

TOWN OF MANCHESTER-BY-THE-SEA
Notice of Meetings of Town Departments and all Town Boards
As required by G.L. c 30A

NAME OF DEPARTMENT OR BOARD **Manchester Affordable Housing Trust**
DAY / DATE OF MEETING **Wednesday, January 10, 2018**
TIME: **6:15 PM**
LOCATION: **Town Hall, Room 5**

AGENDA

- I. Call to Order
- II. Executive Session for Discussion of Potential Project

If Time Allows:

- III. Approval of Minutes (December 12, 2017)
- IV. Overview of Technical Support Tasks and Hours
- V. Updates
 - 1. Redevelopment Potential of Newport Park
 - 2. Outline of Potential Projects
 - 3. Outreach
- VI. Next Steps

Next Meeting – TBD

Received by the Town Clerk

Date: _____ **at:** _____ **M**

Signature

Clerk/Bd. Member

Sue Brown, Technical Support for Affordable Housing Trust

Date	Hours	Tasks
11-Dec	0.5	Corresp re: 6C
12-Dec	3	Meeting Prep and Meeting
13-Dec	3	Meeting Mins, Agenda, corresp 6C
14-Dec	1	Corresp w Trust re deed rider, w MHP re next steps, 6C closing docs
15-Dec	0	
wkly sub	7.5	
18-Dec	1.5	coord re 6C sale, article review/dist, admin
19-Dec	0	
20-Dec	1	admin, A Defranza re Newport Park assessment, SHI info sheet
21-Dec	1.5	corresp w Trust, NSHC re 6C, outreach article
22-Dec		
wkly sub	4	
25-Dec	0	
26-Dec	0	
27-Dec	0	
28-Dec	0	
29-Dec	0	
wkly sub	0	
1-Jan	0	
2-Jan		
3-Jan	0	
4-Jan	0.5	A Defranza re: Newport Park
5-Jan	0.5	A Defranza re: Newport Park, DHCD re 6D
wkly sub	1	
8-Jan	2.5	Corresp & Admin re Executive Session, Hsg Toolbox re Outreach
9-Jan	2	Research Pot Project, Corresp w Norfolk Hsg Dir
10-Jan	2.5	Mtg Prep and Mtg
11-Jan	2	Minutes, distribution & corresp (estimated)
12-Jan	0	
wkly sub	9	
Total Hours	21.5	
wkly avg	4.3	