

**Minutes of the Manchester Housing Authority with
Manchester Affordable Housing Trust Joint
Approved February 28, 2023**

Date: January 24, 2023
Time: 6:30 PM
Location: Virtual Meeting through Zoom as posted
Present: MAHT: John Feuerbach, Joan McDonald, Chris Olney, Sarah Mellish,
Gretchen Wood. Staff: Helene Shaw-Kwasie
Absent: Muffin Driscoll, Peggy Hegarty-Steck
Present: MHA: Beth Heisey, Elaine Persons, Gretchen Wood
Absent: Craige McCoy, Catherine Erickson. Staff: Irene Fronteiro

Call to Order

Mr. Olney called the MAHT meeting to order at 6:31.

Ms. Persons called the MHA meeting to order at 6:32.

Follow-up discussion on MHA/MAHT RFQ- Next Steps

Mr. Feuerbach said the matter that brings the two Boards together is the Housing Authority sites and the Pleasant Street site.

Since the last meeting he has had conversations with Bev Gallo discussing how the RFP was unsuccessful. He also reviewed his conversation with Mickey Norcutt. Bev gave him a couple of models for an RFQ (Request for Qualifications). Bev asked him to hold off while she explored an angle where we do not have to do either an RFP or an RFQ as she is working with Watertown and another town exploring an angle that could bypass the RFP but which involves State approval. He did pause his work and then she ended up saying we probably should do the RFQ after all as this is the most appropriate vehicle for getting someone to advance the plan. We are going to focus more on the MHA sites. She would like to look at the RFQ before he makes any additional moves on it.

An RFQ is an examination of the track record of a developer's work experience. It is meant to be a light submittal to allow us to bring in development teams and we can evaluate what we think is most appropriate. They would work on the design and finances. After that we would work on the 40B requirements regarding land conveyance. He is giving some background of the Affordable Housing Trust and the Housing authority in the RFQ. Following the RFQ, we would put out a proposal to the public including the developer who responds to the RFQ. It always must be competitive. It is up to the developer to apply and up to us to evaluate.

Regarding what the RFQ applicant gets out of it if there is no guarantee that they will be chosen, Mr. Feuerbach said based on the call with Mickey Northcutt and Bev Gallo it seemed like that the big developers will know that it is competitive. They will refine the development plan and

the financing, and it will be up to us to determine when we will have the RFPs. He was going to follow up with developers again and explore our approach in pursue of an RFQ. He expects that Mickey will support the RFQ.

He has not had a chance to talk to Andrew DeFranza. Our priority is the MHA sites and we will pull back on our reliance on Pleasant Street.

Regarding whether the Town Planner will be involved and part of our team and whether she would be taking on some of the burden, Ms. Mellish said the Planner took the initiative for the town to do the Powderhouse Hill units under the SHI inventory. She is working part-time. She has contacts at DHCD. Mr. Feuerbach will call her.

With regard to the State's regulations about housing near the train station, Mr. Olney said one of the things that the state is saying is that they will withhold grants to the town if we do not do the zoning change, including grants for capital projects for the Housing Authority.

Mr. Feuerbach will send a draft RFQ to members before the next meeting. He will give the CIMAH Group, Jay and Bill Cross, an advance copy of the RFQ.

Members discussed inviting the new State Rep Ann Margaret Ferrante to a meeting. At an earlier meeting Ms. Hegarty-Steck said she would contact her.

Mr. Feuerbach will talk to Ms. Driscoll, State Rep Ann Margaret Ferrante, and FEMA.

The MAHT will be on the Select Board meeting agenda on be February 6. The purpose would be a heads up of where we are and the unresolved item of the Pleasant Street site.

Ms. Mellish said the study of properties and buildings will not be done until the Fall.

Mr. Feuerbach will check in with Ms. Driscoll and Select Board member John Round regarding Town Meeting. The objective would be to get some clarity from the Select Board and guidance on the RFQ.

Adjourn MHA.

The next joint meeting will be February 28 at 6:30 p.m. At 7:02 p.m., upon motion made by Ms. Heisey and seconded by Ms. Wood, it was voted by roll call vote with Ms. Heisey, Ms. Wood, and Ms. Persons voting in the affirmative to adjourn the MHA portion of the meeting.

MAHT Acquisition strategy for 1 and 2 family homes

Ms. McDonald reported that she had had a phone conversation with CPC Chairman Jack Burke. Members discussed financing by borrowing and bonding and having the CPC pay the interest. They discussed possible properties and options to buy. Ms. Mellish said there would have to be a project in place before they could bond it.

Mr. Feuerbach will ask Gar Morse about the Community Center.

NEXT MEETING AGENDA ITEM: Under MAHT Acquisitions and other development community housing opportunities and community affordable housing opportunities.

Ratify the request to have the Powder House Lane units added to the State SHI list.

Upon motion made by Ms. Mellish and seconded by Ms. McDonald with members Feuerbach, McDonald, Olney, Mellish, and Wood voting in the affirmative it was voted to authorize John Feuerbach to submit a letter to the State along with Becky Jaques ratifying the request to have the Powder House Hill apartments added to the SHI.

Mr. Feuerbach will forward to the MAHT members the package of materials he received from the Town Administrator.

Administrative

Approval of Minutes (December 14, 2022, September 28, 2022)

Upon motion made by Ms. McDonald and seconded by Mr. Olney, with members Feuerbach, McDonald, Olney, Mellish, and Wood voting in the affirmative, it was voted to approve the minutes of September 28, 2022 and December 14, 2022.

Technical Assistance Hours and Tasks

The Administrative Assistant submitted a listing of her hours and tasks for the period beginning in October, 2022 and ending January 14, 2023.

Treasurers Report

Ms. McDonald reported that Santander Bank had increased the interest on the MAHT account to 2.02%. She will talk to Ms. Driscoll about going to the Savings Bank for a discussion. The balance in the MAHT account at December 31, 2022 was \$1,045,650.61. Among the donors were the CPC, Surf Village, and two anonymous donors. She noted that Chairman Jack Burke of the CPC has requested an annual report. CPC needs to know if MAHT spent any CPC money in 2022. She will confirm that she has not written any checks in 2022. She will check with Mr. Burke to confirm whether MAHT is up to date on its reports to CPC. CPC has voted to bring the MAHT request for \$200,000 to Town Meeting this year.

Mr. Feuerbach noted that the Report to the Town Report is due in the Town Administrator's office. He has prepared a draft and sent it to Mr. Olney for review.

Ms. Mellish noted that the Finance Committee will be voting on CPC on February 2.

Update on Emergency Rental and Mortgage Assistance Program

Mr. Feuerbach spoke with Erika Brown of the Cricket about putting something in the Cricket. He will send the article he has prepared to members to send around and will send it to Tiffany Marletta to post on the MAHT web page and perhaps on the Manchester Town Facebook page. Ms. Mellish suggested sending it to Tiffany to post in "The Tide".

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

None.

Next Meeting Date and Adjourn

The next meeting will be February 28 at 6:30.

Submitted,

Helene Shaw-Kwasie
MAHT Administrative Assistant

Documents used at meeting:
Minutes of December 14, 2022

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