

# MHA/MAHT: Meeting Notes

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Date – September 30, 2020

## B Gallo Notes from 9.30.20 team meeting

1. **Purpose:** The purpose of the meeting was to review the initial schematic site layouts and unit counts, for the four (4) MHA/Town-owned sites as presented by DHK.
2. **Presentation:** DHK presented schematic site design/layout options for the development of new units on all four (see sketches attached):

	Existing Units:	New proposed:	Potential total:
Newport Park:	32 1 BRs	8 1 BRs	40 units (State PH)
The Plains:	48 1 BRs	18 1 BRs	66 units (State PH)
Loading Place Rd	4 3 BRs	8 (net new) 2/3 BRs	12 units (State PH)
Pleasant Street	0	30 2/3 BRs	30 (Private – market or mixed)
	84	64	148 (118 State PH + 30 Market/Mixed)

### 3. **Discussion/Comments:**

- a. There is a real need for 2 BR units at the Newport and The Plains. DHK to look into maximizing 2 BR units across the 26 new units proposed. DHK will also consider if there are any opportunities to add a second bedroom to the existing 1<sup>st</sup> floor units with a simple addition. DHK will look at the possibility of reconfiguring the existing

1<sup>st</sup> floor units to see if any can be made into 2 BRs with only a minor addition.

- b.** Also, for all of the new and reconfigured units, we should try to add laundry on the same floor as the units.
- c.** We discussed the possibility that if too many changes are proposed to the existing building (thus triggering too many code issues), it may be more efficient to assume tearing down and rebuilding as the budget allows. This will be explored in the financial modeling phase.
- d.** We also need to be mindful to address the addition of ADA units that can accommodate wheelchairs for all new and substantially rehabilitated units.
- e.** The Committee would like to see more details regarding the proposed office and community programming space at the new building at The Plains.
- f.** The comment was made that we look to maximize the size of all new units within the guidelines required for the subsidy sources proposed.
- g.** Density. DHK to look at the implications for adding an additional floor to the new building proposed at The Plains. The building will likely require an elevator(s)-- so why not try to maximize the build-out basis.
- h.** MHA will provide copies previous Capital Needs Assessments and any building/unit plans to assist DHK in the analysis of the existing conditions of the Newport and The Plains sites.
- i.** There was a question (from a member of the general public who participated on the call) regarding whether or not blasting would be required to achieve any of the site layouts that were proposed. The answer was "no" for the plans that were presented at all four sites.

- j. It was also asked if the current infrastructure is sufficient to accommodate the schematic site plans proposed. The answer was: our assumption is “yes”, the current infrastructure is sufficient; however, it was underscored that the final plans brought forth by future developer(s) who respond to the Town’s RFP (to be issued once the feasibility analysis is completed), will be responsible for addressing all requirements including infrastructure updates required by the Town through the zoning and entitlement process.
- k. The Town’s Housing Production plan is currently being updated to address the status of the State’s Subsidized Housing Inventory (SHI) that will include an inventory of existing subsidized housing units. This study will not estimate the number or percentage of non-subsidized, market rate units that are technically considered to be “affordable”, because the current rents qualify, as a % of the Area Median Income (AMI), as “affordable” by State standards.

**4. Next Steps.** DHK to provide the following to complete their scope:

- a. Schematic and Diagrammatic Site Plans and buildout calculations to illustrate potential development options – revised per 9.30.20 meeting.
- b. Analysis of existing MHA building conditions and the DPW site, including recommendations for reconfiguration of existing units as referenced above.
- c. Finalize site plans and outline design guidelines for the preferred development options.
- d. Septic analysis and strategy:
  - i. Work with the civil engineer to assist in reconciling the proposed unit program under current municipal guidelines.
  - ii. Address issues and challenges identified in i. above and adjust Schematic documents accordingly.
  - iii. Present findings to the MHA/MAHT committee.

e. Zoning and entitlement strategy:

- i. Based on the Schematic Design work above, review current zoning and entitlement requirements and identify potential issues that will need to be addressed in future development proposals.

