

# Minutes of Manchester Affordable Housing Trust Joint with MHA

Date: January 18, 2022  
Time: 6:30 PM  
Location: Virtual Meeting through Zoom as posted  
Present: MAHT: Muffin Driscoll, John Feuerbach, Peggy Hegarty-Steck, Joan McDonald, Sarah Mellish, Chris Olney, Gretchen Wood, Technical Support Staff: Sue Brown  
MHA: Beth Heisey, Elaine Persons Gretchen Wood, Executive Director: Irene Frontiero

## I. Call to Order

John called the MAHT Meeting to order at 6:33 with a roll call vote, noting it was a joint meeting with the Manchester Housing Authority. Elaine called the MHA meeting to order at 6:34 with a roll call vote.

John noted that he would take the items out of order to first address neighborhood concerns of MHA Redevelopment Project.

## II. Discussion of MAHT MHA Housing Redevelopment Project

### a. Neighborhood Concerns

John provided background information regarding Loading Place Road neighborhood concerns as provided in a letter submitted jointly by a number of residents.

Mr. Beatty indicated there were no new concerns and that he was at the meeting to simply stay engaged and updated.

Mr. Magnuson confirmed that the initial letter was jointly submitted, but that he was not a spokesperson for the neighbors. Any correspondence or input will be appropriate attributed to those residents who agree in advance of such correspondence or input.

Mr. Hall noted that he felt the original MHA development was a positive contribution to the Loading Place Road neighborhood and asked for clarification on ownership and management.

- The property is owned and managed by the Manchester Housing Authority and operates primarily on funds received from rent payments, around \$2,000/mos. Some limited state subsidies are provided, primarily for capital improvements, but sometimes for limited operating expenses when rents are inadequate.
- The MAHT and MHA see this project as an opportunity to find a solution to the problems of insufficient funding and insufficient number of affordable units. They are partnering on the redevelopment project to find ways to upgrade/preserve existing housing, create more affordable housing and to create a new sustainable funding source.
- DHCD also has legal rights and responsibilities for the projects and are a critical partner in the redevelopment. DHCD will need to approve the RFP, the Development Partner and any new Plan and may offer funding for the redevelopment.

- The development partner will be required to engage with the many stakeholders in the development of its Plan.

In response to Mr. Magnuson's question regarding due diligence regarding environmental and geotechnical issues, John noted and Sue confirmed that for the MHA sites, this is seen as a next step that will be the responsibility of the development partner selected.

**b. Request for Proposals (RFP)**

John reported that Chris, John and Sue have shared the draft RFP, an adaption of the 2020 RFP and asked if other members had any changes to offer. He noted that a principal change in the RFP was to try to clarify the uncertainty of site control of the Pleasant Street site. The RFP notes it will be the responsibility of the development partner to present a viable plan and negotiate a price that will gain Town Meeting approval for site control.

Following a general discussion of RFP by Trustees and MHA Board members Muffin moved and Joan seconded a motion to allow John and Chris to coordinate with Sue to refine the RFP and submit to DHCD for approval. The motion passed unanimously by roll call vote of the MAHT.

Beth moved and Gretchen seconded a motion to allow John and Chris to coordinate with Sue to refine the RFP and submit to DHCD for approval. The motion passed unanimously by roll call vote of the MHA.

Chris recommended that all members that were liaisons to other Town Boards and Committees provide an update to these Boards and Committees.

Sue noted she would distribute the final draft RFP to the MAHT and MHA members when submitted to DHCD.

**c. Survey Results**

Sue provided a brief update on the Surveys.

- 58 residents completed the MHA neighborhood survey. equally split between the three properties (19, 19, 20)
  - Responses generally split between supporting, not supporting, and unsure about supporting redevelopment of the sites.
- 158 residents completed the DPW neighborhood survey.
  - Majority of responses supported the idea of redevelopment of MHA sites and a majority also supported housing on the DPW site to make the redevelopment feasible.

The MHA voted by roll call to adjourn the MHA meeting at 7:32 PM.

**III. Administrative**

**a. Approval of Minutes (December 2, 2021)**

Trustees approved Minutes of December 2, 2021 as submitted. John and Peggy abstained having not been present.

**b. Technical Assistance Hours and Tasks**

Sue averaged just over an hour a week since the last reporting.

John noted the Town Report was due February 1. Information on recent CPA funding application can serve as a framework. Sue will develop and share draft for review.

**Treasurers Report**

Joan reported that the only change in the account was a \$500 private donation. Trustees expressed their appreciation of the donation and the idea of holding an annual appeal. Joan will work on the details for an annual appeal.

**IV. Update on Emergency Rental and Mortgage Assistance Program**

Peggy provided an update on the program and suggested changes in term and conditions for Trustees to consider.

- As of December 31st, Action Inc. has committed \$114,325 to MERAF clients.
- Average assistance is \$5,716 per client.
- 64 clients have received payment (Note: Peggy clarified this figure on 1/19/22 via email noting that staff had made a mistake on the report. It represented number of household members assisted, not households receiving payment. See corrected chart below.)

Received Payment through MERAF	19 households	42 individuals
Deemed Ineligible	5 households	8 individuals
Did Not Follow Up/No Longer Needed Assistance	7 households	20 individuals
<b>Total Across All Categories</b>	<b>31 households</b>	<b>70 individuals</b>

- Remaining balance of funds is \$35,675.

Following a discussion of the benefits and impacts of the program, and how the program aligns with the Trust's mission, John made a motion and Sarah seconded to extend the program to September 2022 and allow funds to also be used for security deposits and moving expenses. Trustees approved the motion by roll call vote with Gretchen and Peggy abstaining.

**V. Discussion of Planning Efforts as may be relevant**

None

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

Trustees discussed the Powder House Lane property and how it might contribute to the Town's Subsidized Housing Inventory.

Sue reported that she is working with Town Counsel and North Shore Community Development Coalition (NSCDC) to finalize the Regulatory Housing Agreement for MAHT review, as defined in the NSCDC and MAHT Memorandum of Understanding.

John will speak to Micky Northcutt about coming to the next meeting to provide an update on the status of the project.

**VII. Next Meeting Date and Adjourn**

The next meeting date was set for Tuesday, March 1st at 6:30. It will be a joint meeting of the Trust and Housing Authority.

Meeting minutes submitted by Sue Brown

Meeting minutes approved at MAHT meeting of March 15, 2022