

## **Westport Affordable Housing Trust Virtual Meeting of Aug. 24, 2022**

Participants: Chair Liz Collins (LC), BettyAnn Mullins (BM), James Sabra (JS), David West (DW). Also participating: Clerk Robert Barboza. Absent: Henry Lanier, Ann Boxler, Craig Dutra.

The virtual meeting was called to order by the Chair at 4:27 p.m. with the above Trust members participating via computer links. The Chair announced that the meeting was being recorded.

**1. POA:** The meeting commenced with the Pledge of Allegiance led by the Chair.

**2. Minutes:** Mr. Sabra made a motion to accept the minutes of the June 22, 2022 regular meeting as submitted. Second by Ms. Mullins. The motion passed on a 3-0-1 roll call vote: Mr. Sabra aye, Ms. Mullins aye, Ms. Collins aye, Mr. West abstain.

**3. Meeting Schedule:** The next regular meetings are scheduled for 4 p.m. on Sept. 28, Oct. 26, and Nov. 23; the November meeting will be rescheduled at a later date.

**4. Financial Report/Invoices:** In lieu of a financial report, Mr. Barboza presented a list of current vouchers, and vouchers previously approved by the chair, and as indicated in the meeting package: a voucher from Leonardi Aray Architects for \$208.90 reimbursement for Registry of Deeds filings; a voucher for \$3,045.00 from Leonardi Aray Architects for professional services; a voucher for \$3,000.00 for audit services from Roselli, Clark & Associates; a voucher for Robert Barboza (\$693.00) dated 7/20/22; and a voucher for Robert Barboza dated 8/17/22 (\$528.00).

**Motion** by Ms. Mullins to approve payment of the vouchers as listed. Second by Mr. Sabra. The motion passed on a 4-0 roll call vote: Ms. Mullins aye, Mr. Sabra aye, Mr. West aye, Ms. Collins aye.

### **9. Clerk Position Reclassification:**

The Chair called for consideration of Agenda Item #9 out of order. The Chair detailed some of the additional duties being performed by the Clerk in the absence of a Housing Specialist. She suggested that the Clerk be named as the Acting Housing Specialist while the search continues for a firm or individual to fill the vacant position. Mr. Sabra and Mr. West both spoke in favor of a temporary appointment to an Acting Housing Specialist position which would include the current duties of the Clerk in the Housing Assistance Office.

**Motion** by Mr. Sabra to rescind the current contract with Robert Barboza for Clerk services to the Trust as of Sept. 1, 2022. Second by Mr. West. The motion passed on a 4-0 roll call vote: BettyAnn Mullins, aye; James Sabra, aye; David West, aye; Liz Collins, aye.

**Motion** by Mr. Sabra to appoint Robert Barboza as the Acting Housing Specialist, at a rate of \$40 per hour, as of Sept. 1, 2022, with a \$500 stipend to be paid to Mr. Barboza for professional services performed for the Trust in the months of July and August. Second by Mr. West. The motion passed on a 4-0 roll call vote: Ms. Mullins, aye; Mr. Sabra, aye; Mr. West, aye; Liz Collins, aye.

**5. BBAHFH Update:** The Chair reported that BBAHFH continues making good progress on the Sodom Road duplexes.

**6. HAO Report:** Mr. Aray's final Housing Assistance Office report (June 30) on the current status of programs was included in the meeting package.

**7. Ch. 61A Parcels:** A request from the Select Board for a recommendation on the release of the Chapter 61A property at 278 Drift Road was discussed. It was noted that most other boards and committees had already recommended the town release the property.

**Motion** by Mr. Sabra to recommend the town release the property without exercise of the right of first refusal. Second by Ms. Mullins. The motion passed on a 4-0 roll call vote: Ms. Mullins, aye; Mr. Sabra, aye; Mr. West, aye; Liz Collins, aye.

**8. Housing Specialist Search:** The Chair and the Clerk updated the Trust on the progress of the search, with proposals due by August 31. A potential review process meeting schedule was included in the package. Mr. Barboza reported that the RFP was advertised in the newspaper and posted on the town website, but was not published in the Central Register as requested of the procurement officials. The possibility of extending the application period, or re-publishing the RFP was briefly discussed. Mr. West suggested the RFP should be forwarded to CHAPA (Citizens Housing and Planning Association) for outreach to its constituency; Mr. Sabra felt that the RFP should also be published in the Central Register after the proposal due dates are changed.

**10. FY 2021 Audit Report:** Passed over.

**Adjournment: Motion** by Mr. Sabra at 5:13 p.m. to adjourn the meeting. Second by Ms. Mullins. The motion passed on a 4-0 roll call vote: Ms. Mullins aye, Mr. Sabra aye, Mr. West aye, Miss Collins aye.

Approved 9/28/22