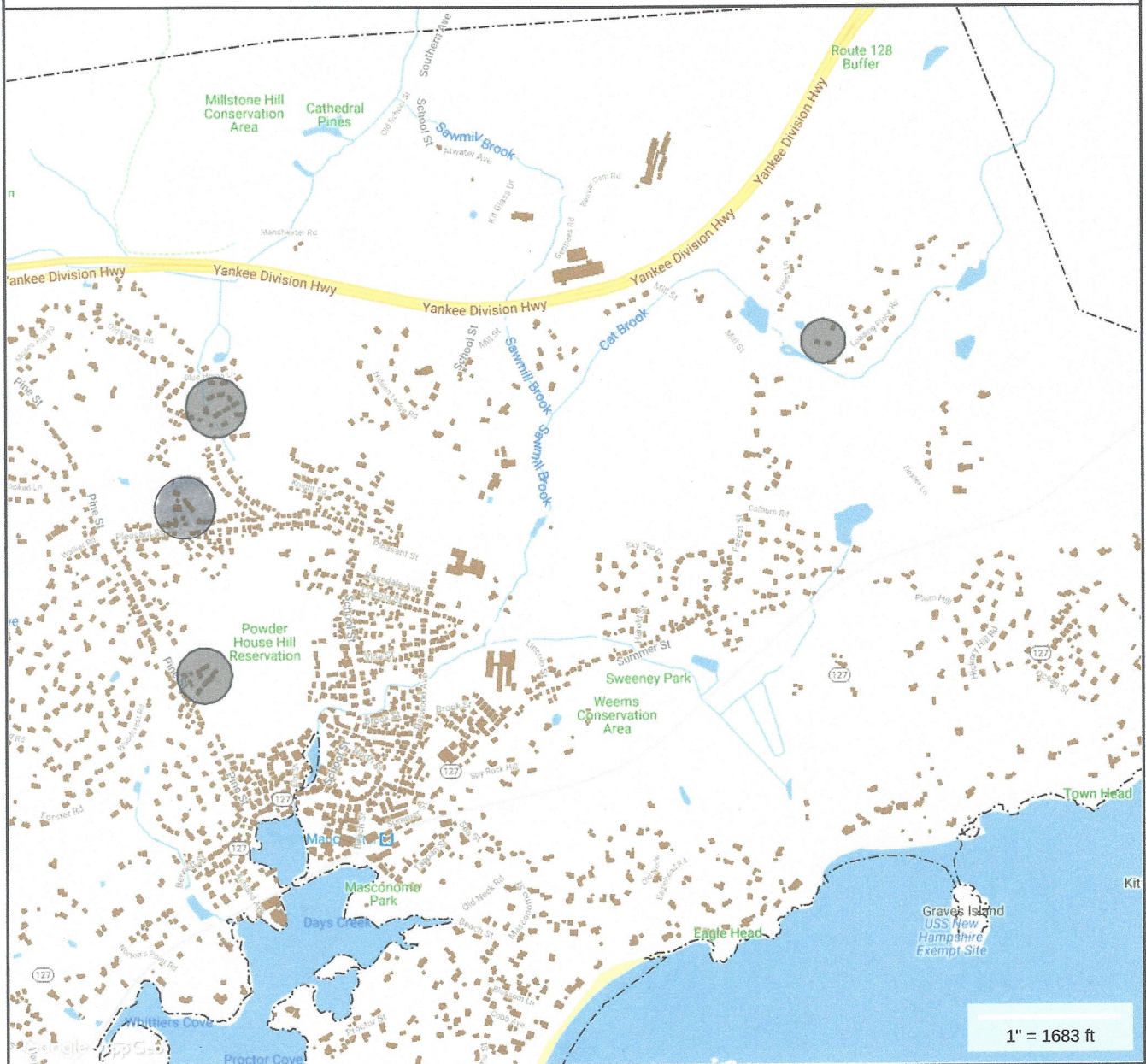
5. **Surveys and Questionnaires.** PUI will re-circulate the updated and revised questionnaires for both the MHA residents and the general public.

