

June 25, 2014 Meeting

Westport Affordable Housing Trust Fund

The meeting at Town Hall was called to order at 3:45 p.m. with present members: Liz Collins (LC), Catherine Williams (CW), James Sabra (JS), Warren Messier (WM); Housing Specialist Leonardi Aray (LA), recording clerk Robert Barboza (RB). Absent were members Elaine Ostroff, Craig Dutra, Brian Corey.

AGENDA ITEMS: Trust reorganization was postponed to the July meeting, due to the pending appointment of a new member. Members were reminded that there will be no meeting in August.

The minutes of the 5/28/14 meeting were reviewed, with WM making a motion to approve as submitted, LC second; motion passed with CW and JS abstaining as they were not present at that meeting.

Invoices in the amount of \$2,502.50 for LA, and \$248.00 for RB, for a total of \$2,750.50 were approved unanimously.

EXECUTIVE SESSION: At 3:50 p.m., LC asked for a roll call vote to enter into Executive Session pursuant to Open Meeting Law Executive Session matter #6: To consider the purchase, exchange, lease or value of real estate property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, for discussion of the Housing Opportunity Purchase Program (HOPP) for the Reed Road property. CW motion, WM second; WM aye, LC aye, CW aye, JS aye, unanimously approved.

OTHER OPEN MEETING AGENDA ITEMS: LA requested approval of the Housing Assistance Office clerk's contract extension for Fiscal Year 2015, at an hourly rate of \$18 per hour, with the total billed hourly services not to exceed \$4,320 for FY 15 unless agreed to in writing by the Trust; JS motion, WM second, approved unanimously. LA reported meeting with the Town Treasurer regarding an audit of Trust accounts as required by the governing bylaw, to be done by the town's auditing firm and billed to the Trust.

LA reports on Citizens For Citizens assistance totals to Westport residents for Fiscal Year 2012, indicating 1,528 households received some kind of assistance that year.

LA reported meeting with EO and LC in recent weeks to revise the Housing Production Plan section of the Master Plan update, and presented the summary of Housing Development Production Plan and Implementation strategies.

LA presented updated HOPP guidelines for re-publication in July, proposing an increase in the maximum grant amount to \$125,000. Motion to increase the grant amount by WM, second by CCW, approved unanimously.

Review of proposed changes in the SEED Housing Funding Program grant amounts were approved: Up to \$5,000 per affordable housing unit for soft costs, development fees, or site acquisition expenses; up to \$10,000 per affordable housing unit for pre-engineering costs or special projects, as zero percent loan up to three years. Proposed changes for SEED Construction Loan Program approved: Loan amounts up to \$15,000 per affordable housing unit for new rental units, new home ownership, building

rehabilitation and special projects, as zero percent loan up to three years and three percent loan up to five years. General consensus was to add grant agreement language to the application package.

The motion to adjourn came at 5:05 p.m. from WM, second JS, approved unanimously.