**Westport Affordable Housing Trust Fund**

Meeting of January 25, 2017

at Westport Town Hall

Members present: James Sabra (JS), David West (DW), Betty Ann Mullins (BM), Warren Messier (WM), Henry Lanier (HL); absent were Chair Liz Collins and member Craig Dutra. Also in attendance were Housing Specialist Leonardi Aray (LA), and recording clerk Robert Barboza.

The meeting commenced at 4:05 p.m. with the Pledge of Allegiance. In the absence of the chair and vice chair, BM made a motion to appoint JS as the acting chair for this meeting, seconded by HL. The vote was unanimous.

**1. CH. 61A:** A motion to ratify the signing of the Ch. 61A release form for 122 Blossom Road by the chair was made by HL, and seconded by BM. The vote was unanimous.

**2. Minutes:** After reading the minutes of the Dec. 28, 2016 meeting of the Trust, WM made a motion to approve them as submitted. The motion was seconded by HL, and approved unanimously.

**3. Meeting Dates:** A tentative date of Feb. 15 was offered for the next meeting, with a Feb. 22 option also discussed. It was decided that an e-mail poll be conducted before finalizing the date. March 22 was suggested as the date of the following month’s meeting.

**4. Invoices/Financial Report:** After reviewing the Jan. 25, 2017 voucher totaling $2,871.80, WM made a motion to approve the voucher as submitted, seconded by BM. The vendors listed were The Sun Chronicle for $147.30; Robert Barboza for $572.00; and Leonardi Aray, for $2,152.50; the vote to approve was unanimous.

LA presented a financial update as of Jan. 20, 2017 with a total of $999,228.43 in accounts listed in the FY2017 budget. There was some discussion of the earmark for $280,000 in CPA funds committed to the Noquochoke Village development, and the $189,700 in CRE-HAB program funds in the budget. LA indicated that the Trust request for $292,000 in CPA funds for FY2018 is being recommended to town meeting by the Community Preservation Committee. A motion to accept the financial report as presented was made by HL, seconded by BM, and approved on a unanimous vote.

**5. Noquochoke Village Update:** LA reviewed the project status, starting with a projected commitment of investors and construction lenders expected by the end of February. DW suggested that The Community Builders (TCB) be asked for preliminary bid numbers; JS agrees it would help the Trust determine if any substantial changes to the plans need to be made. LA indicated that the Trust and the Planning Board have to approve any substantive changes in the plan.

LA was asked to check with TCB on any preliminary numbers available, and to invite project manager John Fraser to come to the next Trust meeting for an informal project update. He noted that the Trust will be asked to formally approve final (90 percent complete) plans for Noquochoke Village before construction begins.

**6. Housing Office, Housing Specialist Report:** LA reported that advertising is underway for the HOPP and CRE-HAB programs, with public information sessions planned for Feb. 9 (HOPP) and Feb. 15 (CRE-HAB) at the Macomber School. The SEED grant program is on hold, as no development proposals were forthcoming after an information session. A motion to approve a second round of SEED program advertising was made by BM, seconded by HL, and approved on a 4-0-1 vote; JS abstained, BM, DW, HL and WM in favor.

**7. Town Meeting Articles:** LA led a discussion of the draft copies of proposed town meeting articles seeking the transfer of four parcels of unused land owned by the town to the Trust. The town-owned parcels would be considered for small scale affordable housing initiatives, possibly a cooperative project with the Buzzards Bay Habitat for Humanity or a private contractor. A motion to submit the four articles for town meeting consideration came from BM, seconded by HL, and approved by unanimous vote. The deadline for finalized articles is Feb. 10.

**8. Housing Production Plan:** It was noted that the contract with JMG has been signed, and a start date of Feb. 1 is planned; a tour of the town and follow-up discussion is planned. LA suggested that a Trust subcommittee be established to support the update of the Housing Production Plan. DW, HL, and LC were appointed to the subcommittee on a motion by JS, seconded by BM. The vote was unanimous.

**9. St. Vincent de Paul Property:** LA indicated that a Feb. 1 meeting of parties interested in the town acquisition of some of this property is being organized. He will keep members updated on the project as plans move forward.

**10. Adjournment:** A motion to adjourn the meeting at 5:35 p.m. came from BM, and seconded by JS. The vote was unanimous.