6. **Begin Project Financing modeling and analysis and subsidy resources.**

- a. Based on the preferred schematic build-out described above, build a dynamic development proforma including initial development and operating budgets, anticipating current market conditions for rents and construction costs. This model will inform the required Sources and Uses that would be required to financially support the program.
- b. Reach out to the likely subsidy resource agencies to confirm availability and underwriting assumptions.



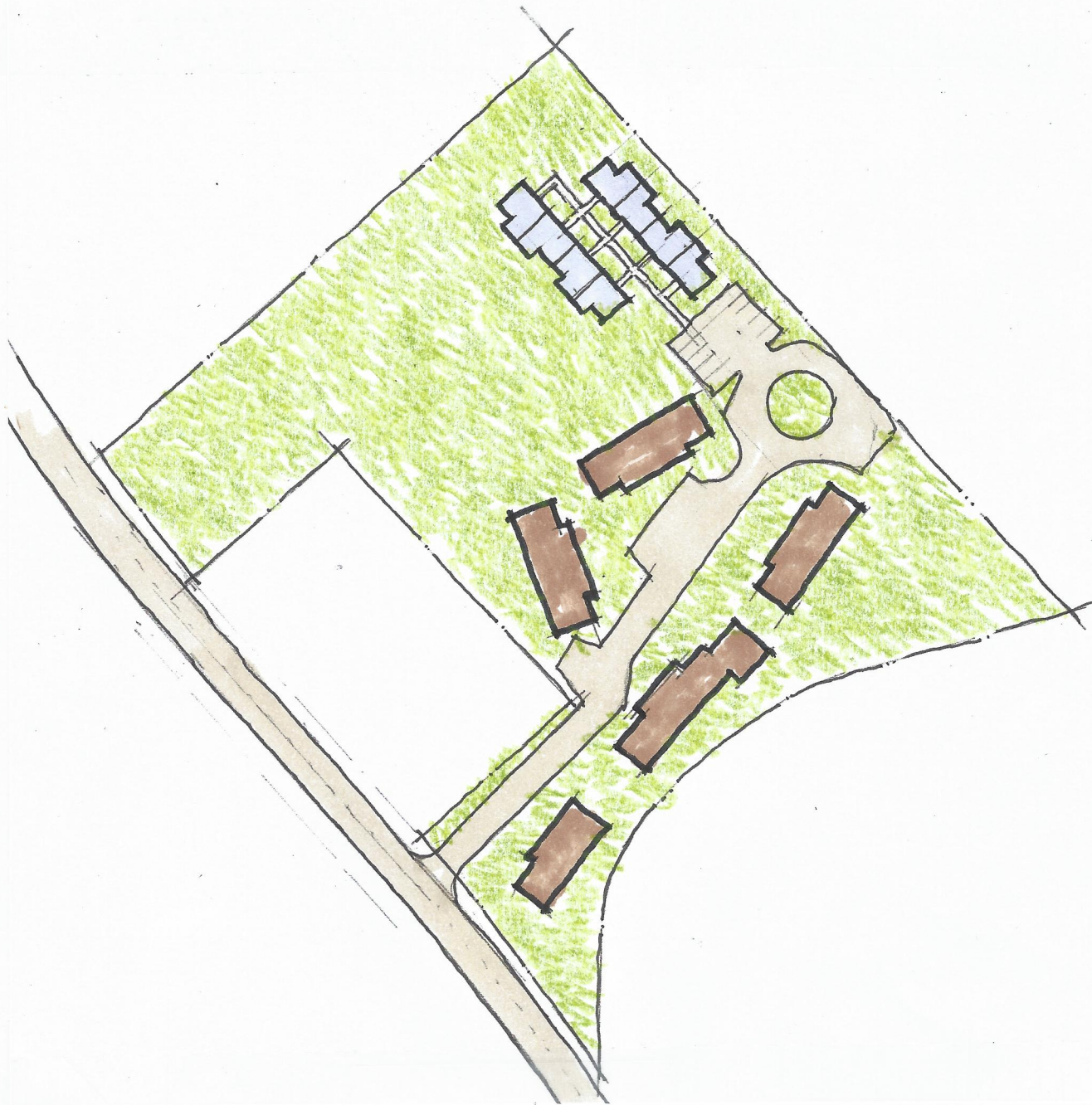
# Locus Map MHA Housing Sites



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

Town of Manchester-by-the-Sea makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

