



Town of Medway

Affordable Housing Trust - Affordable Housing Committee

JOINT MEETING MINUTES

February 4, 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		✓
Teresa O'Brien		✓			
<u>Also Present:</u>					
Douglas Havens, Community Housing Coordinator					
Amy Sutherland, Recording Clerk					

The Medway Affordable Housing Committee did not have a quorum.

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 did not release them for publication.

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 an HPP tracking matrix devised by Ann Sherry:

- 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.

6 Cutler Street:

The trust was informed that the MetroWest Collaborative Development has inquired about a possible development on 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 that, pursuant to Article Sixth of the Declaration of Trust of the Town of Medway Affordable Housing Trust, the Trustees delegate to the Town’s Community 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, a 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 that the Affordable Housing Trust 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 with its funds designated for retaining existing affordable housing units as authorized by Town Meeting on June 13, 2011, and by section 55C of chapter 44 of the general laws.

Roll Call Vote:

Ann Sherry	aye
Judi LaPan	aye
John Parlee	aye

CPC Recommendation to Purchase:

The Trust is in receipt of a letter dated January 28, 2016 from Doug Havens to the 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 Kingson Lane with CPA funds previously transferred to the Trust for that purpose. The recommendation passed unanimously.

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 the original distribution of CPC funds and their relation to itemized accounts in the general ledger. The continued earmarking of funds should be discussed with the CPC now that actual uses indicate potential conflicts. Under terms of the Grant Agreement, the CPC can reallocate funds among earmarks.

On a motion made by John Parlee and seconded by Judi LaPan, the trustees voted unanimously to request for a transfer of funds from CPC totaling \$220,000 (\$180,000 to replenish funds for the purchases of 6 Cutler Street and \$40,000 for staff support & professional services)

Reconciliation:

The Trust is in receipt of the reconciliation sheet dated January 7, 2016. The Trust would like to be provided with a regular report for “in lieu” funds.

Administration:

AHT: Trustee Candidates/Nominations

Resignation:

The Trust is in receipt of a letter dated January 14, 2016 from Karen Soter from the Affordable Housing Trust Committee notifying the Selectmen of her resignation from the Trust and Committee effective upon the swearing in of a replacement.

Appointment:

John Parlee was appointed as a member of the Town of Medway Affordable Housing Trust and duly sworn in by the Town Clerk.

The Trust was made aware that the terms for appointment are supposed to stagger. This terms of the remaining members will expire June 30, 2016 and they will need re-appointment, half for 1 year tenures and half for 2 year tenures.

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
Approved 3/1/16