



AFFORDABLE HOUSING TRUST

**Town of Medway**

**Affordable Housing Trust Fund**

**Affordable Housing Committee**

**JOINT MEETING MINUTES**

August 6, 2015

Medway Senior Center, 76 Oakland Street

	Present	Absent		Present	Absent
<b><u>Board Members:</u></b>					
Ann Sherry, Chair	✓		Karen Soter		✓
Judi LaPan	✓		Glenn Trindade	✓	
John Maguire	✓				
<b><u>Committee Members</u></b>					
Bob Ferrari, Chair	✓		John Parlee	✓	
Michael Leone	✓		Sue Rorke	✓	
Judi LaPan	✓		Alison Slack	✓	✓
Teresa O'Brien		✓	Karen Soter		✓

**Also Present:**

Douglas Havens, Community Housing Coordinator

Amy Sutherland, Recording Clerk

**Guests Present:**

Jennifer Van Campen, Executive Director – MetroWest Collaborative Development

Chairman Ferrari of the Affordable Housing Committee and Chairman Sherry, Affordable Housing Trust meeting called the meeting to order at 7:00 PM.

**Metro-West Collaborative Development:**

Jennifer Van Campen, Executive Director – Metro West Collaborative Development was present. She introduced Metro-West Collaborative Development and informed all that this is a non-profit property management corporation. There are three full time employees and are in the process of hiring a fourth. The collaborative has been around for 27 years and works primarily in Watertown, MA. The collaborative looks for opportunities to help affordable housing advocates in 25 town to meet their affordable housing production goals. This collaborative works with trusts and municipalities along with community leaders to identify potential housing projects.

This collaborative works with clients to make sure their housing stock is in compliance with the State guidelines. For resale of ownership property they make sure the transactions happen and the new owner is income eligible. The recording of any deed restrictions is handled by their company. The collaborative also provides outreach to the community and provides information sessions for municipalities.

Jennifer explained that the collaborative is interested in the Medway property at 150 Village Street and 8 Broad Street. This is a 12-Unit rental property (10 – two bedroom and 2 – one bedroom) totaling 9,822 rentable square feet on a 38,000 square foot site. There are 26 off street parking spaces. The listing price was \$1,500,000. The purchasing offer of \$1,600,000 for this property was accepted. This building will continue to operate with rentals, while possibly trying to raise additional public and private funds to undertake a possible rehabilitation of this site if needed. A draft budget for this site was presented.

The scope of the work that might be needed to be done on the Village Street property has not been determined. The current plan is to keep as is but updating construction standards. There is a budgeted amount of \$15,000 for rehab per unit which is allocated into the budget. The scope of rehab has not been determined yet. The current request is \$250,000 from town for the purchase of deed restrictions on the units acting as down payment on the purchase. The closing for this property is November 3, 2015. The rehabilitation can be done in two phases. First, buy property in phase one, get it under management, and then start Phase 2 for possible redevelopment. The redevelopment could be as late as three years from now. Various development opportunities need to be explored. It was explained that the deed restrictions need to be put on this property as soon as possible. The \$250,000 is needed initially and another \$250,000 would be needed within the next three years for any rehabilitation. Thus the total funding requested from local sources would be \$500,000.

There will be a site visit on Monday August 10, 2015. This is still not a done deal, if the visit shows that there are heating issues, asbestos etc., structural concerns, we would need to get building inspector to look at this site ASAP. The possible benefits of combining the development with that of Cutler Street included qualifying for tax credits which may not be possible with separate applications. All were in agreement that there does not need to be a decision right away on Cutler Street. Simultaneous development of a combined projects' 24 (total) units could also qualify the Town for 1 year safe harbor.

Doug reminded all that Cutler Street needed to be conveyed under MGL 30B.

The Chairman of the trust explained that between currently conveyed CPA funds and Charles River Village “in lieu” there are sufficient funds to move forward. There will also be additional money coming in for The Willows.

The State has not announced DHCD's next One Stop funding round and we could submit an application to DHCD as notice of what we will be doing in Medway. The first step is to procure the building.