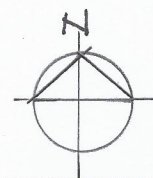




# NEW DEVELOPMENT

5940

BUILDING TYPE	ATTACHED SINGLE STORY
UNIT TYPE	ONE BEDROOM
UNIT SIZE	675 SF
NO. UNITS	8
BUILDOUT	5,940 SF



NEWPORT PARK

CONCEPTUAL SITE PLAN

MANCHESTER HOUSING AUTHORITY

DATE  
9/6/20

SCALE  
1"=100'

DWG. BY  
emp

DWG No.

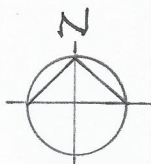
SK-1





### NEW DEVELOPMENT

BUILDING TYPE	3 STORY MULTIFAMILY + COMMUNITY
UNIT TYPE	ONE BEDROOM
UNIT SIZE	640 SF
NO. UNITS	18
BUILDOUT	14,302 SF



THE PLAINS

CONCEPTUAL SITE PLAN

MANCHESTER HOUSING AUTHORITY

DATE

9/6/20

SCALE

1"=100'

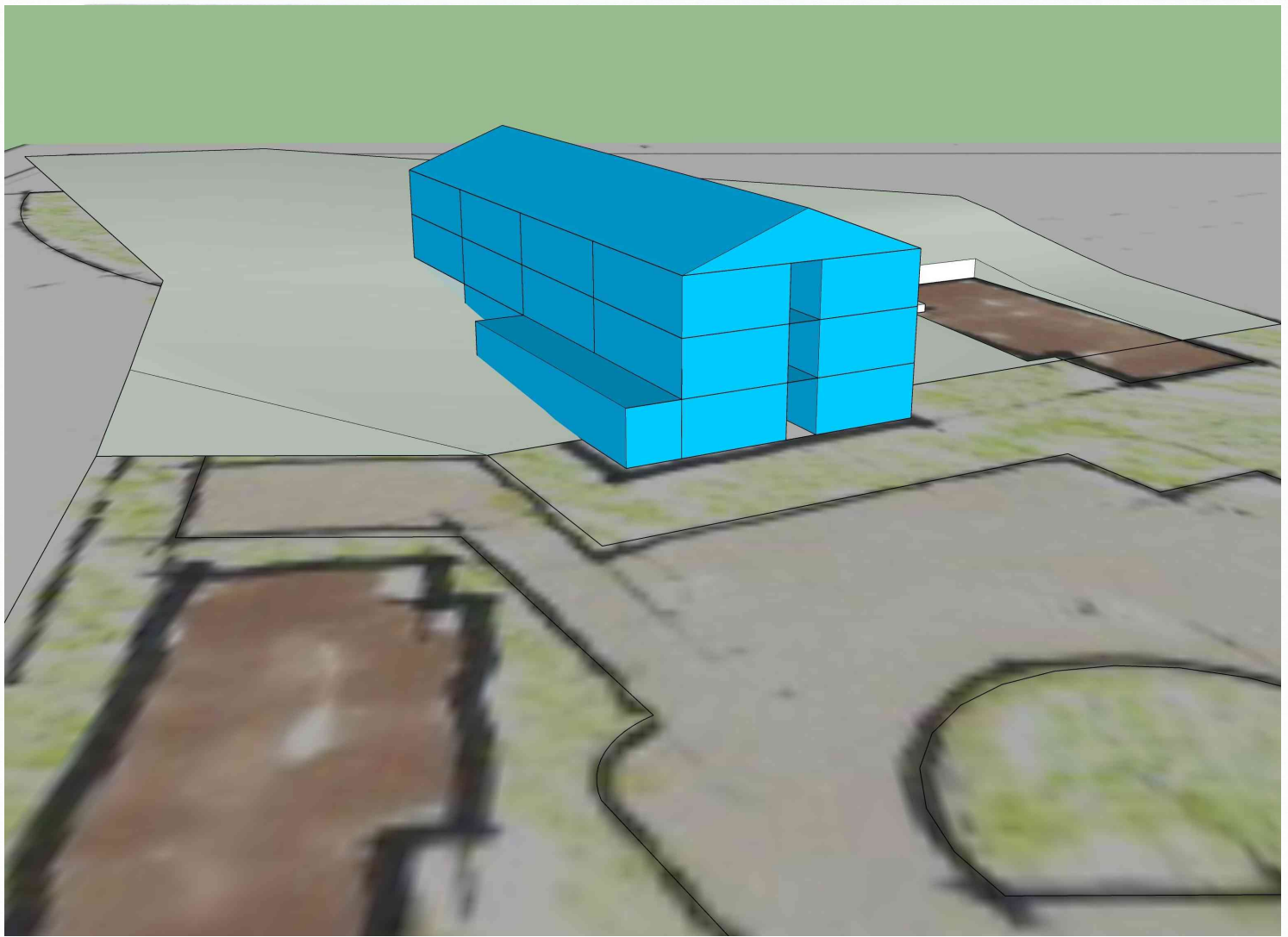
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emp

