i. Kopelman (Legal ) .....20
    - ii. Eversource
  - c. Payment Procedures
7. AHC Adjourn
8. AHT EXECUTIVE SESSION -  
MGL c. 30A, §§ 18-25 - Exemption 6: To consider the purchase, exchange, lease or value of real estate property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the town.

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The next planned meeting is  
Thursday, May 5, 2016 – 7:00 PM





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**AGENDA**

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**THURSDAY, May 5, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

1. Call to order: AHT/AHC
2. Review of Minutes: April 2016 AHT Meeting
3. Report of the CHC:
  - a. 6 Cutler Street: Status/Planning/Authorization (Ongoing)
    - i. RFP Committee
    - ii. RFP Consultant
  - b. Regulatory Compliance: Woodside Units 2-6, 4-5
  - c. Millstone Village: May 3<sup>rd</sup> Lottery
  - d. West Street Project
  - e. FY16 GAA DHCD LI 7004-009
  - f. Timber Crest
  - g. 4/29/16 Peer Network Meeting – Groton
4. Administration:
  - a. 2016 HPP Matrix – Sub Committees/working groups:
    - i. Multifamily Development Campaign
    - ii. Zoning Revisions
    - iii. Other/Instead?
5. AHT Finance:
  - a. CPC Recommendation: Annual Meeting
  - b. Eversource Status
  - c. Payment Processing
6. AHC/AHT Adjourn

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next planned meeting is Thursday, June 2, 2016 – 7:00 PM



June 20 – 1<sup>st</sup> Day of Summer



**P**  
**Town of Medway**  
**Affordable Housing Trust**  
**155 Village Street - Medway, MA 02053 - (508)-321-4922**

**Special Meeting**

*(i)*  
**THURSDAY, May 19, 2016 - 7:15 PM - MEDWAY SENIOR CENTER**

**AGENDA**

1. Call to order: AHT
2. Review of Bids for RFP Consultant
  - a. 5/4/16 Memo RE: Response to Solicitation for RFP Consultant .....1
  - b. LDS Bid Cover Sheets .....3
  - c. Sunnarborg Bid Cover Sheets .....11
3. Resolutions pertaining to the purchase of 4-5bKingson Lane .....15
4. Approval of expenses related to the closing on 4-5 Kingson Lane
5. Other issues related to the resale of existing units on the SHI
  - a. 4/14/16 Memo RE: FY16 GAA DHCD LI 7004-009.....17
  - b. DHCD Contract .....18
  - c Resolution .....25

RESOLVED: that the AHT recommends to the Board of Selectmen that they accept the contract with DHCD regarding **FY16 GAA DHCD LI 7004-009**, a \$200,000 earmark to the Town of Medway for affordable housing under the terms stipulated that the funds be used specifically for the:

...purchase of one or more affordable housing units facing foreclosure, for the purpose of repairing the unit(s) to market conditions and reselling as an affordable unit or units. The proceeds of any such sale shall be remitted to the Medway Affordable Housing Trust, to be earmarked for either a similar use or the renewal of expiring deed riders.

RESOLVED: that the Trust agrees to administer the initial use of said funds, to accept funds remitted from unit resale and to earmark and administer remitted funds for the uses as conditioned in the proposed agreement with DHCD.



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**PUBLIC NOTICE**

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**THURSDAY, JUNE 2, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

- 1) Call to order: AHT/AHC
- 2) Review of Minutes: 5/5/2016 AHC/AHT; 5/19/2016 AHT Special
- 3) Report of the CHC:
  - a) 6 Cutler Street: Status/Planning/Authorization (Ongoing)
    - i) Introduction Karen Sunnarborg, RFP Consultant
    - ii) Process, Timeline
  - b) Woodside Units 2-6, 4-5
    - i) 2-6 Status
    - ii) 4-5 - Timeline
- 4) FY16 GAA DHCD LI 7004-009
  - a) Process
  - b) Opinion
  - c) Resolutions
- 5) Administration:
  - a) 2016 HPP Matrix – Sub-committees/working groups:
    - i) PR Group!
    - ii) Multifamily Development Campaign?
    - iii) Zoning Revisions?
    - iv) Other/Instead?
  - b) MHA: Regional Status Review
- 6) AHT Finance:
  - a) CPC Recommendation: Annual Meeting
  - b) Misc. Invoices
- 7) AHC/AHT Adjourn

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.







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**THURSDAY, JULY 7, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

- 1) Call to order: AHT/AHC
- 2) Review of Minutes: 5/19/2016 AHT Special; 6/5/2016 Joint Meeting
- 3) Report of the CHC:
  - a) 6 Cutler Street: Status/Planning/Authorization (Ongoing)
    - i) Disposal of Contents - **Stoves**
    - ii) **Review of DRAFT RFP**
  - b) Woodside Units 2-6, 4-5
    - i) 2-6 Status
    - ii) 4-5 Status
- 4) FY16 GAA DHCD LI 7004-009 STATUS
- 5) Administration:
  - a) 2016 HPP Matrix – Sub-committees/working groups:
    - i) PR Group!
    - ii) Multifamily Development Campaign?
    - iii) **Zoning Revisions?**
    - iv) Other/Instead?
  - b) MHA: Regional Status Review
- 6) AHT Finance:
  - a) 4-5 Insurance
  - b) Misc. Invoices
- 7) AHC/AHT Adjourn

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.



