

**Westport Affordable Housing Trust  
Virtual Meeting of Sept. 23, 2020**

Participating: Liz Collins (LC), David West (DW), Ann Boxler (AB), Henry Lanier (HL), BettyAnn Mullins (BM), James Sabra (JS); Housing Specialist Leonardi Aray (LA), Recording Clerk Robert Barboza.

The meeting was called to order at 4 p.m. by the Chair (LC) and commenced with the reading of the public notice allowing remote participation meetings under the provisions of the Mass. General Laws.

1. Minutes: The minutes of the Aug. 26 meeting were reviewed by the Trust; AB made a motion to approve them as submitted, seconded by DW. The roll call vote was 5-0, with HL, DW, AB, BM and LC voting aye.

2. Meeting Schedule: The calendar of upcoming meetings was set for 5 p.m. on Oct. 28; 4 p.m. on Nov. 18; and 4 p.m. on Dec. 16. Approval of the meeting times and dates was motioned by AB, seconded by BM, and passed on a 5-0 roll call vote.

3. Invoices/Financial Report: HL made a motion to approve the 9/21/20 voucher for invoices including Robert Barboza, \$462.00; Leonardi Aray Architects, \$2,292.50; LA reimbursements, \$120.00; totaling \$2,874.50. Seconded by BM, the motion passed with a 5-0 roll call vote. HL made a motion to approve the 9/21/20 voucher for \$450.00, a reimbursement for a Title V inspection paid for by CRE-HAB 1904 grant applicant; seconded by BM, the motion passed on a 5-0 roll call vote. LA presented a financial report dated 9/21/20, with AB making a motion to approve as submitted; seconded by BM, the motion passed on a 5-0 roll call vote.

4. Housing Assistance Office Staffing: LC noted that the contracts of both staff members expired on June 30, 2020 and need to be extended or renegotiated. At this time, JS joined the meeting via telephone. AB and JS volunteered to serve on a subcommittee to negotiate new contracts.

5. Housing Assistance Office Report: LA reported on his review of factors which might impact the homebuyer assistance grant program known as HOPP (Housing Opportunity Purchase Program). He recommended the maximum grant award be maintained at \$175,000, with a maximum home purchase price of \$415,000. LA also suggested the program be advertised starting Oct. 20, 2020 with a Dec. 22, 2020 deadline for applications; he is waiting for DHCD approval of the suggested guidelines of the program. He noted that there were few home sales under \$350,000 this year, and that homes selling under \$300,000 generally need so many repairs that they would not be a promising target for the HOPP program.

LA updated Trust members on the status of CRE-HAB 1904, applicants with a failed septic system and various health and safety code violations. The septic system repair project was referred to the Board of Health, which has low-interest loans for repairs; LA will continue seeking bid proposals from local contractors now that the scope of work has been determined. LA noted that the SEED program is currently dormant, and the Trust now has CPA funding committed to be used for land acquisition purposes. LA indicated there were no new developments with the RAW program being considered.

There was some discussion of the Residential Design Memo DW had provided members, which outlined some examples of design review standards and a sample review and approval process for the Trust's

consideration and possible adoption. He indicated such design standards are not required in many small towns, but are typically part of grant agreements in larger towns and cities. LA noted that in some places, the design standards and approval process is part of Chapter 40B comprehensive permit approvals, or done as part of a site plan review process. DW pointed out that the design review process for Noquochoke Village was handled by the state, not the Trust. LA also noted that sometimes language such as designs “keeping in character with the general architecture of the town” is included in zoning bylaws. JS suggested the Trust should have an in-depth discussion of basic architectural standards for grant programs in the future which would give the Trust some level of control over the design process.

6. Chapter 61A Parcels: No release requests received this month.

7. CPC Agreement, October CPC Meeting: LA indicated he hoped to submit a signed CPC agreement for the \$247,000 in CPA funding approved at town meeting. HL made a motion that the chair be authorized to sign the grant agreement on behalf of the Trust, seconded by AB; the motion passed on a 6-0 roll call vote. It was decided that a copy of the agreement be left at the selectmen’s office at Town Hall for members to sign at their convenience; LA was directed to prepare an annual report on the use of CPA funds for the CPC.

At 4:58 p.m., BM made a motion to adjourn, seconded by HL; the motion passed on a 6-0 roll call vote.

Approved: 10-28-20