

## **Westport Affordable Housing Trust Virtual Meeting of Nov. 29, 2023**

Zoom Participants: Chair Jim Sabra (JS); Craig Dutra (CD), Vice Chair Henry Lanier (HL); Ann Boxler (AB); BettyAnn Mullins (BM); consultant Leonardi Aray; and Interim Housing Specialist Robert Barboza.

### **1. Call to Order**

The virtual meeting was called to order by the Chair at 4:34 p.m. with CD, HL, AB, and BM participating via computer link or telephone link. The Chair read the notice of Open Meeting Law provisions governing remote meetings, and notice of recording, and the meeting began with the Pledge of Allegiance.

### **2. Minutes: Oct. 25, 2023 Regular Meeting Minutes.**

The minutes were reviewed by members, with no questions or comments.

**MOTION** by CD to approve the minutes of the Oct. 25, 2023 meeting as presented. Second by HL. The motion passed on a 4-0-1 roll call vote: HL aye; BM aye; CD aye; JS aye; AB abstained as she did not take part in that meeting.

### **3. Meeting Schedule**

It was noted that the next virtual meeting would be scheduled for 4:30 p.m. on Dec. 27, 2023.

### **4. Financial Report/Invoices/Office Matters**

Mr. Barboza reviewed the financial report dated Nov. 29, 2023 showing current expenses of \$1,280.00 for his 11/21 invoice for professional services. The Chair reported the recent receipt of an invoice from Leonardi Aray Associates for \$2,555.00, and asked for a payment approval vote. The further deduction of the \$2,555 voucher from the report leaves the Consultant/Specialist budget balance at \$4,660.00, and a balance total of \$609,385.00 in Trust accounts.

**MOTION** by CD to approve payment of the 11/21 voucher from Robert Barboza for \$1,280.00 and the 11/29/23 voucher for \$2,555.00 for LAA, for professional services rendered. Second by BM. The motion passed on a 5-0 roll call vote: CD aye; BM aye; HL aye; AB aye; and JS aye.

HAO Report: Mr. Barboza's report noted that the deadline for submitting articles for the annual town meeting warrant was January 26, and Jan. 19 was the deadline submitting the Trust's annual report for the Westport Annual Report of all departments to the town meeting.

### **5. CPA Funding Request**

Mr. Aray provided a revised multi-year action plan for the Trust, and discussed potential grant requests for Fiscal Year 2024 and 2025 totaling just over \$696,000 (for two years). After some discussion, he recommended reducing the funding request to cover a one-year period only – reducing the request for land acquisition from \$390,000 to \$250,000, and seeking \$40,000 to fund Housing Assistance Office operations for another year. The total CPA grant request totaling \$290,000.

**MOTION** by CD to file a \$290,000 CPA grant funding application with the Community Preservation Committee. Second by BM. The motion passed on a 5-0 roll call vote: CD aye; BM aye; HL aye; AB aye; JS aye. Mr. Aray was tasked with preparing the grant application form and supporting material needed and delivering it to the CPC.

**6. Old Business – Land Search, CRE-HAB etc.**

Members were advised that press releases on the land search have been distributed to area media outlets. Mr. Aray noted that Noquochoke Village has proved to be a good fit for the community, and should be used in public outreach efforts as an example of the Trust's long-term goal of finding a suitable parcel to duplicate that type of large scale affordable housing development. There was some discussion of obtaining demographic information on NV residents, and a report on how long the waiting lists are for the affordable units there, for marketing and outreach purposes. Mr. Aray reported that contracts are being signed and work is about to start on the two current CRE-HAB projects.

**8. New Business**

None.

**MOTION** by CD to adjourn the meeting at 5:15 p.m. Seconded by BM. The motion passed on a 5-0 roll call vote: AB aye; BM aye; HL aye; CD aye; JS aye.

Approved Date: 1/31/24