

**Westport Affordable Housing Trust
Virtual Meeting of Dec. 16, 2020**

Participating: Liz Collins (LC), Ann Boxler (AB), Henry Lanier (HL), BettyAnn Mullins (BM), James Sabra (JS); Housing Specialist Leonardi Aray (LA), Recording Clerk Robert Barboza. Absent: Warren Messier, David West.

The meeting was called to order at 4:00 p.m. by the Chair (LC) and commenced with the reading of the Governor's order allowing virtual remote participation meetings under the provisions of the Mass. General Laws Ch. 30A, s20f.

1. Meeting Schedule: The calendar of upcoming meetings was set for 4 p.m. on Jan. 20, Feb. 17, and March 17.

2. Minutes: The minutes of the Oct. 28 meeting were reviewed; JS made a motion to approve them as submitted, seconded by HL. The roll call vote was 4-0 in favor, with HL, AB, JS and LC voting aye.

3. Invoices/Financial Report: LA presented a financial report dated 12/14/20, indicating a balance of available funds of \$1,110,279 after pending expenditures are processed. AB made a motion to accept the financial report, seconded by JS; the motion passed on a 4-0 roll call vote, Aye: AB, JS, HL, LC.

JS made a motion to approve the 12-16-20 voucher for invoices including Robert Barboza, \$374.00; Leonardi Aray Architects, \$2,117.50; totaling \$2,491.50. Seconded by AB, the motion passed with a 4-0 roll call vote; Aye: AB, HL, JS, LC. HL made a motion to ratify a voucher dated 11-18-20 for invoices including Robert Barboza, \$643.50 and Leonardi Aray Architects for \$2,152.50, totaling \$2796.00; seconded by AB, the motion passed on a 4-0 roll call vote, Aye: AB, JS, HL, LC. LA asked for a vote on a reimbursement payment of \$3395.00 for CRE-HAB #1904; HL made the motion, seconded by AB; the motion passed on a 4-0 roll call vote, Aye: AB, JS, HL, LC. BM joined the meeting by telephone at 4:08 p.m.

4. Buzzards Bay Area Habitat for Humanity Update: LC reported an email from BBAHFH executive director Christine Lacourse indicating the organization is forming a family selection committee for the Westport units and inviting the Trust to appoint a representative to the committee. Ms. Lacourse told her that fundraising efforts are getting underway, and local contractors and corporations are being solicited to donate materials and services. LC asked for a list of local contractors who may be solicited; LA noted that an extension of the Purchase & Sale Agreement will be needed because of the revised timetable for the project. AB was asked to update the Board of Selectmen on the project status; she asked for a bullet point summary to share with her fellow board members. LC noted that Habitat for Humanity will earmark donations for local projects if so requested.

5. Housing Assistance Office Report: LC indicated that the negotiating subcommittee did not meet since Mr. Aray submitted a contract extension proposal, asking the Trust to extend his contract with the present terms, with the understanding that most of his work will be done remotely with only occasional visits to Westport. She also indicated that the contract of the clerk has already been extended to June 30, 2021 under the same terms as the last contract. HL made a motion to extend Mr. Aray's contract until June 30, 2021 under the same terms as the previous agreement; seconded by AB, the motion passed on a 4-0 roll call vote, Aye: AB, JS, HL, LC, BM having lost contact with the meeting.

LA reported that outreach efforts for the HOPP program continue, with a Jan. 26 deadline for applications approaching. CRE-HAB #1904 sought reimbursement for clean-up expenses, approved earlier and voted for payment earlier in the meeting. The Board of Health is requesting additional clean-up work, but access to the basement and mechanical systems has been provided to allow contractors to provide estimates for needed repairs; photos of the work done to date were provided. LA noted that the maximum HOPP grant is \$40,000 but he feels the clean-up and repair costs will probably exceed that amount, especially since a mold problem has been discovered; the applicant is seeking a Board of Health grant or loan for the septic system replacement.

CRE-HAB 1903 has re-filed a grant application, seeking \$20,000 for a well replacement; roof repairs; and a bathroom shower pan; quotes for needed work are being sought. LA reported two new CRE-HAB applicants: #2001 and #2002 are both senior citizens seeking grants for building repairs; JS made a motion to approve the eligibility of both new applicants, seconded by BM; the motion passed on a 5-0 roll call vote, Aye: AB, JS, HL, BM, LC.

The Housing Specialist also reported on his participation in the last High School Re-Use Committee meeting. He noted that the Trust would have to be given control of the property before seeking any proposals for potential re-use as affordable housing. The Re-Use Committee is expected to make a recommendation for the disposition of the property in January; the Board of Selectmen will make the final decision on re-use options for the town.

6. Chapter 61A Parcels: LA provided a list of Ch. 61A parcels where releases are being sought; he suggested that the two Ferry parcels be considered for further study by the Trust, as well as the Pietrazyk parcels. If combined, the Ferry parcels are 3.88 acres, and offer one opportunity, especially if part of an adjoining large parcel of land could be added to the two lots; the 12-acre farm being sold for \$405,000 may also have some potential for six to eight units of affordable housing, he indicated. A project of that size would be too small to get state subsidies or tax credits, and would have to be supported just with local funds; there was general agreement that such as small scale development should be considered further. LA was asked to investigate the three parcels. HL asked what funding was available for land purchases: LA indicated the \$200,000 land acquisition budget could be supplemented with some or all of the \$300,000 in the SEED budget. JS noted that the Trust also has the ability to borrow money if necessary, and indicated there is sufficient frontage for three Form A lots; BM asked if one lot could be sold to help fund development of the remaining land. At the end of discussion, HS made a motion to endorse the release of the 10 other Ch. 61A parcels on the list, seconded by BM; the motion passed on a 5-0 roll call vote, Aye: AB, JS, HL, BM, LC.

7. CPC Update: LA reported that the Recreation Commission is seeking \$291,000 in Community Preservation Act funds to study development options and cost estimates for the Westport Camping Grounds site. LC said it was probably too late for the Trust to seek additional CPA funds for Fiscal Year 2021, but a request might be considered for a special town meeting in the fall. A copy of the agreement is at the selectmen's office at Town Hall for members to sign at their convenience.

At 5:45 p.m., AB made a motion to adjourn, seconded by BM; the motion passed on a 5-0 roll call vote, Aye: AB, BM, HL, JS, LC.

Approved 1/20/21