

## **Westport Affordable Housing Trust Virtual Meeting of Sept. 28, 2022**

Participants: Chair Liz Collins (LC), BettyAnn Mullins (BM), Henry Lanier (HL), Ann Boxler (AB). Also participating: Interim Housing Specialist Robert Barboza. Absent: David West, James Sabra, Craig Dutra.

The virtual meeting was called to order by the Chair at 4:08 p.m. with the above Trust members participating via computer links. The Chair announced that the meeting was being recorded.

**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 Aug. 24, 2022 regular meeting as submitted. Second by HL. The motion passed on a 2-0 roll call vote: BM aye, LC aye. Mr. Lanier and Ms. Boxler abstained.

**3. Funding Request for Housing Production Plan:** The Chair read a letter from Assistant Planner Amy Messier on behalf of the Planning Board, which has taken responsibility for preparing the next Housing Production Plan. The Planning Board is seeking funding to pay the Southeastern Regional Economic Development District (SRPEDD) to undertake the project, estimated at 40 hours with an anticipated cost of \$3,500. LC spoke in support of the request, noting that the Town's allotted hours from SRPEDD were already committed to other town projects, and could not be used for the HPP update as expected.

**Motion** by BM to allocate \$3,500 in Trust funds to pay SRPEDD for the preparation of the Town's new Housing Production Plan. Second by AB. The motion passed on a 4-0 roll call vote: BM aye, AB aye, HL aye, LC aye.

**4. Meeting Schedule:** The next regular meetings are scheduled for 4 p.m. on Oct. 26 and Nov. 30. There was brief discussion of the possibility of returning to in-person meetings in the near future.

**5. Financial Report/Invoices:** There was no financial report. A voucher for \$843.00 from Robert Barboza dated 9/22/22 was the only current expenditure presented.

**Motion** by BM to approve payment of the 9/22/22 voucher as presented. Second by AB. The motion passed on a 4-0 roll call vote: HL aye, AB aye, BM aye, LC aye.

**6. BBAHFH Update:** The Chair reported that she has visited the site several times, and reported that BBAHFH and its volunteers continue to make progress on the Sodom Road duplexes.

**7. HAO Report:** The Interim Housing Specialist provided a brief update on Housing Assistance Office operations, noting the HOPP, CRE-HAB, and SEED programs remain on hold. The office is in communication with the Building Inspector regarding the homeowner complaint about one aspect of the CRE-HAB #1903 repair work; the DPL for that project remains unsigned by homeowner.

**8. Housing Specialist Search:** The Chair of the Search Subcommittee being absent, AB updated the Trust on the progress of the search. She indicated that a virtual interview with the sole respondent to the RFP is planned for 4 p.m. on Oct. 12 by the subcommittee, with Trust members invited to take part, or submit questions for the respondent through the Trust Chair. The Chair suggested that all members of the Trust should review the entire proposal for services before a vote on the subcommittee recommendations is considered. AB indicated that the only respondent, Leonardi Aray Architects, is a

good, qualified candidate for the consulting position; the subcommittee is seeking clarification on certain aspects of the future relationship between the Trust and the consultant if a contract is pursued for the requested services; negotiation of the proposed hourly rate may or may not be discussed. She noted the Trust's options include negotiating a contract with the RFP respondent, or rejecting the proposal and starting a new broader search for a consulting services provider. The need for an executive session for the meeting was discussed, with AB indicating a closed door session was not needed, and suggesting that the virtual meeting should be open to the public.

**9. FY 2021 Audit Report:** Mr. Barboza noted that some recommendations for Trust actions were contained in the recent audit report and should be discussed by the members. The Chair asked that the item be placed on the agenda for discussion at the next meeting.

**Adjournment: Motion** by BM at 4:51 p.m. to adjourn the meeting. Second by AB. The motion passed on a 4-0 roll call vote: HL aye, LC aye, AB aye, BM aye.

Approved Date: 10/26/22