

Minutes of Manchester Affordable Housing Trust

APPROVED

Date: April 10, 2018
Time: 7:00 PM
Location: Manchester Town Hall, Room 7
Present: Muffin Driscoll, John Feuerbach, Nancy Hammond, Joan MacDonald, Sarah Mellish, Chris Olney, Technical Support Staff: Sue Brown
Absent: Connie Sullivan

1. Call meeting to order

The meeting was called to order at 7:05 PM by John Feuerbach.

2. Administrative Overview

1. **Approval of Minutes:** Minutes of 3/01/2018 were approved as presented. Sarah abstained as she was not at the meeting.
2. **Treasurer's Report:** Joan reported that there had been no changes to the account since the Jan 30 meeting.

3. Overview of Technical Support Hours and Tasks

Sue provided an overview of hours and tasks from March 5 through April 6. Tasks other than administrative included preparation of the Planning for Housing Production Application and actions taken in response to notification of a potential 40B Comprehensive Permit project.

Chris asked about hours spent on Application, as the applicant was the Town and not the Trust. Sue responded that she split the hours between Planning and MAHT as she sees the project primarily supporting efforts to create affordable housing.

4. Project Updates

CPC Funding Request: Joan reported that the \$150,000 requested by the Trust was approved by Town Meeting vote on April 2nd with full support of BOS and Finance Committee and without any objections from the floor. Sue will confirm when funds will be able to be transferred. The first step is to draft and sign a new Grant Agreement. Sue will develop based on existing agreement and circulate for review.

It was noted that the Grant Agreement calls for a semi-annual report to the Town of all expenditures from the AHFT Funds. Trustees agreed that Sue and Joan would update the Town Meeting Report and add financials to serve as the first update.

MassHousing Technical Assistance Request: The Town submitted the grant request for Technical Assistance to Mass Housing on March 29th with letters of support from MAHT and the Planning Board.

Master Plan: Sue provided an update on Master Plan efforts. The Housing, Economic Development and Land Use Study report has been received and will be circulated following initial MPC review and revisions. Transportation workshops will be held on April 26th at 9 AM and 7 PM.

Land Evaluation: A Memorandum of Agreement has been approved for the evaluation. Cape Ann Trail Stewards will begin work within a few weeks and likely will be completed before the end of summer.

5. Discussion of Potential Home Purchase Program

Trustees agreed that the potential home purchase opportunity considered over the previous months provides a good template for a Home Purchase or Home Conversion program. The Trust will need to identify the goals, components and criteria for the program. In preparation Sarah, Joan and Muffin will ask to meet with Mr. Giles at Cape Ann Savings to discuss potential for the Bank's participation as a program partner. Joan will contact Bill Bonaccorso regarding potential for legal assistance as needed. John will begin to draft an RFQ for the Trust to secure a Lottery Agent or other consultant as needed to develop the Program Template, as well as to provide services to create ready buyer and renter pools, if recommended. Sue will pass along information about similar programs in other towns.

6. Potential Project

Joan shared that the potential project at Vine and Lincoln would not go forward as the property owner is expected to accept an unsolicited offer for the property.

Trust discussed the potential 40 B project at 84, 86 and 90 School Street. Sue related that she had met with the property owner at the owner's request. The owner is looking to increase the number of rental units in three abutting buildings from four to eleven with two building additions and the buildout of a third floor through a 40B Comprehensive Permit. 40B regulations require that 25% of a project's units be affordable to households at or below 80% of Area Median Income. Eleven units in total would require three affordable units.

The potential applicant is open to discussing the application with the MAHT (and others). Trustees agreed that it would be helpful to hear from the applicant and the neighbors and agreed to invite both to the next MAHT meeting for a listening session. If the applicant is available to attend, John will meet with her in advance to discuss how the meeting would be run. It would include a presentation from the applicant, outlining general goals and a time for questions and answers. The Trust would not be deliberating or negotiating at this meeting.

7. Next Steps

1. Sarah, Joan and Muffin will meet with Mr. Giles.
2. Joan will contact Bill Bonaccorso; coordinate with Sue on CPC Bi-annual update
3. John will begin to draft an RFQ; if appropriate will meet with potential 40B applicant
4. Sue will share program information; draft CPC Grant Agreement, Draft CPC bi-annual update in coordination with Joan; Contact potential 40 B applicant and neighbors

8. Next Meeting

Tuesday, May 8 at 7 PM

9. Adjourn

John adjourned the meeting at 8:47pm.

Minutes recorded and submitted by: Sue Brown