

Minutes of the Manchester Affordable Housing Trust Joint with Manchester Housing Authority

Date: June 14, 2023
Time: 6:30 PM
Location: Hybrid – Town Hall Room 7 and Virtual Meeting through Zoom as posted
Present: MAHT: John Feuerbach, Joan McDonald, Chris Olney, Sarah Mellish, Muffin Driscoll, Peggy Hegarty-Steck via Zoom, Gretchen Wood.
Staff: Helene Shaw-Kwasie
Present: MHA: Beth Heisey, Elaine Persons, Gretchen Wood
Absent: Craige McCoy, one vacant seat. Staff: Irene Fronteiro

Call to Order

Chairman Feuerbach called the meeting to order at 6:32 p.m.

KJP Partners and Kurt James meet with MAHT and MHA to discuss RFP

Mr. Feuerbach noted that Kurt James was present via Zoom.

Mr. Feuerbach said he got good direction from Mr. James to go in the direction of the RFQ. We would invite all respondents to meet with us and work with us on the planning process and putting together an RFP which would ultimately become a development plan.

Mr. Olney reported that he was on a phone call with Ed Shenn(SP?) who told him that there are new staff people on the State agency. Mr. Olney said Mr. Shenn seemed to think any involvement by the housing authority, even if just under a lease situation, would trigger the EOH (no longer the DHCD).

Mr. Feuerbach said the housing authority can meet among itself to discuss the key elements.

Mr. James said that DSC has changed its regulations re funding and public procurement.

Mr. James said we need to be extremely careful with the structure and the RFP and that relates to public procurement.

Ms. Hegarty-Steck said if the EOH is triggered the cost of the process would be substantially different.

Mr. Feuerbach said MAHT has approximately \$1,240,000. Ms. Mellis recommended for the RFQ saying “In excess of 1 million”.

Regarding what would be a reasonable time frame, Mr. Feuerbach said the state Central Register due date is Tuesday at 4 and appears the following Wednesday. It will appear on July 12 and will have a due date of August 28 as Applicants are given two months to respond.

Mr. Feuerbach will work with Ms. McDonald to clarify the amount. And will meet with Interim Town Planner Ware.

Mr. Feuerbach will provide copies of the RFQ to members by June 19. He asked for electronic response. He will put together a list of who should be notified.

Upon motion made by Mr. Olney and seconded by Ms. Wood, the MAHT voted by roll call vote with Mr. Feuerbach, Ms. McDonald, Mr. Olney, Ms. Mellish, Ms. Driscoll, Ms. Peggy Hegarty-Steck via Zoom, Ms. Wood voting in the affirmative to authorize the Chair to issue the RFQ as amended.

Upon motion made by Ms. Heisey and seconded by Ms. Persons, the MHA voted by roll call vote with Ms. Heisey, Ms. Persons, Ms. Wood voting in the affirmative to authorize the MAHT Chair to issue the RFQ as amended.

MHA Adjourn.

Upon motion made by Ms. Heisey and seconded by Ms. Wood, the MHA voted by roll call vote with Ms. Heisey, Ms. Persons, Ms. Wood voting in the affirmative to adjourn. The MHA Adjourned at 6:58 p.m.

Election of MAHT Chair

Upon motion made by Ms. McDonald and seconded by Ms. Wood the MAHT voted by roll call vote with Mr. Feuerbach, Ms. McDonald, Mr. Olney, Ms. Mellish, Ms. Driscoll, Ms. Hegarty-Steck via Zoom, Ms. Wood voting in the affirmative to re-elect Mr. Feuerbach Chair.

Upon motion made by Mr. Olney and seconded by Ms. McDonald the MAHT voted by roll call vote with Mr. Feuerbach, Ms. McDonald, Mr. Olney, Ms. Mellish, Ms. Driscoll, Ms. Hegarty-Steck via Zoom, Ms. Wood voting in the affirmative to re-elect Ms. McDonald Treasurer.

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

Mr. Olney reported that he had attended the MBTA Task Force meeting.

Ms. Driscoll suggested asking new buyers of large properties or multi units to consider if they want to have affordable units.

Members discussed 40Bs. No action taken.

Ms. Mellish recommended putting the RFQ on the MAHT web page.

Mr. Olney suggested submitting an article to the Cricket regarding the RFQ.

Mr. Feuerbach suggested inviting interested persons to attend a meeting.

Administrative

Approval of Minutes (May 10, 2023). Minutes were not available.

Technical Assistance Hours and Tasks. Mrs. Kwasi submitted her hours and tasks.

MAHT and MHA Joint Meeting – June 14, 2023

Treasurers Report. Ms. McDonald reported that MAHT had paid a bill to Kurt James Partners for \$790 for two years. She reported that MAHT had \$453,867.98 in its bank account at CASB. She noted that MAHT must itemize money spent from CPC. \$790 will be spent from CPC funds.

Update on Emergency Rental and Mortgage Assistance Program. Ms. Hegarty Steckl submitted her report.

Next Meeting Date

The next meetings will be August 23 and September 21 beginning at 6:30 p.m. Mr. Feuerbach will ask CEMA for representation at the August 23 meeting.

Adjourn

At 7:40 p.m., upon motion made by Ms. Wood and seconded by Mr. Olney the MAHT voted by roll call vote with Mr. Feuerbach, Ms. McDonald, Mr. Olney, Ms. Mellish, Ms. Driscoll, Ms. Hegarty-Steck via Zoom, Ms. Wood voting in the affirmative to adjourn.

Submitted,

Approved by the MAHT on August 23, 2023

Helene Shaw-Kwasie
Administrative Assistant