

## **Westport Affordable Housing Trust Virtual Meeting of March 24, 2021**

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

The meeting was called to order at 4:04 p.m. by the Chair, and commenced with her reading of the notice that the meeting was being recorded, and the Governor's notice allowing remote participation meetings by public bodies.

1. The Chair announced the normal order of the agenda was suspended, and called for the financial report from Mr. Aray.
2. Invoices: HL made a motion to approve a 3/24/21 invoice from MCO Housing Services for lottery agent services, seconded by AB. The motion passed on a 5-0 roll call vote: DW aye; HL aye; BM aye; AB aye; LC aye. JS made a motion to approve the 3/24/21 voucher for staff payroll totaling \$2,821.50; seconded by AB, the motion passed on a 5-0 roll call vote. AB aye; HL aye; DW aye; JS aye; LC aye. JS made a motion to approve the 3/10/21 voucher for \$55.00, a reimbursement request from the clerk; seconded by DW. The motion passed on a 5-0 roll call vote: AB aye; HL aye; DW aye; JS aye; LC aye. HL made a motion to approve a voucher from SouthCoast Media Group for \$475.80, seconded by JS. The motion passed on a 5-0 roll call vote: AB aye; HL aye; DW aye; JS aye; LC aye.
3. Minutes: The minutes of the Feb. 24, 2021 meeting were reviewed, and an amendment suggested by the chair to include the absent members. AB made a motion to approve the minutes as amended, seconded by DW. The motion passed on a 5-0 roll call vote: AB aye; HL aye; DW aye; JS aye; LC aye.
4. Meeting Schedule: Meeting are scheduled for 4 p.m. on April 28; May 26; June 23; July 28.
5. Ch. 61A Parcels: Passed over.
6. Financial Report: LA presented a financial report dated March 22, 2021, indicating today's approved expenditures, and showing a final balance of \$617,189.77 with Sodom Road project grant and CRE-HAB grant earmarks are deducted. The Chair asked for some clarity on the available funds and earmarks; LA indicated \$300,000 allocated to SEED and \$200,000 allocated for land acquisition; an eligible HOPP applicant is searching for a home, so \$181,500 is allocated for that possible grant award. HL made a motion to approve the financial report, seconded by DW. AB had to leave the meeting at 4:20 p.m., and the motion passed on a 4-0 roll call vote: HL aye; DW aye; JS aye; LC aye.
7. BBAHFH Update: LA noted that the Buzzards Bay Area Habitat for Humanity (BBAHFH) is hosting its third virtual information session and community meeting at 6 p.m. on Wednesday, April 28 on its proposal to build two affordable condominium units on a parcel of land on Sodom Road purchased from the Trust. He indicated the LAU application was being finalized, and needed to be signed by the Board of Selectmen; the land will be transferred to BBAHFH after the required town permits are in hand; the Housing Assistance Office is to invite town officials and state legislators to their information session. The chair asked that any lingering concerns about the project plans to be discussed at the April 28 meeting be communicated to her and Mr. Aray as soon as possible. DW said he was disappointed that the BBAHFH team never responded to the concerns he raised at previous

community meetings; he indicated he had emailed the list of issues to the chair prior to today's meeting. LA suggested that input from Trust members would be reflected in the revised plans being prepared for the April 28 meeting. Mr. West said he would like a formal response from BBAHFH before that meeting, indicating how his concerns were being addressed. The Chair said she felt all the issues she had raised at the community meetings had been addressed in revised plans. LA indicated that all of Mr. West's concerns may not be reflected in the newest plans, as they were one member's opinions, and not formal requests from a majority of the Trust; he felt feedback from the Trust should come as group comments. JS agreed that BBAHFH is not bound to Trust design recommendations, as the RFP for the project does not give the Trust any design approval authority. HL suggested that the Trust hold a special meeting before April 28 to review and discuss design issues and architectural elements and formalize Trust comments.

LA provided screen shots of concept plans for exterior elements and floor plans from the Feb. 24 community meeting, and noted the concept plans were lacking detail because they were computer generated. He said the Trust should expect the final design will reflect the traditional New England architecture that BBAHFH showed in photographs of past projects, such as divided glass in windows as shown in interior detail photos. There was extensive discussion of storage area access, handicapped accessibility, placement of parking areas, casement versus double-hung windows, exterior architectural elements, and landscaping. It was decided that LA and DW will send written suggestions for "reasonable adjustments" to building and site plans, including changes to storage areas, parking spaces, window treatments, etc.

At 5:40 p.m., JS made a motion to adjourn the meeting. Seconded by HL, the motion passed on a 4-0 roll call vote. HL aye; JS aye; DW aye; LC aye.

Approved: 4/28/21