The next planned meeting is Thursday, AUGUST 4, 2016– 7:00 PM

The next planned meeting is Thursday, July 2/9 (?), 2016– 7:00 PM



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**PUBLIC NOTICE**

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**THURSDAY, AUGUST 4, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

- 1) CALL TO ORDER: AHT/AHC
- 2) REVIEW OF MINUTES: 7/7/2016
- 3) PROGRAMS/PROJECTS:
  - a) **Glen Brook** – Request for Seed Funding, Timeline (Jennifer Van Campen)
  - b) **Cutler** – Review DRAFT RFP, Timeline (Karen Sunnarborg)
  - c) **Woodside** –
    - i) Units 2-6, 4-5
    - ii) Unit 7-5
  - d) **MAPC Affordable Housing Zoning Update** - Review Goals (8/8/2016)
  - e) **PR Group** – General Information Campaign  
PENDING - Multifamily Development Campaign
- 4) AHT FINANCE:
  - a) **FY16 GAA DHCD LI 7004-009**
  - b) **Payables**
- 5) AHC/AHT ADJOURN

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next planned meeting is Thursday, SEPTEMBER 1, 2016– 7:00 PM



*a day to*  
**CELEBRATE *the***  
**ACHIEVEMENTS**

*of our* **AMERICAN**  
**WORKFORCE**

September 5<sup>th</sup> 2016



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**PUBLIC NOTICE**

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**THURSDAY, SEPTEMBER 1, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

- 1) CALL TO ORDER: AHT/AHC
- 2) REVIEW OF MINUTES: 8/4/2016
- 3) PROGRAMS/PROJECTS:
  - a) Glen Brook – Status of Funding Request
  - b) Cutler – Review DRAFT RFP, Timeline
  - c) Woodside –
    - i) Units 2-6, 4-5
    - ii) Unit 7-5
- 4) AHT FINANCE:::
  - a) Pro Forma
  - b) Payables
- 5) AHC/AHT ADJOURN:

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next planned meeting is Thursday, October 6, 2016– 7:00 PM





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**PUBLIC NOTICE**

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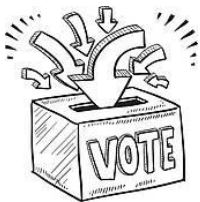
**THURSDAY, OCTOBER 6, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

- 1) CALL TO ORDER: AHT/AHC
- 2) REVIEW OF MINUTES: 9/1/2016 Vote on Accepting Minutes
- 3) PROGRAMS/PROJECTS:
  - a) Glen Brook
    - i) Project Status
    - ii) Vote on Request for Seed Funding
  - b) Cutler Street
    - i) RFP
      - (1) Process
      - (2) Vote on Release RFP
    - ii) Member Tour
    - iii) Disposition of Contents
  - c) Woodside
    - i) Unit 4-5 – Vote on Sale
    - ii) Unit 2-6 - Status
    - iii) Unit 7-5 – Status
- 4) PUBLIC RELATIONS:
  - a) Committee - Review Draft
  - b) Town Website Home Page
  - c) October Town News Letter
- 5) AHT FINANCE:
  - a) DHCD LI - Vote on Contract Revision
  - b) Position of CHC
  - c) Payables
- 6) AHC/AHT ADJOURN

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next scheduled meeting is Thursday, November 3, 2016– 7:00 PM



11/8



11/11



11/24



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**PUBLIC NOTICE**

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**WEDNESDAY, OCTOBER 19, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

- 1) CALL TO ORDER: AHT/AHC
- 2) PAUL REVERE ESTATES:  
Vote on Acceptance of Land *In Lieu* of AH Unit ..... 1
- 3) CUTLER STREET  
RFP Vote on Release of RFP..... 3
- 4) AHC/AHT ADJOURN

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The next scheduled meeting is Thursday, November 3, 2016– 7:00 PM



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**THURSDAY, NOVEMBER 3, 2016 - 7:00 PM - MEDWAY SENIOR CENTER**

AGENDA

- 1) CALL TO ORDER: AHT/AHC
- 2) REVIEW OF MINUTES: 10/6/2016
- 3) PROGRAMS/PROJECTS:
  - a) Paul Revere Estates – AHT acceptance of land in lieu
  - b) Glen Brook - Status
  - c) Cutler Street
    - i) RFP
      - (1) Process
      - (2) Vote on release
  - d) Woodside – Status
- 4) AHT FINANCE:
  - a) Payables
- 5) AHC/AHT ADJOURN

The listed matters are anticipated to be discussed at the meeting. In fact, all of the items might not be discussed. To the extent allowed by law, the Board may address and consider matters not specified here.

The next scheduled meeting is Thursday, December 1, 2016– 7:00 PM