

Minutes of Manchester Affordable Housing Trust

APPROVED

Date: March 1, 2018

Time: 7:00 PM

Location: Seaside I

Present: Muffin Driscoll, John Feuerbach, Nancy Hammond, Joan MacDonald, Chris Olney, Connie Sullivan, Technical Support Staff: Sue Brown

Absent: Sarah Mellish

1. Call meeting to order

The meeting was called to order at 7:04PM by John Feuerbach.

2. Administrative Overview

1. **Approval of Minutes:** Open Session Minutes of 1/30/2018 were approved as presented. Joan and Connie abstained as they were not at the meeting.
2. **Treasurer's Report:** Joan reported that the MAHT Cape Ann checking account has a balance of \$119,806.19 as of close of business on Jan 30, 2018. Trust briefly discussed potential to invest funds. They agreed that the goal was to keep the account liquid to be able to respond quickly to opportunities. Joan will check on 3 month CD.
3. **Request for Assistance:** Chris reported that a resident had contacted him to ask if the Trust might provide assistance to purchase a house and convert it to affordable. It is a small single family 3-BR home on a small lot that needs considerable upgrades and an anticipated sale price of over \$400,000. If the Trust assisted with the conversion to an Affordable Unit, a lottery would determine the buyer. The Trust didn't feel it was an appropriate project for the Trust at this time, but it was interested in inquiring with Habitat to see if they would be interested. Joan will contact director.

3. Overview of Technical Support Hours and Tasks

Sue provided an overview of hours and tasks from Jan 29 through Mar 2, with Mar 1 and 2 estimated. Nearly all hours were for administration, meetings, minutes and correspondence with Trust.

Connie questioned the estimated hours for March 1 and 2. Sue responded that they were estimates only and hours billed would reflect actual hours spent. Connie inquired about billing procedures. Sue responded she submits payroll request every two weeks, the requests show hours for Town Planner and hours for Technical Assistance for AHT. The Town pays Sue for all hours and then (previously) semi-annually bills the MAHT for Technical Assistance hours paid.

4. Project Updates

CPC Funding Request: Joan reported that the \$150,000 requested by the Trust was recommended for approval by the CPC. Muffin reported that the BOS supported this amount and it will be on the Town Meeting Warrant. Trustees questioned when funds would be available for transfer (immediately, or after June 30). Sue will confirm.

5. Executive Session for Discussion of Potential Project

John cited that the Trust would look to move to Executive Session for discussion of a potential real estate transaction, the public discussion of which would be detrimental to the public's interest.

John noted that the Trust would reconvene in open session following Executive Session to take up other remaining agenda items.

The motion to move to Executive Session was made by John and seconded by Muffin.

A roll call was taken with each Trustee voting in the affirmative to move to Executive Session.

John – yes, Nancy – yes, Joan – yes, Connie – yes, Chris – yes, Muffin - yes

Sue Brown attended to offer technical support and record minutes.

The Trust entered Executive Session at 7:25

6. Return to Open Session

All members in attendance returned to open session at 7:59 to take up remaining agenda items.

7. Other updates

Master Plan: Sue provided an update on Master Plan efforts. Next steps include receiving and sharing Housing, Economic Development and Land Use Study report, drafting and sharing Draft Comprehensive Master Plan, joint working meeting with BOS and PB, public forum and drafting Final Plan. Completion date is targeted for June. Most housing associated strategies come from Housing Production Plan with a few new ideas coming from Housing, Economic Development and Land Use Study, including 1) Grand Estates bylaw that allows for the adaptive re-use of large estates to preserve buildings and landscapes while encouraging multi-family housing and commercial, institutional or other uses. 2) Residential over retail

Technical Assistance Grant Opportunity: The Town plans to submit a grant request for Technical Assistance to Mass Housing for planning assistance. Options for technical assistance include zoning assistance and feasibility studies, along with outreach and capacity building. The Planning Board prefers to request assistance to study feasibility of DPW site for residential mixed use. Trustees agreed this is a desired use for assistance.

Land Evaluation: Chris attended scoping session for land evaluation project for lands in western Manchester believed to be primarily town-owned. Other interests represented at the meeting included conservation, recreation, assessing, and public facilities. Attendees were asked to share values/conditions they would like evaluated. Cape Ann Trail Stewards, led by Nick Holland has offered to work with the Town to assess the lands and provide maps and likely a report that synthesizes information to show what uses the lands might be suitable for.

8. Next Steps

1. Sue will draft and share Local Action Unit application to submit to DHCD for potential project.
2. Home Conversion Program goals and criteria will be on next meeting agenda.

9. Next Meeting

Tuesday, April 10 at 7 PM

10. Adjourn

John adjourned the meeting at 8:25 pm.

Minutes recorded and submitted by: Sue Brown