DWG No.

SK-2





#### NEW DEVELOPMENT

BUILDING TYPE	3 STORY MULTIFAMILY + COMMUNITY
UNIT TYPE	ONE BEDROOM
UNIT SIZE	640 SF
NO. UNITS	18
BUILDOUT	14,302 SF



THE PLAINS

CONCEPTUAL SITE PLAN

MANCHESTER HOUSING AUTHORITY

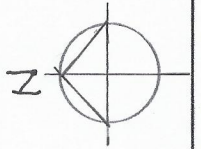
DATE 09/30/2020

SCALE

DWG. BY emp

DWG No.

SK-2



# NEW DEVELOPMENT

BUILDING TYPE	DETACHED 2-FAMILY 2 STORY
UNIT TYPE	+ GARAGE
UNIT SIZE	2 & 3 BEDROOM
NO. UNITS	1,475 SF
BUILDOUT	12
	8,850 SF



LOADING PLACE ROAD

CONCEPTUAL SITE PLAN

MANCHESTER HOUSING AUTHORITY

DATE

9/6/20

SCALE

1"=100'

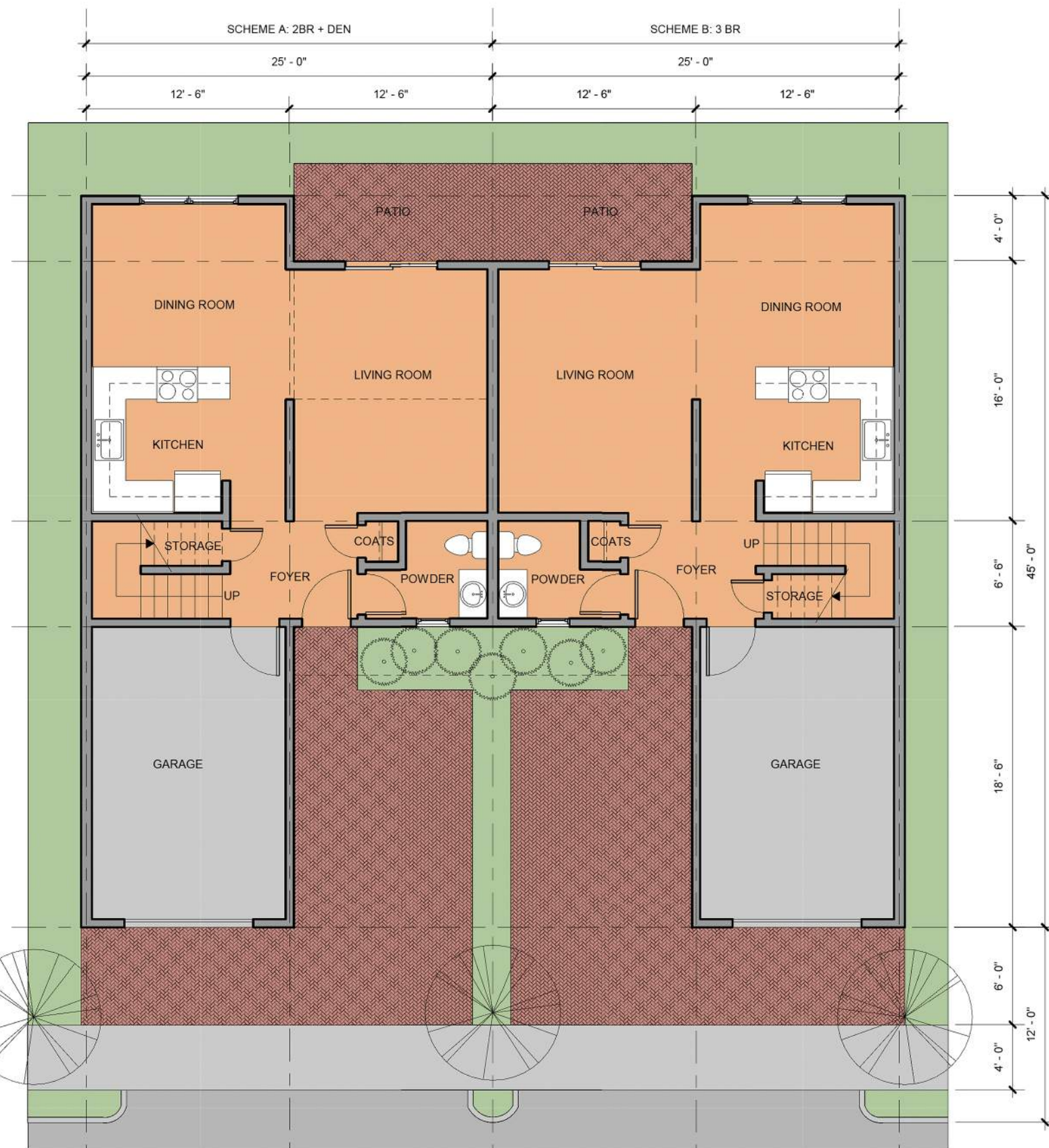
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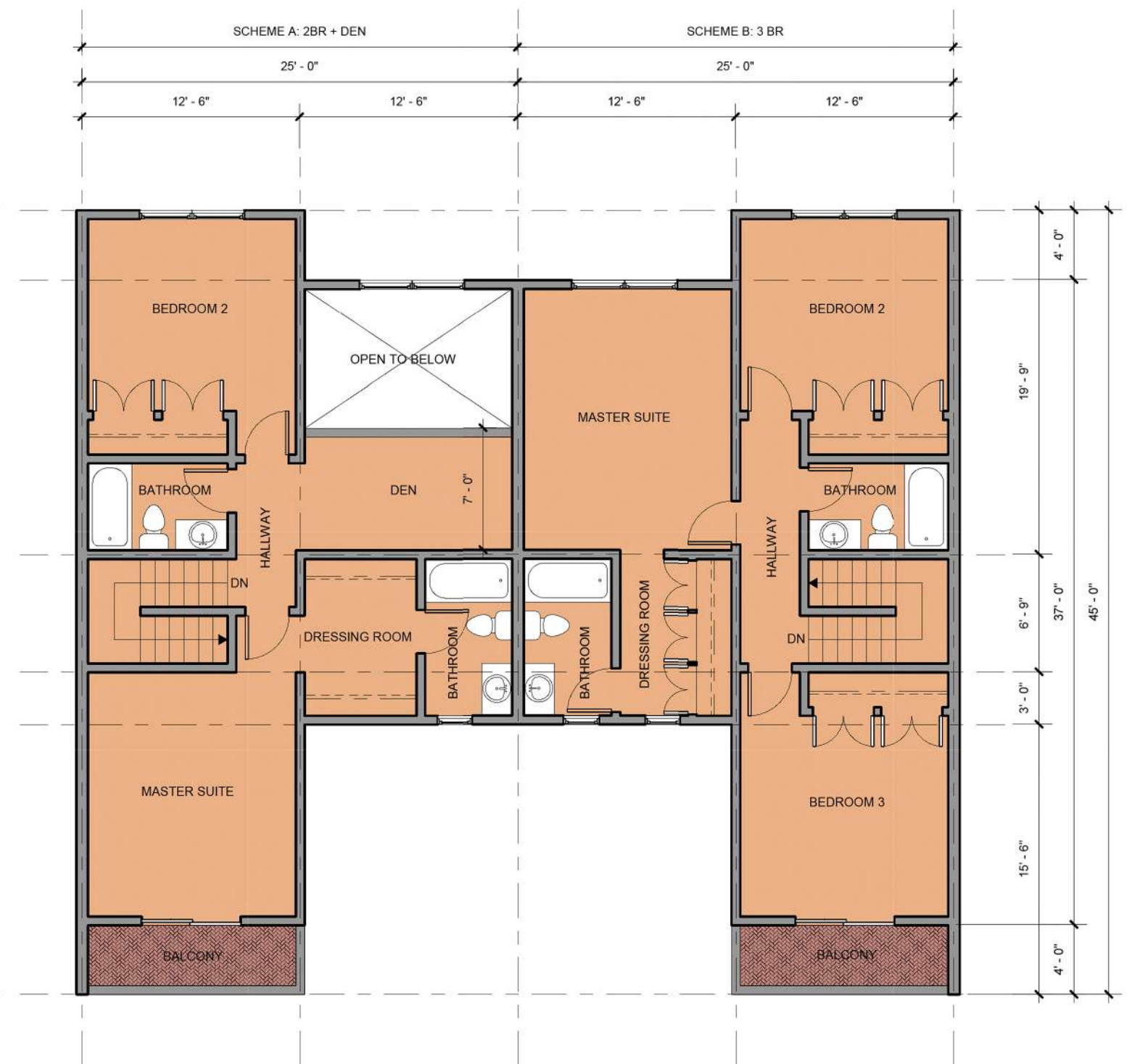
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SK-3





FIRST FLOOR PLAN



SECOND FLOOR PLAN

SCHEME A  
2BR + DEN

Garage 224.5 sf  
First Flr. 612.5 sf  
Second Flr. 775.0 sf  
1,612.0 sf

SCHEME B  
3BR

Garage 225.0 sf  
First Flr. 612.5 sf  
Second Flr. 837.5 sf  
1,675.0 sf





### NEW DEVELOPMENT

BUILDING TYPE	TWO STORY TOWNHOUSE
UNIT TYPE	2 & 3 BEDROOM
UNIT SIZE	1,475 SF
NO. UNITS	30
BUILDOUT	44,250 SF



**DHK**  
ARCHITECTS

85R PLEASANT STREET

CONCEPTUAL SITE PLAN

MANCHESTER HOUSING AUTHORITY

DATE

9/6/20

SCALE

1"=100'

DWG. BY

emp

DWG No.

**SK-4**