

Westport Affordable Housing Trust
Meeting of Oct. 23, 2019

Present: Liz Collins (LC), James Sabra (JS), BettyAnn Mullins (BM), David West (DW), Ann Boxler (AB) arrived 4:10 p.m.; Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza. Absent: Members Warren Messier, Henry Lanier.

The meeting was called to order by Chair Liz Collins at 4 p.m. and commenced with the Pledge of Allegiance.

1. Minutes: After a review of the Sept. 25, 2019 meeting minutes, BM made a motion to approve the minutes as presented, seconded by JS. The vote was unanimous, 4-0.
2. Meeting Schedule: Future meeting dates were debated, and the next meeting confirmed for Nov. 20.
3. Financial Report/Invoices: LA presented a financial report dated 10/21/2019. DW made a motion to accept the financial report as presented, seconded by BM; the vote was 4-0 in favor. BM made a motion to approve a voucher totaling \$3,270.00 for invoices from Robert Barboza (\$715.00) and Leonardi Aray Architects (\$2555.00); seconded by JS, the motion passed 4-0.
4. CPC Funding Request: LA reviewed the original Trust request for Community Preservation Act housing reserve funds totaling over \$900,000, noting it was not warmly received by CPC members. A draft of a revised funding request for \$447,000 (\$400,000 for land acquisition and \$47,000 for supporting Housing Assistance Office operations) was presented by LA, for submission to CPC in preparation for a review at their Nov. 14 meeting. AB arrived at 4:10 p.m. as general concensus was reached that attendance by the full Trust membership at the Nov. 14 meeting was not necessary.
5. Housing Specialist Report: LA indicated that the eligible candidate for a HOPP grant has signed a purchase and sale agreement for a home, and state DHCD approval is pending. The applicant hopes to close on the purchase in December. LA reported there is also a qualified candidate for the CRE-HAB program, with an approved project, but the applicant was having trouble getting the required three bids from contractors for the proposed work. A second CRE-HAB applicant is in the process of preparing a scope of work for a project possibly including a heating system and new windows. LA plans to visit the property on Nov. 3 with the town's Veterans Services Officer, as the homeowner is an elderly veteran. In other business, LA reported that the transfer of the conservation land at Noquochoke Village has been completed.
6. Sodom Road: LA presented a draft RFP package for the development of the Sodom Road lot for affordable housing, specifically a one or two family home. He proposed publication of the RFP package on Nov. 5, with a deadline of Jan. 14, 2020 for submission of proposals. The package proposes the sale of the property to a qualified developer for \$1,000, with additional available funding for the preparation of condominium documents for a two-family development also offered. Up to \$200,000 in Trust funding could be provided for a favorable project, and some Mass Housing funds could be available for an eligible project, he indicated. AB made a motion to move forward with publication of the revised RFP package on Nov. 5, seconded by BM; the vote was 5-0 in favor.
7. Old Business: JS indicated he was in contact with the realtor who is handling the sale of the Montessori School, and expects to learn the sales price and other terms in the near future.

With no other business on the agenda, AB made a motion to adjourn at 5:01 p.m., seconded by BM. The vote in favor was unanimous, 5-0.

Approved: 11/20/19