

Westport Affordable Housing Trust Fund  
Meeting of May 25, 2016  
Town Hall, Westport

Meeting was called to order at 4:04 p.m. by Chair Liz Collins with following members present: Liz Collins (LC), Henry Lanier (HL), Jim Sabra (JS) and BettyAnn Mullins (BM); absent were members Warren Messier (WM) and Craig Dutra (CD). Also present were Housing Specialist Leonardi Aray and recording clerk Robert Barboza.

**PLEDGE OF ALLEGIANCE:** The meeting commenced with the Pledge of Allegiance, led by the chair.

**MINUTES:** The minutes of the April 27, 2016 meeting were amended to note the absence of member Warren Messier on a motion by JS, seconded by HL; the vote was unanimous.

**MEETING SCHEDULE:** The next meeting of the Trust was scheduled for 4 p.m. on Wednesday, June 22; the date of a meeting in July was not settled, with members to be polled on potential dates. The August meeting was tentatively scheduled for Wednesday, August 24.

**INVOICES/FINANCIAL REPORT:** A motion to approve an invoice from clerk Robert Barboza in the amount of \$533.50 was made by HL, seconded by JS, and approved unanimously; a motion to approve an invoice from Housing Specialist Leonardi Aray in the amount of \$2,607.50 was made by HL, seconded by BM, and approved unanimously.

LA reviewed the proposed budget for Fiscal Year 2017 including CRE-HAB, HOPP, and SEED program funding. It was noted that \$55,000 in undesignated funds remain to be allocated later in the year. During discussion, JS asked if designated funds could be reallocated for other uses during the course of the fiscal year, and was told that some transfers are possible; LA said some changes in allocations could be considered after response to program advertising is reviewed. A motion to approve the budget plan as submitted was made by HL, seconded by JS, and approved unanimously.

LC suggested that the Trust should consider filing a grant proposal for securing additional Community Preservation Act funds in FY2017, and Trust members indicated their general support for that filing.

**NOQUOCHOKE VILLAGE UPDATE:** LA provided the list of proposed Planning Board conditions for the approval of the special permit application. Discussion included Condition #8, the Trust or other agency to be compensated for monitoring The Community Builders' compliance with occupancy guidelines, a cost LA estimated at approximately \$3,500 per year. JS suggested the compliance monitoring fee should be greater than .5 percent of annual rents. #13: It was noted that the local preference guideline of 70 percent was only for the initial occupancy, and not a permanent percentage. #14: LC objected to the no-rent provision, and LA noted that TCB is OK with that condition; HL suggested the matter be discussed further with TCB. #42: LC suggested an alternative to this condition, feeling two years is too long for police chief review of crime and security issues; LA provided schematic drawings of three gate options, and noted TCB's preference for option number two. LA noted that police chief has not agreed to that condition, and provided a draft of a letter asking the police chief to hold off on the access gate requirement for two years. A motion to have LA ask TCB engineers to check on Mass. Department of Transportation requirements for curb cut and gate plans was made by HL, seconded by JS, and approved unanimously.

**HOUSING SPECIALIST REPORT:** LA submitted the proposed SEED program guidelines for discussion and approval. After discussion, a motion to approve the guidelines and marketing plan was made by JS, seconded by BM, and approved unanimously. LA noted that contract extensions for the Housing Specialist and office clerk need to be negotiated for Fiscal Year 2017; the matter will be scheduled for discussion and a vote at the June meeting.

**CRE-HAB PROGRAM:** LA presented draft guidelines for the housing rehabilitation program using recaptured funds from the previous program. LC noted that deed restriction term on page six should be corrected to 15 years; other amendments included: page seven listing of potential uses of grant funds should not include any septic system repairs; page seven condition requiring “and access to laundry facilities” should be deleted; page 12 application check list should include submission of recent real estate tax bills. The marketing plan was amended to add Cumberland Farms stores, Perry’s Bakery, and the Bayside Restaurant as outreach advertising locations. A motion to approve the program information and application package, as amended, and the marketing plan as amended, was made by JS, seconded by BM, and approved unanimously.

**ADJOURNMENT:** A motion to adjourn the meeting came from HL at 5:40 p.m., was seconded by BM, and approved unanimously.

Approved as amended, July 11, 2016.