Jennifer is looking for a commitment of \$250,000. She needs to know if the town will have funds available since the Collaborative will be meeting with loan officers later in the week. The purchase and sale runs until the end of August. There is an accepted offer but if there are structural problems hidden, then the collaborative would need to go back and renegotiate. The deadline for financing arrangements is September 15, 2015.

**Vote:**

**On a motion made by Glenn Trindade and seconded by John Maguire, the Trust voted by roll call vote to begin due diligence for the purposes of supporting the purchase of 150 Village and 6 Broad Street by the MetroWest Collaborative Development.**

**Roll Call Vote:**

Glenn Trindade	aye
Judi LaPan	aye
John Maguire	aye
Ann Sherry	aye

Chairman Ferrari asked for a motion of the Affordable Housing Committee:

**Vote:**

**On a motion made by Mike Leone and seconded by Alison Slater, the Affordable Housing Committee voted unanimously to support the collaborative relationship between the Metro West Collaborative Development and the AHC/AHT.**

The Committee would like Metro West Collaborative to provide references.

**Housing Production Plan:**

The Committee is in receipt of the Draft Housing Production Plan. Doug asked the members to review and provide any comments or questions. This information needs to be sent by August 11, 2015.

**Department of Housing and Community Development:**

The Department of Housing and Community Development sent a letter dated July 29, 2015 regarding the approval of Millstone Village LAU (Local Initiative Program) Regulatory Agreement indicating that (8) units will be designated as affordable from the (80) total.

**Zoning Ideas:**

The members were informed that there had been a meeting on Monday July 20, 2015 to discuss future AHC/AHT ideas.

### **The Willows:**

The members were in receipt of the following:

- Memorandum dated July 28, 2015 from Planning and Economic Development Coordinator.

The memo is in regards to the Willow ARCPUD development and the definition of which of its various types of dwellings fall under the inclusionary requirements of the Town's special permit provision. The memo indicated that the 56 "independent living" apartments will not be licensed or regulated by the Mass Department of Elder Affairs as "assisted living" units nor do they constitute "congregate housing". Based on this information, the case can be argued that these units should require inclusionary AH development. The applicant for the Willows has proposed to fulfill their affordable housing requirement by making a payment to the Medway Affordable Housing Trust in lieu of constructing 8 affordable units on site based on the construction of the 71 cottage dwellings which clearly fall under the Town's inclusionary requirements. The total to the trust would be \$274,000.

The sentiment that "in lieu" payments should not be so easily accepted was noted and acknowledged as one of the issues raised at the PEDB's recent session discussing zoning proposals and that it is worth pursuing.

Since this memo was written, the PEDB has decided that the independent units did not fall within the inclusionary requirement. Mr. Havens noted that this finding was not immutable until a permit was actually granted and sought guidance on whether or not to pursue the matter,

In response to a request for a written determination from the appropriate state agencies, the strong sentiment that it was inappropriate to second guess the finding of the PEDB post facto, Doug Havens proposed reviewing the matter further to determine any appropriate action.

### **New Business:**

#### **Public Access for Meetings:**

The Committee received a memo dated July 10, 2015 from the Board of Selectmen encouraging additional efforts to accommodate Open Meeting laws by facilitating access through the local cable channel. This would involve making an effort to have meetings held in wired locations. Doug will look into having the meeting in another location.

#### **2015 Budget Reconciliation:**

Mr. Havens drew attention to the Budget Reconciliation report for FY2015 included in the materials. He asked for it to be reviewed by all, indicating he would sign off on it unless he heard any objections from members.

The Committee was also provided a handout showing the current funds available to the Trust. The document was dated August 4, 2015.

### **Payment of Bills:**

- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to reimburse \$75.00 to Mike Leone for the Massachusetts Housing Partnership Workshop.**
- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to pay the bill for \$209.24 from Eversource for Cutler electricity...**
- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to pay the bill for \$154.47 for office supplies from WB Mason**
- **On a motion made by Glenn Trindade and seconded by Judi LaPan, the trust voted unanimously to pay the bill for F & S in the amount of \$2400.00 for design work on Cutler.**

### **Adjourn:**

There being no further business before the bodies it was moved by Glenn Trindade and seconded by Judi Lapan and passed to close the meeting at 9:00 pm.

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Initially Edited,  
Doug Havens  
Housing Coordinator