

Westport Affordable Housing Trust Fund
Meeting of Monday, July 11, 2016
at Westport Town Hall

PLEDGE OF ALLEGIANCE: Meeting was called to order at 4:30 p.m. with following members present: Liz Collins (LC), Warren Messier (WM), BettyAnn Mullins (BM) and Jim Sabra (JS). Absent were members Craig Dutra (CD), Henry Lanier. Also present was Housing Specialist Leonardi Aray (LA) and Housing Assistance Office clerk Robert Barboza. Meeting commenced with the Pledge of Allegiance.

MINUTES: The minutes of the May 25, 2016 WAHTF were read and amended to correct a scrivener's error: Under Noquochoke Village Update, second sentence corrected to read "the Trust or other agency"... motion by WM, second by JS, approved unanimously.

MEETING SCHEDULE: The Trust's next meeting was scheduled for 4 p.m. on Wednesday, Aug. 24; the following month's time and date to be 4 p.m. on Wednesday, Sept. 28.

INVOICES/FINANCIAL REPORT: The financial report through the end of the fiscal year on June 30, 2016, including proposed budget for FY2017, was presented by LA. It was noted that the deposit of \$155,000 in Community Preservation Act funds will be added to the balance sheet at a later date; the deposit of \$189,700 in recaptured CDBG loan funds to come within 30 days of signing the grant agreement with selectmen.

A motion to ratify the signing of 6-22-16 invoices by the chair for clerk Robert Barboza (\$539.00) and Housing Specialist Leonardi Aray (\$2,607.50) was made by WM, seconded by JS, and approved unanimously. A motion to approve the 7/11/16 invoice from clerk Robert Barboza for \$407.00 was made by WM, seconded by JS, and approved unanimously.

A motion to approve the employment contract agreements for Housing Specialist Leonardi Aray and clerk Robert Barboza from July 1, 2016 to June 30, 2017 was made by WM, seconded by BM, and approved unanimously.

NOQUOCHOKE VILLAGE UPDATE: LA reported on the Planning Board approval of special permits for The Community Builders, with the formal signing of the documents to be done at the July 12 Planning Board meeting. LA provided a handout listing the key conditions attached to the permits, including: #15, low output septic system plans; #35, surveillance system requirement; #44, police department monitoring and gate option; #45, public access parking for conservation area. A letter requesting extension of purchase and sale agreement has been sent by TCB, with a written response required. It was noted that the signature page needs correction, with Nicholas Christ to be deleted and BettyAnn Mullins added. A motion to sign the agreement extension was made by WM, seconded by JS, and approved with a unanimous vote.

It was noted that State Rep. Paul Schmid and DHCD Under Secretary Chrystal Kornegay are planning a 10:30 p.m. visit to Greenwood Terrace, Westport on Aug. 15, 2016 to discuss housing issues. The possible use of the community meeting room at the Housing Authority site to be investigated.

HAO/HOUSING SPECIALIST REPORT: LA reported that the CRE-HAB grant agreement signing with selectmen is schedule for later on July 11; it was noted that annual reports to selectmen on the program will be due each December. LA indicated the current SHI figure for Westport is 3.5 percent of

total housing inventory, and that those numbers will decline by 10-12 by the end of 2017 as 15-year loan agreements expire.

LA reported that guidelines and application packages for another round of SEED grant offerings have been completed, with advertising for the program to begin on Aug. 3, 2016. Deadline for applications to be Oct. 4, 2016.

ADJOURNMENT: A motion to adjourn came at 5:07 p.m. from WM, seconded by JS, and was approved unanimously.

Approved: 10-12-16