

Westport Affordable Housing Trust Fund Meeting of Feb. 28, 2018

Present: Chair Liz Collins (LC), Henry Lanier (HL), James Sabra (JS), Warren Messier (WM); Housing Specialist Leonardi Aray (LA). Absent: BettyAnn Mullins, Craig Dutra, David West.

The meeting was called to order by the chair at 4:05 p.m. and commenced with the Pledge of Allegiance.

1. MINUTES: A motion to approve the minutes of the Jan. 24, 2018 meeting as submitted was made by JS, seconded by WM, and passed by unanimous vote.

2. MEETING SCHEDULE: LC advised trust members that future meeting dates are scheduled for March 28, April 25, May 23, June 27 and July 27, 2018.

3. INVOICES/FINANCIAL REPORT: A motion to approve a 2/23/18 voucher totaling \$4,743.75 was made by WM, seconded by HL, and passed by unanimous vote. The voucher included invoices from Leonardi Aray in the amount of \$3,255.00; from clerk Robert Barboza in the amount of \$968.00; for HAO expenses to be reimbursed to LA in the amount of \$470.75; and for annual Westport Business to Business dues in the amount of \$50.00. A motion to ratify a 12/20/17 voucher totaling \$587.36 containing invoices from LA for reimbursement of HAO expenses in the amount of \$48.36 and from Robert Barboza in the amount of \$539.00 was made by WM, seconded by JS, and approved by unanimous vote.

LA reviewed the financial report dated 2/23/18 indicating a balance of \$967,762.83 in trust accounts. LA indicated he is now detailing CPA funding by year, and other sources of funding in the monthly financial report. JS suggested that fiscal year to date interest income be noted as a line item on future reports, and there was general agreement that should be done. LA also reported that the Fiscal Year 2017 audit of trust funds is underway. A motion to accept the financial report was made by JS, seconded by WM, and approved with a unanimous vote.

4. NOQUOCHOKE VILLAGE: LA reported four foundations have been poured, and framing of buildings is expected to start soon. A stormwater filtration tank has been installed at the site to remove silt from surface water runoff. LC reported that an abutter had questioned TCB's right to conduct construction operations on Saturdays, and was advised by the Building Commissioner that it is allowed. LA indicated that TCB is developing their local marketing plan, and expects to start accepting applications in October. He noted that TCB has received about 20 inquiries about rental opportunities, and the Housing Assistance Office has had more than 36 inquiries about rentals. LA also noted that the transfer of the custody of the open space parcel to the Westport Land Conservation Trust is still pending.

5. HOUSING SPECIALIST REPORT: LA indicated that the CRE-HAB grant program is being heavily marketed by the HAO, with a focus on eligible properties in North Westport; one new application for a grant has been received so far. He also reported that HOPP grant guidelines are being revised, and a new round of marketing for that program will begin soon. LA suggested that grant opportunities through the SEED program should also be re-advertised this spring; the last round of marketing was done in 2016. JS made a motion to revise the SEED guidelines to allow grants up to \$25,000 per unit created, and to start advertising for a new round of grant applications; the motion was seconded by WM and passed by unanimous vote.

6. CHAPTER 61A PARCELS: Information on the Main Road parcel of land sought to be released from the Chapter 61A program was provided by LA, who noted that the Westport Land Conservation Trust has asked selectmen to transfer the right to purchase the property to them. A motion for the WAHTF to sign off as having no interest in acquiring the property was made by JS, seconded by WM, and was approved by unanimous vote. LA suggested that the WAHTF consider partnering with the land trust on a possible affordable housing component for WLCT-controlled properties.

7. TRUST-CONTROLLED PROPERTIES: LA noted there is a March 13 deadline for submitting bids for engineering services on trust-controlled parcels. A motion to authorize LA to accept the lowest bid for the services sought was made by HL, and seconded by WM; the vote was unanimous.

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

Approved 3-28-18