

**MEDFIELD HOUSING AUTHORITY
30 POUND STREET
MEDFIELD, MA 02052
508-359-6454**

CA

January 14th, 2025

The regular monthly meeting of the Medfield Housing Authority was held January 14th, 2025 in the Community Room of Tilden Village. Meeting held as a hybrid option both for in person and via Zoom in order for Attorney Kurt James to present and answer questions regarding the Rosebay project.

Brent Nelson- Chairperson - opened @ 6:31PM

Chris McCue-Potts recording the meeting

Roll Call:

Present

Absent

Chairman Brent Nelson

None

Commissioner Kathy McDonald

Commissioner Paul Hinkley

Commissioner Stacey Yakel

Commissioner Rob Canavan

Also Present: Candace Avery - Executive Director, Attorney Kurt James via Zoom, Medfield Selectboard members Eileen Murphy (in person) and Gus Murby (via zoom), Town Residents, and Tilden residents. Meeting held as a hybrid meeting so those in attendance were both in person and via zoom.

Minutes

Minutes -Paul Hinkley - to accept minutes of December 2024 meeting as presented

Second – Rob Canavan

Vote – Unanimous 5-0

Accounts Payable

Motion -Rob Canavan –accept December 2024 – January 2025 payables in the Grand total of \$50,151.98

Second -Kathy McDonald

Vote – Unanimous 5-0

Executive Director Report January 14th, 2024:

0 vacancies: fully leased: 2 bedroom unit will open up at the end of the month.

Work Orders: being done in real time. All are current and up to date along with prep. for snow removal, preventative maintenance, and assistance with the coverage of Ashland.

DPW: stopped by property to evaluate a possible water issue as the usage has been high. They will schedule with ED and ED will update board of outcome.

Net Metering: Check will be sent for credits by next month and then credits will be received on our monthly bills.

Accountant Reports: All look good and line items are on budget. Reserves are at 32.98%. EOHLC would like reserves to reach 50% and are allowing HA's to submit augmentations along with budget submissions. Medfield budgets were approved prior to the augmentation allowance so our accountant has submitted an augmentation for a budget revision to bring the MHA reserve level to 50%. The

difference in the additional subsidy request for this augmentation will be \$36,296.00. This is broken down clearly on the accounting sheets provided by Accountant Rick Shaw. This augmentation requires a vote to approve as presented. Accountant Rick Shaw is available to the board for any questions or concerns. Once approved Signature pages required to be executed for submission (provided). Once executed ED will submit to EOHLC for review and approval.

Motion to approve Augmentation as submitted – Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 5-0

Motion to approve Executive Directors Report -Rob Canavan

Second – Kathy McDonald

Vote – Unanimous 5-0

New Business:

Tenant Holiday Event: outcome: wonderful event put on by Blake Middle School and highly attended. ED will reach out to put an article of gratitude as children and staff did an amazing job for all tenants that attended.

Selectboard Meeting: ED was invited to attend the Selectboard meeting to answer some of the questions that the board had regarding the Rosebay project due to a letter that had been sent to them, the State, and our Chairman which has been included with your packet. I had every intention of attending, however on the day of the meeting another article was published that affected the temperament. In order to provide the fullest transparency and the most information possible in a thorough positive way, I submitted an email to decline my attendance in order to offer a meeting where Attorney Kurt James (who oversaw the entire RFP process for Rosebay) could be available to answer questions and concerns along with me. This email is included with your packet and was submitted to the Selectboard Members at that meeting to explain this decision and offer this option. The Selectboard discussed the email at the meeting and this current hybrid meeting is being held for that purpose. Selectboard Chair Eileen Murphy also expressed the support that the meeting provided at the MHA was the correct option for the Rosebay discussion as Attorney James could be available for reference.

Motion to approve New Business – Rob Canavan

Second – Stacey Yakel

Vote – Unanimous 5-0

Old Business:

Tilden Village (Rosebay): Discussion and Q/A with Attorney Kurt James:

Attorney James opened discussion with introduction and went through the timeline for the project as follows:

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Timeline: (Tilden Village, Medfield)

December 15, 2020-Board meets in executive session at special meeting to discuss the role of the

Authority in a potential affordable housing project at Tilden Village on Pond Street (the "Property") September 30, 2021 -Board discusses the project further and options for proceeding

November 9, 2021- Board votes to begin publishing a Request for Proposals ("RFP") seeking a developer to lease and develop the Property.

November 11, 2021- Executive Office for Housing and Livable Communities ("HLC") approves RFP.

