

## **Westport Affordable Housing Trust Virtual Meeting of May 25, 2022**

Participants: Chair Liz Collins (LC), BettyAnn Mullins (BM), James Sabra (JS), Ann Boxler (AB).  
Also participating: Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza.  
Absent: David West, Craig Dutra.

The virtual meeting was called to order by the Chair at 4:12 p.m. with the above Trust members participating via computer links.

- 1. POA:** The meeting commenced with the Pledge of Allegiance.
- 2. Minutes:** AB made a motion to accept the minutes of the April 27, 2022 meeting as submitted. Second by JS. The motion passed on a 4-0 roll call vote: JS aye, BM aye, AB aye, LC aye.
- 3. Meeting Schedule:** The next two meeting is scheduled for 4 p.m. on June 22. A meeting date in July will be discussed at the June 22 meeting; suggested dates were requested by the Chair.
- 4. Financial Report/Invoices:** LA reviewed the financial report dated 5/4/22, showing that minus the \$3,000 pending expense of the annual audit, the only current expenses were for office operations. The Trust accounts should have a fiscal year-end balance of \$585,145.11 after current expenses. BM made a motion to accept the financial report as presented, and approve current vouchers for Robert Barboza (\$660.00), Leonardi Aray Architects (\$1837.50). Second by JS. The motion passed on a 4-0 roll call vote: JS aye, BM aye, AB aye, LC aye. JS made a motion to approve the voucher for Leonardi Aray reimbursements totaling \$249.50). Second by BM. The motion passed on a 4-0 roll call vote: JS aye, BM aye, AB aye, LC aye.
- 5. BBAHFH Update:** LA reported BBAHFH is revising plans for adding basement space to the Sodom Road duplexes. He noted a volunteer work party is being planned for the near future.
- 6. HAO Report/Program Updates:**
  - 1) HOPP 80% AMI – On hold.
  - 2) CRE-HAB #1904 – Revised final documents in process of being recorded.
  - 3) CRE-HAB #1903 – One document recorded, second revised document in the process of being recorded.
  - 4) CRE-HAB #2002 – Construction agreement signed, awaiting material deliveries.
  - 5) CRE-HAB #1901 – Attorney investigating potential claim against estate of deceased grantee; Affordable Housing Restriction remains in effect despite foreclosure.
  - 6) CRE-HAB #2201 – Potential new application was investigated by Housing Specialist. He reports a long list of repair work needed, including replacement of missing windows and roof in poor condition; some structural damage likely due to water infiltration; the porch needs to be demolished entirely. He reports the costs are likely to well exceed the \$50,000 grant limit of the CRE-HAB program. After some discussion of a possible continued investigation of potential costs, members agreed not to pursue further investigation. LA was directed to send the applicant a letter indicating the project was too large, and not eligible for grant funding.
  - 7) CRE-HAB FY 22 – An estimated balance of \$59,385 remains in the budget for FY22 applications.
  - 8) CPA FUNDING – The Community Preservation Committee has sent a grant agreement to the Trust for member signatures. The sum of \$247,000 in new CPA funding will be made available to the Trust

as of July 1, 2022, designated as \$200,000 for land acquisition, and \$47,000 for Housing Assistance Office staff and operations for FY2023.

9) WESTPORT HIGH SCHOOL – No response from the Long Term Building Committee to the Trust’s submission of Letter of Interest regarding the property. It was noted that the Chair of the committee has resigned, and the committee is being reorganized.

10) SEED HOUSING DEVELOPMENT – On hold; LA noted the program is ready to re-launch for FY2023 but must be advertised.

**7. Ch. 61A Parcels:** None.

**8. Housing Specialist Subcommittee:** Subcommittee Chair (JS) reported on the initial meeting, consisting of reviewing and revising an old RFP for consulting services and administration of existing programs. The draft document was submitted to the Town Administrator for comment; he indicated the scope of work sought, and the potential annual value, must be clearly decided by the Trust before a procurement process is determined. If the estimated contract value is \$50,000 or more, a detailed RFP/RFQ process must be followed; if the value will be under \$50,000, the Trust can invite at least three qualified firms and/or individuals to submit contract proposals for the services sought, and must pick the lowest bidder. The subcommittee hopes to meet again the week of June 6-10 for further discussion of desired services and estimated costs.

**Adjournment:** At 4:45 p.m., BM made a motion to adjourn the meeting. Second by JS. The motion passed on a 4-0 roll call vote: JS aye, BM aye, AB aye, LC aye.

Approved 6/22/22