

Minutes
8-26-15 Meeting
Westport Affordable Housing Trust Fund

Present: Members Liz Collins (LC), James Sabra (JS), Craig Dutra (CD), and Warren Messier (WM); Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza. Absent: Members Nicholas Christ, Elaine Ostroff. Meeting called to order at 3 p.m. and opened with the Pledge of Allegiance.

MINUTES: The minutes of the June 24, 2015 meeting were reviewed; WM motion to accept as presented, seconded by CD, passed with unanimous vote.

MEETING SCHEDULE: The next meetings were scheduled for 3:30 p.m. on Wednesday, Sept. 23 and 3:30 p.m. on Wednesday, Oct. 28.

INVOICES: Invoices dated 8/26/15 for Housing Assistance Office clerk (\$526.50) and Housing Specialist (\$2,327.50) totaling \$2,854.00 reviewed; motion to approve by CD, second by JS, passed with unanimous vote. Motion to approve invoices dated 8/26/15 for HOPP vendors Abreau Plumbing & Heating (\$1,900.00) and Roland Hebert Inc. (\$5,123.61) totaling \$7,023.61) made by CD, second by JS, passed with unanimous vote. Motion to ratify invoices dated 7/22/15 signed by the chair for Housing Specialist (\$3,185.00) and HAO clerk (\$427.50); LA reimbursement request dated 7-15-15 for Registry of Deeds filing fees (\$252.00) made by CD, second by JS, passed by unanimous vote.

CONTRACTS: Discussion of proposed contract extension for Fiscal Year 2016 for HAO clerk Robert Barboza; document revised to reflect rate of \$22.00 per hour, retroactive to July 1, 2015, with payments under the contract not to exceed \$6,800 during the fiscal year. Motion to approve by CD, second by JS, vote to approve was unanimous. Discussion of proposed contract for Fiscal Year 2016 for Housing Specialist Leonardi Aray, at current hourly rate, with payments under the contract not to exceed \$44,870 during the fiscal year. Motion to approve as presented by CD, second by WM, passed by unanimous vote.

OFFICE REPORT: Financial report and tentative FY16 budget plan dated 7-22-15 presented by LA; motion to approve as presented by CD, second by WM, passed by unanimous vote. LA noted that agreements with the Community Preservation Committee will be needed for future grant awards; and such an agreement on use of CPC funds for Noquochoke Village will have to be negotiated with The Community Builders before housing subsidy money is paid to them.

LA reported on his attendance at the Mass. Housing Partnership conference in July, and provided copy of the community profile provided to that agency. LA presented Board of Selectmen's request for WAHTF input on Chapter 61A release form for Wood property on Adamsville Road; motion to indicate no interest by WAHTF made by CD, second by WM, passed by unanimous vote.

HOPP PROGRAM: LA reported DHCD feedback on proposed revisions to HOPP program; still awaiting final approval from the agency. LA provided an update on repairs to the Reed Road property with HOPP funds, indicating all work should be completed within the next two weeks. Approximately \$2,200 in grant funding remains in reserve for unforeseen contingencies.

HOUSING REHAB PROGRAM: LA provided an update on the CDBG Housing Rehab Program research effort, indicating the three missing case files have been located and information added to

recaptured funds list. The Trust will be responsible for 10 hours of research time by the Building Department.

NOQUOCHOKE VILLAGE: LC reported on legislative outreach efforts with State Rep. Paul Schmid and State Senator Michael Rodrigues regarding lack of progress on LITC approval for The Community Builders application. Once TCB finalizes financing arrangements, a PILOT agreement with the town must be negotiated in order to get on the warrant for a special town meeting planned for early in November. LA indicated a Sept. 1 meeting with the Conservation Commission for wetlands boundary determination is planned by TCB engineers.

LA reported on meeting with TCB, SRPEDD and Southeastern Regional Transit Authority (SRTA) on proposed bus stop at Noquochoke Village. LA not optimistic that SRTA will change existing routes to serve NV; LA asked to see if another meeting with SRTA and Town Planner and other town officials for a discussion of town-wide transportation needs could be arranged. LA reported that the NV land transfer documents have been recorded at the Registry of Deeds, completing the transfer process.

LC reported on her recent meeting with John Fraser and LA and Police Chief Keith Pelletier to discuss planned TCB tenant screening procedures and property management policies for NV. Application forms and other policies and procedures to be sent to the police chief electronically by TCB.

A motion to adjourn came at 4:14 p.m. from JS, second by CD, passed by unanimous vote.