

## Nov. 23, 2015 Meeting Minutes - Westport Affordable Housing Trust

Members present: Liz Collins (LC), Warren Messier (WM), Henry Lanier (HL), James Sabra (JS); also present were Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza. Absent were members Nicholas Christ and Craig Dutra. The meeting was called to order by LC at 4:07 p.m. and commenced with the Pledge of Allegiance.

MINUTES: The minutes of the Oct. 18, 2015 were reviewed and amended to correct a typographical error in the amount of the payroll voucher to \$3,716.00; motion by JS, second by WM, approved unanimously.

MEETING SCHEDULE: The next meetings of the Trust were set for 4 p.m. on Wednesday, Dec. 16 and 4 p.m. on Wednesday, Jan. 27 at Westport Town Hall.

INVOICES/FINANCIAL MATTERS: A motion to approve the voucher for advertising invoices for various media related to the HOPP program totaling \$2,302.36 was made by WM, seconded by JS, and approved unanimously. JS was tasked with investigating possible discounts for future advertisements. A motion to approve staff payroll voucher totaling \$2,918.00 was made by WM, seconded by JS, and approved unanimously. A motion to approved the voucher for Roland Hebert, Inc. for additional work on the home at 106 Reed Road totaling \$1,332.97 was made by WM, seconded by HL, and approved unanimously. The monthly financial report and budget projection for FY2016 was provided by LA.

HOPP PROGRAM UPDATE: LA presented the project close-out report on 106 Reed Road, noting a remaining balance of \$819.82 in the funds approved for that project; after some discussion, it was agreed that no action would be taken on the reassignment of the surplus funds until Trust members had an opportunity to conduct a walk-through inspection of the property.

NOQUOCHOKE VILLAGE: LA provided a letter from John Fraser of The Community Builders (TCB) reporting on the design debriefing meeting with DHCD, leading to a discussion of the 15 points list of issues and comments noted by Randy Johnson of DHCD. The letter concluded with Fraser's notice that TCB plans to revise and resubmit their application for Low Income Housing Tax Credits for a third time.

CPC GRANT APPLICATION: LA presented a draft of potential items for consideration for future applications for Community Preservation Act funds through the Community Preservation Committee, totaling \$1,340,000 for a multi-year application and \$520,000 for a one-year application. LC expressed her doubts that a \$1.34 million request had little chance of approval, and suggested LA revise the figure needed for a one-year application for funding for various Trust initiatives. LA was directed to obtain information on current CPA fund balances, including housing reserve funds, and report back to the board.

SPECIAL TOWN MEETING ARTICLE: LC noted the need to amend the Special Town Meeting article seeking transfer of \$215,440 in recaptured CDBG Community Development loan funds to a figure of \$189,770; the amendment will be made from the floor at the Special Town Meeting. A motion authorizing LC to make that amendment at town meeting was made by JS, seconded by WM, and approved unanimously.

A motion to adjourn at 5:45 p.m. was made by JS, seconded by WM, and approved unanimously.  
Approved 12-16-15