

Date: January 30, 2018  
Time: 7:12 PM  
Location: Town Hall, Room 5  
Present: Trustees: John Feuerbach, Nancy Hammond, Joan MacDonald, Sarah Mellish, Chris Olney  
Technical Support Staff: Sue Brown  
Guest: Michael McNiff

### **1. Executive Session for Discussion of Potential Project**

John provided Mr. McNiff an overview of the Trust's mission and what the Trust has looked into over the past year to provide a context for the Trust's interest in working with Mr. McNiff to create two affordable housing units. John noted that the Trust has limited financial resources at this time, and is looking for a small scale project that would have a high probability of community support. Converting an existing two family home into two affordable units fits that criteria. John explained that the Trust would be interested in securing income eligible households to purchase each of the two units at 41 Lincoln Street. The units would need to be converted to condominiums to be purchased by two households and would need to be improved to Department of Housing and Community Development (DHCD) standards.

Mr. McNiff explained that he would be purchasing the property on January 31 and his intent was to allow the current owner to remain in her home for a month and then to improve and or sell the property as is. His options include selling as a two-family, converting it to a single family or converting to condominiums. He anticipates the first floor would be a 2 bedroom unit while the second & third floor unit could be a 3 bedroom. The property has already been divided and he will build a new home on the newly formed lot, which will front on Vine Street. He indicated he would be interested in working with the Trust to convert the two unit home to affordable condominiums if he could cover his costs.

DHCD established the cost for a 2 bedroom condominium in Manchester at \$215,400. The cost is based on bedroom count and takes into consideration mortgage rate, taxes, condominium fees, and other anticipated housing costs. DHCD looks to create housing costs that are no more than 30% of an affordable household's income (no more than 80% AMI).

Given the combined sale price would be no more than \$430,800 for two 2-bedroom units, it is likely to make the project financially feasible, the bedroom count would need to increase as anticipated project costs around \$600,000. The second and third story units could easily be converted to a three bedroom and possibly a four bedroom. The first floor unit could be converted to a 3-bedroom unit if the garden level (basement) could be used for a bedroom. Sue will check with Paul and DHCD to see if this would be allowed by code and DHCD.

Discussed potential to solicit pro-bono work from trade's people to reduce improvement costs.

Discussed other DHCD requirements to assure units are eligible for inclusion on the Town's Subsidized Housing Inventory including a Professional Home Inspection that can be done by the Town's Building Inspector and a Lead Assessment.

The MAHT would be responsible for securing a lottery agent to qualify applicants and assure they are ready to enter into a purchase and sale agreement in a timely manner and working with DHCD to assure all other Affordable Housing criteria are met.

When asked about an optimal time line to close, Mr. McNiff responded that it would be within 5-6 months .

All present indicated an interest in moving forward to test the viability of the project.

Members agreed they would like to make a site visit. Joan will work with Mr. McNiff to set up in the next week or two. Members will be notified. Paul Orlando would also be invited.

## **2. End Executive Session**

Chris moved to end Executive Session at 7:50. Nancy seconded.

A roll call vote was taken to end the Executive Session.

John – yes, Nancy – yes, Joan – yes, Sarah – yes, Chris –yes

Minutes recorded and submitted by: Sue Brown