

Westport Affordable Housing Trust Virtual Meeting of June 22, 2022

Participants: Chair Liz Collins (LC), BettyAnn Mullins (BM), James Sabra (JS), Ann Boxler (AB).
Also participating: Housing Specialist Leonardi Aray (LA) and recording clerk Robert Barboza.
Absent: Henry Lanier, David West, Craig Dutra.

The virtual meeting was called to order by the Chair at 4:01 p.m. with the above Trust members participating via computer links. The Chair announced that the meeting was being recorded, and was being conducted by remote participation only in accordance with Governor Baker's order allowing for such meetings.

1. POA: The meeting commenced with the Pledge of Allegiance led by the Chair.

2. Minutes: BM made a motion to accept the minutes of the May 25, 2022 regular meeting as submitted. Second by AB. The motion passed on a 4-0 roll call vote: BM aye, AB aye, JS aye, LC aye. JS made a motion to accept the minutes of the May 17, 2022 subcommittee meeting with the amendment that the Chair's email address be corrected to collinsliz@charter.net. Seconded by AB. The motion passed on a 2-0 roll call vote: AB aye, JS aye. JS made a motion to approve the minutes of the June 9, 2022 search subcommittee meeting as submitted. Seconded by AB. The motion passed on a 2-0 roll call vote: AB aye, JS aye.

3. Meeting Schedule: The next regular meeting is scheduled for 4 p.m. on July 27.

4. Financial Report/Invoices: LA reviewed the financial report dated 6/21/22, showing that Trust accounts should have a fiscal year-end balance of \$582,061.61 after current expenses. AB made a motion to accept the financial report as presented, and approve the current voucher for Robert Barboza (\$583.00). Second by BM. The motion passed on a 4-0 roll call vote: AB aye, BM aye, JS aye, LC aye.

5. BBAHFH Update: LA reported BBAHFH is making good, steady progress on the construction of the Sodom Road duplexes.

6. HAO Report/Program Updates:

- 1) HOPP 80% AMI – On hold.
- 2) CRE-HAB #1904 – Revised final documents in process of being recorded.
- 3) CRE-HAB #1903 – Revised document in the process of being recorded.
- 4) CRE-HAB #2002 – Construction agreement signed.
- 5) CRE-HAB #1901 – Attorney investigating potential claim for unpaid loan balance (approx. \$8,000) against estate of deceased grantee. The Chair asked if there was an opportunity for the Trust to buy the property to keep it as an affordable home.
- 6) CRE-HAB #2201 – Potential application was investigated, deemed not an eligible project.
- 7) CRE-HAB #2202 – New application, site visit is required.
- 8) CRE-HAB FY 22 – The year-end balance of available funds is \$59,385.
- 9) CPA Funding – The Community Preservation Committee has been sent the grant agreement with the Trust as required for the \$247,000 grant of CPA funding for FY2023.
- 10) WESTPORT HIGH SCHOOL – No update.
- 11) SEED HOUSING DEVELOPMENT – On hold.

12) HOUSING PRODUCTION PLAN – The Planning Board has asked the Trust to sign off on the proposed consulting contract with SRPEDD for the Housing Production Plan. The Chair expressed reluctance to have the Trust endorse the agreement. LA suggested the Trust offer feedback on the scope of work proposed, and the housing goals to be addressed by the new plan.

7. Ch. 61A Parcels: None.

8. Housing Specialist Subcommittee: Subcommittee Chair (JS) reported on two subcommittee meetings, consisting of reviewing and revising a RFP for consulting services and administration of existing programs for the Trust. The draft document was submitted to the Town Administrator for review and further revised by the HAO clerk. JS explained the proposed scope of services, contract budget, and suggested timetable for advertising, interviews, and start date of services sought. Motion by BM to approve the RFP document and submit to the Chief Procurement Officer for advertising; the dates in the document may be adjusted as needed by publication schedule. Seconded by AB. The motion passed on a 4-0 roll call vote: AB aye, BM aye, JS aye, LC aye.

9. Staff Contracts: The Chair noted the need to extend the contract of the HAO Clerk for the next fiscal year. Motion by AB to extend the contract for clerk Robert Barboza for the next fiscal year, at the same terms, effective July 1, 2022 through June 30, 2023. Seconded by JS. The motion passed on a 4-0 roll call vote: AB aye, BM aye, JS aye, LC aye. The Chair expressed her appreciation for the long and dedicated service of Housing Specialist Leonardi Aray, who is departing the position as of June 30, 2022. Special note was made of Mr. Aray's contributions to the planning and construction of the Noquochoke Village affordable housing complex. Mr. Aray in turn expressed his appreciation for the public service rendered by the Chair and other Trust members during his tenure here.

Adjournment: At 4:55 p.m., AB made a motion to adjourn the meeting. Second by JS. The motion passed on a 3-1 roll call vote: BM aye, AB aye, JS aye, LC nay.

Approved 8/24/22