

Westport Affordable Housing Trust Meeting of May 23, 2018

Present: Liz Collins (LC), David West (DW), James Sabra (JS), Henry Lanier (HL), BettyAnn Mullins (BM), Warren Messier (WM). Absent: None. Also in attendance were Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza.

The meeting at Town Hall commenced at 4:05 p.m. with the Pledge of Allegiance.

1. Reorganization: LC noted that Craig Dutra, selectmen's representative to the Affordable Housing Trust, had not sought re-election to the Board of Selectmen in the recent election, but was re-appointed as the board's delegate. She indicated that Trust bylaws require a sitting selectman to represent the board, so that appointment was not proper; she suggested the Trust recommend new board member Ann Boxler as the new representative, citing her real estate experience. In the annual re-organization of the Trust, HL made a motion to nominate LC as chair, seconded by WM; the vote was unanimous. HL nominated WM as vice chair, seconded by BM; the vote was unanimous.

2. Minutes: The minutes of the March 28, 2018 meeting were reviewed, with JS making a motion to approve as presented; seconded by BM, the vote was 4-0 with LC abstaining.

3. Meeting Schedule: June 27, July 25 and Aug. 22 are the planned meeting dates.

4. Trust Membership: See discussion under Agenda Item #1. As all sitting Trust members indicated a willingness to be re-appointed for another year, LC said she would submit a group letter to selectmen seeking re-appointment of all current members whose terms are expiring.

5. Invoices/Financial Report: Having reviewed vouchers signed by the chair and needing ratification by the board, WM made a motion to ratify an April 18, 2018 voucher totaling \$3,572 including invoices from Robert Barboza for \$572.00 and Roselli, Clark & Associates for \$3,000; seconded by BM, and approved by unanimous vote. WM made a motion to ratify an April 27, 2018 voucher totaling \$3,210.68 including invoices from Leonardi Aray Architects for \$2,275.00; Sitec Engineering for \$916.70; and Quill Office Supplies for \$18.98. Motion seconded by BM, and approved by unanimous vote.

New invoice: WM made a motion to approve a voucher dated May 23, 2018 including invoices of \$2,467.50 from Leonardi Aray Architects and \$489.50 from Robert Barboza; and a \$270.58 reimbursement request from LA; seconded by HL, and approved by unanimous vote. The financial report dated May 21, 2018 was also reviewed and discussed.

6. Noquochoke Village: LA reported three buildings now under construction, with the first two buildings near completion on exterior work, and the selection of interior finishes is underway. In response to a question on the status of the deed restriction, LA indicated that the Land Trust was waiting for the completion of the environmental clean-up by TCB's contractor to complete the agreement.

LA also reported that a high iron presence had been detected in water tests, and TCB has been advised that a filtration system will be needed. LA indicated that TCB will hire a company to monitor and maintain the filtrations system being designed to address the problem. There was some discussion of

the marketing plan, utilities installations, security cameras, and potential problems with public access if a cardholder gate was installed at the entrance.

7. Housing Specialist Report: Regarding the SEED program, LA indicated that no applications for the program have been received yet. Copies of the information and application package have been provided to the Planning Board members and to the Planning Department for possible distribution to developers and landowners. Regarding the CRE-HAB program, LA reported on the second phase of outreach efforts for the program, on the receipt of one application for the program, and the recording of an information video for airing on community cable television.

LA also noted the recent town meeting appropriation of \$292,000 in Community Preservation Act funds for the Westport Affordable Housing Trust.

8. Trust Owned Parcels: LA indicated a review of the trust-controlled parcels on George Street and School Street is ongoing. As the George Street parcel abuts land owned by WM, LC requested that he get a ruling from the Ethics Commission on the potential conflict of interest. WM indicated he may have some interest in developing the property in the near future, if he can confirm the ownership interest.

A motion to adjourn the meeting came from WM at 5:30 p.m., seconded by HL; the vote was unanimous.

Approved 6/27/18