

Westport Affordable Housing Trust Meeting of March 28, 2018

Members present were Henry Lanier (HL), David West (DW), BettyAnn Mullins (BM), and Warren Messier (WM); Absent were members Liz Collins (LC), Craig Dutra (CD), James Sabra (JS). Also present was Housing Specialist Leonardi Aray (LA).

The meeting was called to order at 4:07 p.m. and commenced with the Pledge of Allegiance. It was agreed that Mr. Messier should serve as acting chair.

1. MINUTES: The minutes of the Feb. 28, 2018 meeting were reviewed and a motion to approve them as submitted was made by HL and seconded by WM; the vote was unanimous.

2. MEETING SCHEDULE: A motion to confirm future meeting dates of April 25, May 23, June 27, and July 27 was made by HL, seconded by BM, and passed by unanimous vote. HL noted that he will be absent for the April 25 meeting.

3. FINANCIAL REPORTS: LA provided a sample of the Condition of Accounts report sent by the town accountant, including information on interest income from Trust accounts. LA reviewed the financial report dated 3/28/18, showing Community Preservation Act funds segregated from other funding sources. A motion to accept the financial report was made by BM, seconded by HL, and passed by unanimous vote. A motion to approve the voucher dated 3/28/18 totaling \$3,484.00 was made by BM, seconded by HL, and passed by unanimous vote.

4. NOQUOCHOKE VILLAGE: LA reported that The Community Builders (TCB) indicates the project is at the 24 percent completion mark, and they are still assuming a November 2018 completion date. WM suggested that the Trust conduct a site visit to check on the progress of construction. DW suggested that the Trust be provided notes from the weekly job meetings held by TCB; LA noted that he could attend at least one meeting per month to stay updated on progress of construction; at present, he receives weekly reports from the peer engineers which are available in the Housing Assistance Office for members to review.

Members requested an update on the preparation of the conservation restriction for the property, and the terms of possible changes in terms being negotiated. DW and WM suggested that the Trust play a role in TCB's plans for a midpoint recognition ceremony. LA indicated that TCB expects to start the rental marketing in June, and wants Housing Assistance Office feedback on that marketing effort. The company will start accepting applications from prospective tenants in August.

5. HOUSING SPECIALIST REPORT: Revisions to the SEED grant program were noted by LA, who reported that the marketing campaign started on 3/28/18. There is a June 19, 2018 deadline for applications. WM noted that the developers would have to own property and make a considerable investment in engineering services before they could obtain a bank commitment for any project. There were numerous questions on program criteria and methods for evaluating applications posed to LA, who explained the pertinent details contained in the application package.

6. CHAPTER 61A PARCELS: No notices were received, so this agenda item was passed over.

7. TRUST-OWNED PARCELS: LA indicated that the office had received three bids for engineering services needed to evaluate the development potential of trust-owned parcels. He recommended that

SITEC, Inc. of Dartmouth be hired for the work as they were the lowest qualified bidder. A motion to sign a contract with SITEC with the provision that backhoe services not exceed \$1,500 came from HL and was seconded by DW; the vote was unanimous.

BM made a motion to adjourn at 5:30 p.m., seconded by HL; the vote was unanimous.

Approved 5/23/18 (4-0-1 vote, Collins abstaining)