

Westport Affordable Housing Trust Fund
Minutes of Oct. 18, 2015 Meeting
Town Hall, Westport, Mass.

Members Present: Liz Collins (LC), Warren Messier (WM), Jim Sabra (JS), Craig Dutra (CD);
Absentees included Nicholas Christ, Henry Lanier. Also present: Housing Specialist Leonardi Aray,
Recording Clerk Robert Barboza

The meeting was called to order by LC at 3:50 p.m. with the Pledge of Allegiance.

MINUTES: A motion to approve the minutes of the Aug. 26, 2015 meeting as submitted made by WM, seconded by CD, approved unanimously.

MEETING SCHEDULE: After some discussion, the next two meeting dates were proposed and unanimously approved on the motion of CD, seconded by WM: 4:00 p.m. on Monday, Nov. 23; and 4:00 p.m. on Wednesday, Dec. 16.

INVOICES/FINANCIAL MATTERS: A motion to approve a voucher totaling \$2,380.96 for Housing Opportunity Purchase Program advertising expenses made by CD, seconded by WM, approved unanimously. CD asks why the Patriot Ledger, Sun Chronicle and other out of area newspapers are included in the media mix; LA advises that these media outlets are part of the marketing plans approved by DHCD, which requires such regional outreach efforts.

A motion to approve voucher for invoice from Campbell Engineering for 1175 American Legion Highway property totalling \$2,114 made by CD, second by WM, approved unanimously. A motion to approve payroll voucher for LA, RB totaling \$3,71600 made by CD, second by WM, approved unanimously.

In other financial matters, LA provided monthly financial report; LA also indicated deposit of \$125,000 in approved Community Preservation Act funding into the Trust account, half of the amount approved by town meeting vote.

CHAPTER 61A SIGN-OFF: In receipt of a requested sign-off on intention to sell 2.959 acres of land on Drift Road being removed from Chapter 61A designation, the board expressed no interest in exploring its use for affordable housing purposes. Motion to sign off made by CD, seconded by WM, approved unanimously.

HOUSING SPECIALIST REPORT: LA indicates the repairs for the HOPP program house at 106 Reed Road is nearly completed, and photos have been provided to update the Trust on progress. A motion to have the Trust visit the property to review the improvements made by JS, seconded by CD, approved unanimously; LA to arrange the visit with property owner.

LA indicated advertising and outreach for the Nov. 12 HOPP information session is well underway; Citizens for Citizens (CFC) has agreed to serve as the lottery agent for the \$125,000 grant to be awarded to a qualified applicant; LA to see if a bank representative would want to come to information session to speak to interested parties about mortgage pre-qualifications. CD made a motion to approve the lottery agent contract with CFC, seconded by WM, approved unanimously.

In light of past difficulties in securing a quorum, LC sought discussion of reducing the requirement for seven to nine members for the Trust to five to seven members. No action, but board members agreed to continue seeking potential candidates for appointment; representation for town employees to be given

special consideration in the search process.

FALL TOWN MEETING ARTICLE: LA reports CDBG approval of Trust use of recaptured housing rehabilitation program funds, currently at a balance of \$215,440, for a new housing rehab program open to Westport homeowners; article to be submitted for the warrant as presented in draft version. He noted selectmen have indicated they do not want to see any of the CDBG funds recaptured used for administrative purposes, only for home improvements.

TRUST CPC REQUESTS: During discussion of potential future requests for Community Preservation Act funds, LA is asked to obtain current balance in CPA housing reserves. Roger Williams University Community Partnership proposals for town-owned properties were revisited, to be discussed further at a later date.

NOQUOCHOKE VILLAGE UPDATES: Due to the inability of The Community Builders (TCB) to obtain state Low Income Housing Tax Credits (LIHTC), LA noted the purchase and sale agreement will need to be extended as allowed by the current agreement. There is a May 2016 notification deadline for "consent to continue" in the second amendment to the P & S. A motion to extend the P & S agreement to June 2017 was made by CD, seconded by WM, and approved with a unanimous vote. LA advised members of a Nov. 4 meeting with Town Planner to review TCB's updated engineered plans for Noquochoke Village special permit request; and a draft agreement between CPC and TCB will have to be prepared. A public information meeting may be held in January to update the community on the plans.

A motion to adjourn was made a 5:00 p.m. by JS, seconded by CD, and approved unanimously.