

## **Westport Affordable Housing Trust Fund**

Minutes of July 26, 2017 Meeting

Approved 9/20/17

Members present: Liz Collins (LC), Henry Lanier (HL), Warren Messier (WM), James Sabra (JS), and David West (DW). Also present were Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza. Absent were members Craig Dutra, BettyAnn Mullins.

The meeting was called to order at 4 p.m. and commenced with the Pledge of Allegiance.

**1. Minutes:** WM made a motion to approve the minutes of the June 28 meeting as presented, seconded by HL, and approved by unanimous vote.

**2. Meeting Schedule:** There was some discussion of the need for an August meeting, and it was decided the Trust would meet on Aug. 23 only if needed. Upcoming meetings are scheduled for Sept. 27, Oct. 25, and Nov. 29, 2017.

**3. Invoices/Financial Report:** After reviewing the vouchers presented, WM made a motion to ratify the July 7, 2017 voucher in the amount of \$9,995.92, already signed by the chair. The motion was seconded by JS, and approved with a unanimous vote. WM made a motion to approve the July 26, 2017 voucher in the amount of \$2,659.72, seconded by HL, and approved with a unanimous vote.

LA presented a financial report dated 7/20/17 which included a finalized budget for Fiscal Year 2018. Line 7, showing \$345,701.92 in non-designated funds available for use during the current year, includes \$297,000 in Community Preservation Act funds voted at the 2017 annual town meeting but not yet deposited in Trust accounts, he indicated. HL asked several questions about the sources of funding used to pay Housing Assistance Office operations; LC noted that the \$297,000 in CPA funding was approved in the last fiscal year, and the Trust will seek another \$297,000 in funding for FY2018. A motion to accept the report was made by HL, seconded by WM, and approved with a unanimous vote.

**4. Noquochoke Village Update:** LA indicated that he and Atty. O'Donnell have been in regular contact with The Community Builders Inc. (TCB) and continue working towards an early August closing. He reported that the attorney has had two meetings with the Board of Selectmen for confirmatory deed signings to ensure access and easement rights. WM wanted some assurance that all brownfield clean-up costs to the town will be assumed by TCB; LA explained that TCB is committed to repaying the loan that the town has taken from MassDevelopment for this purpose. LA reported that the Westport Land Conservation Trust (WLCT) is planning a site clean-up with the assistance of the Highway Department before the open space conservation agreement is executed. He indicated that the WLCT is planning to construct walking trails throughout the conservation land, and that TCB may provide funding for this clean-up. JS suggested that the Trust request proof of the proper disposal of any hazardous materials produced by the WLCT clean-up, with general agreement that such a request be made to the WLCT.

**5. Housing Specialist Report:** LA reported that the sole applicant for the HOPP grant has withdrawn her application for funding, and he will re-advertise the grant opportunity. He also indicated that the approved applicant for a CRE-HAB grant has rejected the 15-year deed restriction, and withdrawn her application for funding. LA advised members that the Housing Production Plan has been submitted to the Department of Housing and Community Development, and approved by that agency.

A motion to adjourn the meeting came at 5:10 p.m. from JS, seconded by WM, and was approved by unanimous vote.