

Date: September 17, 2019

Time: 7:00 PM

Location: Room 7, Town Hall

Present: John Feuerbach, Nancy Hammond, Sarah Mellish, Chris Olney, Technical Support Staff:
Sue Brown

Absent: Muffin Driscoll, Joan McDonald

I. Call to order

The meeting was called to order at 7:00 PM by John Feuerbach.

II. Public Comment

None

III. Approval of Minutes (August 8, 2019)

Meeting minutes could not be approved as only two members who could vote to approve were present. August 8 meetings minutes will be approved next meeting.

IV. Administrative

1. **Overview of Technical Support Hours and Tasks** Sue averaged an hour a week over the six weeks, primarily for meeting related tasks and correspondence.
2. **Treasurers Report** Joan provided via an email: The current balance at Cape Ann Savings is \$381,915.44. This includes a new deposit of \$100,000 (CPA funds) and two checks drawn: \$4,781.25 for Sue's FY 2019 technical assistance hours and \$20 for postage for mailing the NOFA announcement.

Joan and Sarah submitted an application for a Money Market checking account at Santandar . When accepted 100% of MAHT funds will be transferred to that account.

- V. **MHA Site Redevelopment** Based on the MHA Board vote at their last meeting to work with the Town and Trust to submit an RFP for a Development Partner , Sue, John, Chris and Greg Federspiel worked with MHA to finalize and submit the RFP. It will be published in the Central Register on September 18th. Responses to the RFP are due on October 21st.

John, Chris, Sarah, Nancy, Irene and Sue agreed to work as a Team on behalf of the MHA to evaluate responses. The Evaluation team will meet on Sept 30th to discuss project goals and evaluation criteria and process. The Team will make a recommendation to the MHA in advance of the Oct 30th deadline for selection.

Trustees discussed the potential for supporting the project with funding to increase the number of affordable units and by offering technical assistance to the MHA as needed. John will draft a letter to Gretchen to make the offer of assistance.

VI. (VI) Pleasant Street Feasibility Study –discussion of Consultant’s assumptions and next steps

Sue spoke with Laura Shufelt of MHP who indicated that MHP is simply overloaded with work and hasn’t found the time to complete the fiscal assessment as intended. Laura will speak with Susan Connely about completing that work so assumptions and estimated site development costs can be shared.

VII. Other matters, as may not have been reasonably anticipated by the Chair (Discussion only).

John reported Town Moderator Alan Wilson had received three letters of interest for the open seat on the MAHT. It was agreed that John and Alan will interview each of the candidates and Alan will submit a recommendation to the MAHT for consideration at its next meeting.

Nancy reported that Trustees for a parcel abutting the MHA Loading Place Road site may be considering gifting the parcel. Sue will follow up.

Sue provided an update on Surf Village which will provide funds to the Trust when the project receives Certificates of Occupancy from the Building Department. Surf Village needs to provide Condo documents and a Conservation Restriction to the Planning Board before a CO can be granted. The applicant has begun the process of applying for a CR from the State Department of Conservation and Recreation. It is uncertain how long that process will take.

VIII. (IX) Next Steps

1. John will circulate a draft agenda for MHA RFP Evaluation Team meeting on 9/30
2. John will circulate a draft letter offering technical assistance to MHA throughout the project
3. Chris will work on an article for the Cricket aimed at providing information about the RFP and the need for action to secure the future of the MHA housing units
4. Sue will call Trustee re: possible gifting of a land parcel for affordable housing
5. Nancy will provide an update on the RFP Release and Evaluation process to the MHA Board at its September meeting.
6. Nancy will check to see if Applicants attending the pre-bid meeting and site visit on 9/25 can get into a unit at each site.
7. Nancy will ask the MHA Board to schedule a special meeting on Oct 30th to consider recommendation of the MHA RFP Evaluation Team.

IX. (X) Next Meeting Date

Wednesday, October 16th at 7 PM.

X. Adjourn

John adjourned the meeting at 8:15 pm.

Minutes recorded and submitted by Sue Brown