

Westport Affordable Housing Trust Fund  
Minutes of 8-24-16 Meeting at Westport Town Hall

**PLEDGE OF ALLEGIANCE:** The meeting was called to order at 4:05 p.m. with members Liz Collins (LC), Craig Dutra (CD), Henry Lanier (HL), BettyAnn Mullins (BM), James Sabra (JS) and Warren Messier (WM) present. Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza were also in attendance. The meeting commenced with the Pledge of Allegiance.

**MINUTES:** There was no second to the motion to accept the minutes of the May 25, 2016 meeting; action postponed until the next meeting.

**MEETING SCHEDULE:** The next meeting date and time was confirmed for 4 p.m. on Wednesday, Sept. 28, 2016; future meetings are scheduled for Oct. 26 and Nov. 30, 2016.

**INVOICES/FINANCIAL REPORT:** A motion to approve invoices totaling \$6,354.50 was made by WM, seconded by BM, and approved on a 4-0 vote. The voucher included invoices from recording clerk Robert Barboza for \$621.50; from Leonardi Aray for professional services in the amount of \$3,412.50; reimbursements for LA for \$70.50; and an invoice from Citizens for Citizens for lottery agent services in the amount of \$2,250.

LA presented an updated financial report dated Aug. 19, 2016, and an updated budget for Fiscal Year 2017 including \$194,200 in funding for the CRE-HAB program, and \$202,000 in funding for the SEED program. A motion to approve the financial report and budget package was made by BM, seconded by HL, and approved on a 4-0 vote.

**NOQUOCHOKE VILLAGE UPDATE:** LC and LA reported on new developments on the Noquochoke Village plans, including recent Low Income Housing Tax Credits awards ceremony in Boston. LA indicated all members had signed the amended extension of the purchase and sale agreement with The Community Builders. It was noted that the Trust is responsible for monitoring the use of the grant funds by TCB, and the company's compliance with applicable affordable housing guidelines. LA reported that MassDOT approval of the curb cut application for NV is still pending.

**HOUSING SPECIALIST REPORT:** LA led a discussion of pending changes in the municipal housing trust statutes, and noted the Sept. 12 registration deadline for attendance at a Sept. 16 training session in Taunton on housing trust use of Community Preservation Act funds. LA presented a draft copy of the proposed Community Preservation Committee grant agreement with the Trust for CPC project funds.

**SEED PROGRAM RFP:** LA reported that the Request for Proposals for SEED grants has been published in the Central Register, and legal notices for local newspapers will be going out soon. Posters advertising the RFP request are also going up in public places around town. A Sept. 7 informational session is planned at Town Hall for potential proponents.

**CRE-HAB PROGRAM:** LA provided a draft copy of the affordable housing restriction to be required for grantees receiving funds through the CRE-HAB program; he is still waiting for Dept. of Housing and Community Development approval of the CRE-HAB marketing plan and application package.

A motion to adjourn the meeting at 5:15 p.m. was made by WM, seconded by BM, and approved on a 4-0 vote. Minutes approved 10-12-16