



AFFORDABLE HOUSING TRUST

**Town of Medway**

**Affordable Housing Trust Fund**

**Affordable Housing Committee**

**JOINT MEETING MINUTES**

December 10, 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		✓
<b><u>Also Present:</u></b>					
Douglas Havens, Community Housing Coordinator					
Amy Sutherland, Recording Clerk					

Chairman Ferrari of the Affordable Housing Committee and Chairman Sherry from the Affordable Housing Trust meeting called the meeting to order at 7:03 pm.

**MINUTES:**

**September 3, 2015:**

**Affordable Housing Trust:**

On a motion made by John Maguire, and seconded by Judi LaPan, the minutes from September 3, 2015 were accepted.

**Affordable Housing Committee:**

On a motion made by Bob Ferrari, and seconded by Judi LaPan, the minutes from September 3, 2015 were accepted.

## **November 5, 2015:**

### **Affordable Housing Trust:**

**On a motion made by John Maguire, and seconded by Judi LaPan, the minutes from November 5, 2015 were accepted.**

### **Affordable Housing Committee:**

**On a motion made by Bob Ferrari, and seconded by Allison Slack, the minutes from November 5, 2015 were accepted.**

## **Report of CHC:**

The Trust and Committee were made aware that there was a presentation of the draft 2016 Housing Production Plan to the Planning and Economic Development Board. The PEDB suggested including a comparison chart among surrounding towns. Gino Carlucci created this chart. It is entitled “Types of Housing Units in Medway, Nearby Towns and in Massachusetts”. The compared towns included Medfield, Holliston, and Wrentham.

Anne Sherry also created a matrix which included the 2016 Housing Production Plan: Goals and Objectives. The PEDB voted to adopt the plan as modified. The five goals within the matrix were reviewed. The following suggestions were made:

### **Goal 1: Identify Housing Needs:**

#2: Include the Director of Planning and Economic Development.

### **Goal #2: Strengthen Organizational Infrastructure to Implement Housing Plans:**

#1: Include the Director of Planning and Economic Development and Board of Selectmen

#1 b. - Include the Director of Planning and Economic Development.

#1 c. - Include the Director of Planning and Economic Development.

#4 - Include Affordable Housing Committee

### **Goal #3 Identify Viable Locations and Optimize Opportunities for their development:**

# 6 – Make the PEDB the primary facilitator.

### **Goal #4: Identify Zoning Practices that Encourage Housing Development that Best Serves Our Community’s Needs:**

#2 - Determine who owns and get out a letter about the various incentives

#3 – Include the Planning and Economic Development Committee as primary

#4 – Include the Planning and Economic Development Committee as primary

#6 - Include Affordable Housing Committee

### **Goal # 5: Explore and Utilize Creative Development Opportunities:**

#8 - Include the Director of Planning and Economic Development Committee.

The Committee suggested a three tier means of prioritizing the responsibilities.

### **Adoption of Housing Production Plan:**

#### **Affordable Housing Trust:**

**On a motion made by John Maguire, and seconded by Judi LaPan, the Affordable Housing Trust voted to adopt the Housing Production Plan including the modified table 6.**

#### **Affordable Housing Committee:**

**On a motion made by Alison Slack, and seconded by Mike Leone, the Affordable Housing Trust voted to adopt the Housing Production Plan including the modified table 6.**

Chairman Ferrari informed the committee that the National Association of Housing and Redevelopment Office has announced that there will be a new law which requires that “one member be a tenant on a town (housing) authority board whether by election or selectmen appointment, or in compliance with HUDS member requirement. The goal is also to have three regional capital assistance teams ready by July, 2016. The regulations are being streamlined where possible to aid in LHA implementation and compliance.

### **6 Cutler Street:**

The Committee is in receipt of a conceptual site plan dated November 30, 2015 for 6 Cutler Street. There was discussion about possibly approaching the cemetery for land to provide ample space for a proposed addition. Members were asked to review the plan and bring their comments to the next meeting.

### **4 Kingston Lane Unit 5:**

The Board of Selectmen is in receipt of a letter dated November 24, 2015 from Citizen’s Housing and Planning Association, Inc. Elizabeth Palma-Diaz, Senior Program Manager. The letter was sent on behalf of Ralph Caton, the current owner of an affordable property under Chapter 40 B, stating the owner’s intent is to sell the unit. The maximum resale price of the unit is \$124,900.00. The deed has a rider “right of first refusal” for 30 days to determine if they want to purchase the unit. The 30 days ends December 24, 2015.

### **Woodside Units 2-6:**

The authority was made aware that 2-6 went into bankruptcy and foreclosure and an objection to the owner’s bankruptcy plan was filed by Town Counsel, since it contained provisions for the surrender of the property to the bank in satisfaction of outstanding loans, nullifying the Town’s rights under the Deed Restriction. The Administrator will be reviewing the matter for decision.

**Affordable Housing Trust candidates and nominations:**

The Trust is still in pursuit of another candidate to serve.

**Meeting Schedule 2016:**

The Committee & Trust are in receipt of a schedule of 2016 Board meeting dates.

**Town Meeting Warrant/Amendment to Declaration of Trust:**

The committee is in receipt of a certificate of amendment to the Town of Medway Affordable Housing Trust which would bring the Trust’s powers in line with those recently approved at Town Meeting: Specifically, to delete language that limits the amount of funds to be expended “to employ consultants including but not limited to engineering and legal services, and full or part-time staff, and to contract for administrative and support goods and services.” This will be voted on at the next meeting held on January 7, 2015.

**Working Balance Sheet:**

The Authority is in receipt of a revenue and expense sheet dated December 9, 2015. The total revenue is \$569,041.36. The total available funds are \$277,735.31. The pilot payments received to date is \$322,200.00 (11 payments at \$29,291.)

**Payment of Bills:**

**On a motion made by Judi LaPan, and seconded by Glenn Trindade, the Trust voted to pay the bills as presented.**

**Bills:**

<b>Thomas Carrol Insurance:</b>	<b>\$2,397.00 (Insurance for year)</b>
<b>PGC Associates:</b>	<b>\$5,000.00</b>
<b>Petrini &amp; Associates:</b>	<b>\$3,654.56</b>
<b>W. B. Mason:</b>	<b>\$ 111.48</b>
<b>W.B. Mason:</b>	<b>\$ 8.10</b>

**Total: \$11,171.14**

**Affordable Housing Committee**

**Adjourn:**

**On a motion made by Alison Slack, and seconded by Mike Leone, the Affordable Housing Committee voted to adjourn their meeting at 7:45 pm.**

**Affordable Trust Executive Session:**

Chairman Sherry communicated that the Trust needs to go into executive session to discuss strategy with respect to litigation where an open meeting may have a detrimental effect on litigating position of and Exemption 6: to consider the purchase, exchange, lease or value of real estate property.

**On a motion made by Judi LaPan, and seconded by Jack Maguire, the Affordable Housing Trust voted to by roll call vote to go into executive session to discuss strategy with respect to litigation where an open meeting may have a detrimental effect on litigating position of the and exemption 6: to consider the purchase, exchange, lease or value of real estate property. They will not go back into open session.**

**Roll Call:**

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

Respectfully Submitted,

Amy Sutherland  
Meeting Recorder  
Approved January 7, 2016

