

Westport Affordable Housing Trust Fund Meeting of Jan. 24, 2018

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

The meeting was called to order by the chair with the above members present at 4 p.m., and commenced with the Pledge of Allegiance.

1. Minutes: A motion to approve the minutes of the Nov. 29, 2017 meeting was made by WM, and seconded by BN; passed by a 5-0 vote.

2. Meeting Schedule: It was decided that upcoming meetings would be scheduled for 4 p.m. at Town Hall on Feb. 28, March 28, April 25, May 23, June 27 and July 27, 2018.

3. Invoices/Financial Report: A motion to approve LA's 1/19/18 invoice in the amount of \$4,062.58 was made by WM, and seconded by HL; the motion passed by unanimous vote. A motion to ratify an invoice from LA for office expenses, dated 12/13/17 in the amount of \$48.36 was made by WM, and seconded by JS. The vote was unanimous.

A financial report from LA dated 1/19/18 indicated a balance of \$975,572.51 in trust accounts after expenses were deducted; the amount includes the addition of \$53,996.66 in proceeds from the Noquochoke Village closing, listed as undesignated funds in the report. LA indicated that some of the designated funds can be used for administrative and office expenses. A motion to accept the report as presented came from JS, was seconded by HL, and approved by unanimous vote.

4. Noquochoke Village Update: LA reported that three building foundations are in place, and that drainage and septic system work is continuing. He noted that heavy rains on Jan. 12 had caused some flooding at the work site, and a temporary berm had been installed by the Highway Department to help prevent water from reaching the right of way. WM questioned what The Community Builders' response to the abutter's complaint of well contamination would be; LA indicated the resolution of the complaint would be the responsibility of TCB.

5. CRE-HAB: LA presented the 15-year affordable housing restriction for the approved CRE-HAB grant applicant for signing and filing at the Registry of Deeds. A motion to sign the restriction came from WM, and was seconded by BM; the vote was unanimous.

6. HAO/HOUSING SPECIALIST REPORT: LA discussed plans to advertise for a new round of CRE-HAB and HOPP grants in early 2018. LA suggested that new strategies for increasing the number of applicants for HOPP grants be put on the agenda for discussion; JS said increasing the grant amount should be considered; BM indicated local banks might be interested in partnering with the trust on the program to help satisfy Community Reinvestment Act requirements, noting her bank sponsors first-time homebuyer seminars on a regular basis. LA suggested another option might be offering rehab grants to HOPP applicants.

7. CH. 61A RELEASES: The trust reviewed two parcels up for release from the Ch. 61A tax program; a parcel on Narrow Avenue selling for \$140,000 and a parcel off Horseneck Road under agreement for \$800,000. WM offered a motion to declare no interest in both parcels, seconded by BM; the vote was unanimous. LA suggested that the trust consider a more proactive approach to communicating trust

interest in Ch. 61A parcels to selectmen, and provided a handout outlining a possible approach to future considerations.

8. Trust Owned Parcels: LA provided a draft of the request for bids for pre-engineering services to the trust for three parcels of town-owned land under trust control. JS made a motion to advertise for bids for the services, seconded by WM; the vote was unanimous.

9. CPA Grant Agreement: JS made a motion to approve the grant agreement with the Community Preservation Committee for funds approved for Fiscal Year 2018; the motion was seconded by WM and approved on a 5-0 vote.

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

Approved 2/28, 2018