

Westport Affordable Housing Trust Meeting of Nov. 20, 2019

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

The meeting was called to order by Chair Liz Collins at 4:05 p.m. and commenced with the Pledge of Allegiance.

1. Minutes: After a review of the October 23, 2019 meeting minutes, JS made a motion to approve the minutes as presented, seconded by DW. The vote was 5-0-1 in favor with WM abstaining. Action on the executive session minutes from 5/22, 6/26, 7/3, and 8/21 meeting was passed over.
2. Meeting Schedule: Future meeting dates were debated, and the December meeting was canceled. The next meeting was confirmed for Jan. 8, 2020; a motion to meet on that date was made by DW, seconded by JS, and passed with a 6-0 vote.
3. Financial Report/Invoices: LA presented a financial report dated 11/15/2019. BM made a motion to accept the financial report as presented, seconded by DW; the vote was 6-0 in favor. WM made a motion to approve the 11/13/19 voucher totaling \$3,385.00 for invoices from Robert Barboza (\$550.00) and Leonardi Aray Architects (\$2835.00); seconded by HL, the motion passed 6-0. WM made a motion to approve the voucher totaling \$2,127.00 for invoices from Atty. O'Donnell (\$992.00 and \$420) and Farland Corp. (\$715.00); seconded by BM, the vote was 6-0 in favor. WM made a motion to approve a voucher for \$233.00 for newspaper advertising dated 11/13/19; seconded by DW, the vote was 6-0 in favor.
4. Housing Specialist Report: LA reported that the eligible candidate for a HOPP grant has signed a purchase and sale agreement for a home, and the closing is scheduled for mid-December. The \$175,000 anticipated grant may be reduced, but any surplus funds might be used to address heating system issues, he indicated. LA reported that qualified CRE-HAB program applicant #1901 has secured a contractor for the proposed work, at a price of \$15,031. DW suggested a follow-up inspection by Trust members, and LA noted there is an inspection clause in the contract. A second CRE-HAB applicant (#1902) has quotes coming in for an estimated \$16,900 project including a heating system and new windows. WM and JS both suggested that a MassSave energy audit be required as part of the grant agreement; LA indicated it would be included. BM made a motion to approve a grant award up to \$16,900 contingent on a MassSave audit, and a site visit by a Trust representative; the motion was seconded by HL, and passed on a 6-0 vote.
5. Sodom Road RFP: LA indicated that the RFP package for the development of the Sodom Road lot for affordable housing has been published and advertised with a deadline of Jan. 14, 2020 for submission of proposals. He reported that a briefing session for prospective bidders was held on Nov. 20, with two representatives from Buzzards Bay Habitat for Humanity (BBHH) being the only attendees. There was some discussion of BBHH's inquiry as to whether the property could be divided into two single family house lots; DW indicated he was supportive of BBHH pursuing such inquiries with town officials and engineering consultants.
6. Auditor Contract: LA provided a copy of the proposed scope of services and contract with Roselli, Clark & Associates to audit Trust accounts and provide management recommendations. BM made a

motion to approve the contract for the described scope of work; seconded by JS, the motion passed on a 6-0 vote.

7. Noquochoke Village: The chair indicated the permanent loan documents for Noquochoke Village had not been received from The Community Builders, so this agenda item was being passed over. HL said he would like to see a breakdown of where the tenants came from, as an indication of how many Westport residents had moved there. LA said he has never asked for that information, and feels it is not appropriate to do so.

8. CPC Meeting: JS reported that the potential sale of the Montessori School is not yet official, as the Diocese of Fall River is awaiting an appraisal before listing the property. He has heard that the Diocese is planning to put up to 300 properties up for sale in the near future.

The Trust reviewed the proposed funding application to the Community Preservation Committee, last approved at \$400,000 for land acquisition and \$47,000 for Housing Assistance Office operations. The submission must be finalized before a Dec. 14 meeting with the CPC. HL made a motion to finalize the CPA funding request at \$447,000 for “general activities” without specifically allocating the use of the funds. The motion was seconded by WM, and passed with a 5-0-1 vote with the chair abstaining.

With no other business on the agenda, JS made a motion to adjourn at 5:28 p.m., seconded by WM. The vote in favor was unanimous, 6-0.

Minutes Approved: 1/29/20