November 17, 2021 -Authority publishes RFP

January 17, 2022- Brian McMillan/Newgate Housing ("Developer") submitted a Response to RFP

January 25, 2022-Board reports that the Developer was the only respondent to the RFP and votes to proceed to negotiate with the Developer.

February 15, 2022-Board votes to approve Developer proposal

March 8, 2022-Developer attends Board meeting and provides project update

August 22, 2023- HLC approves project and authorizes disposition of the Property to the Developer

October 26, 2023-Board meets in executive session to review open issues relating to Master Development Agreement with Developer

November 21, 2023-Board approved Master Development Agreement

November 27, 2023-Executed Master Development Agreement

August, 2024-Developer submits request for Preliminary Eligibility Letter (PEL) from HLC 2025:

Developer to receive PEL from HLC and apply for comprehensive permit

Following the review of the Timeline presented by Attorney James, he opened the meeting up for discussion and questions. Many topics were presented by neighbors, residents, Selectboard Chair Eileen Murphy, and Chris McCue-Potts. Board Members, ED, and Attorney Kurt James all participated in providing responses. Some items for discussion were as follows:

RFP: Did it have to be recreated after the original RFP was dismantled? The RFP was reissued and the process completely redone after the first one did not come to fruition. NewGate was the only response to the RFP and the design that is included in the MDA is that which was established previously. Supporting documents for the RFP process were also submitted to the town and the board, which outline the transparency approvals of the process. These include the letter to the town, the RFP, the link to the RFP response, the MDA, related minutes, and the approvals from the State.

Within the MDA any major changes for the project need to be brought before the MHA board to be approved of. NewGate and Brian McMillan are reputable and will abide by the MDA.

The MDA was approved and signed by the board. In the MDA Candace Avery is the acting officer and approved to execute documents related to the project. Terms of the MDA: Attorney James will review and provide clarity on the final terms (PEL information on page 12).

Redlined version was not released previously as it had not been finalized. Final approved MDA was provided publicly.

Funding: Questions raised by attendees on why the LIIP process wasn't gone through like other 40B projects, as well as questions as to what funding will be used: Attorney James stated that the developer will apply for the funding and would be the one to discuss these matters.

Developer can't apply for funding until all of the approvals are in place.

Details on the Design and what is most suitable for the property: Again, the design presented in the MDA is that which was finalized during the last round by the developer. Design meetings were held in that process with the boards, neighbors, and residents to generate feedback that was used to establish the best option for the site and the unit count. Once again, Attorney

James explained that those are questions that the Brian McMillan will answer as he moves forward in the process and meets with the town boards accordingly.

Past board members discussed the true need for the affordable elderly housing in the town of Medfield that Rosebay would provide. Insight from personal experience of the members was provided such as the events that the MHA provided, tenants gathering together to socialize playing bingo and other games, the location that provides the ability for residents to attend events at the high school or just to be able to keep their independence by going downtown even if they don't have the ability to drive anymore. The care of the residents by the staff and the board alike in their advocacy for them. Also highlighted was the fact that in the original development plans for Tilden Village in 1974, that it had been slated and approved for 100 units of which the existing 60 were established.

Traffic Concerns previously expressed: That even after traffic studies were completed, the traffic does not stem from the Tilden development – it is generated from the school as parents and children alike all have cars and the traffic moves through Pound Street and to the center. Again, Brian McMillan will present the facts of these discussions as he meets with the town boards. Safe Harbor: Medfield was previously in Safe Harbor and now is not. If project is presented to ZBA and turned down it may open up the possibility for other developers to come in with more units in a much larger scale. Again, topic for Brian McMillan/NewGate to present and discuss moving forward.

Topic of Brian McMillan attending the MHA meetings: Statement made that he did not attend the meetings when invited and that this fact created frustration for the attendees. ED stated that Brian was invited and placed on the agenda accordingly, but personal reasons kept him from being able to be present. The ED nor the board has the ability for force him to attend. It is now up to him to move the project forward as the MHA has completed their current part of the process.

Motion to approve Old Business-Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 5-0

Other Business: None

Board Members wanted to express that they are elected members here to advocate. They are and always have made themselves available to answer any questions and provide transparent accurate information.

Motion to Adjourn at 8:05PM by Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 5-0

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Materials Provided:

Agenda

Minutes

Accounts Payable Report

Accountant Reports: Augmentation Certification Forms

Work Order Report

Email to Medfield Selectboard

Letter submitted from Chris McCue-Potts to Rebecca Frawley Wachtel, copied to Candace Avery and Brent Nelson of the MHA, and others

Copies of documents put together in response to Letter Submitted: RFP, RFP link for response, , MHA minutes for all related approvals, emails, submissions, approvals of the RFP and RFP response, MDA and Land Dispositon, Final MDA.