

**Westport Affordable Housing Trust
Virtual Meeting of Oct. 26, 2022**

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

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

2. Minutes: HL made a motion to accept the minutes of the Sept. 28, 2022 regular meeting and Oct. 12 subcommittee meeting as submitted. Second by BM. The motion passed on a 4-0 roll call vote: HL aye, BM aye, JS aye, LC aye.

3. Meeting Schedule: The next regular meeting is scheduled for 4 p.m. on Nov. 30. A meeting date in December will be discussed at the next meeting.

4. Financial Report/Invoices: The financial report as of Oct. 19, 2022 was reviewed by the commission. A voucher for \$1,320.00 from Robert Barboza for professional services dated 10/19/22 was the only current expenditure presented.

Motion by JS to approve payment of the 10/19/22 voucher for \$1,320.00 and accept the financial report as presented. Second by BM. The motion passed on a 4-0 roll call vote: HL aye, JS aye, BM aye, LC aye.

5. HAO Report

The Housing Assistance Office Report on the Long Term Building Committee recommendation for the old high school and the status of suspended programs was passed over. The Chair asked if there were any questions or concerns about the recent audit report, and there were none, so agenda item number 7 was also passed over.

6. Housing Specialist Subcommittee: LC questioned why the RFP had sought affordable housing consultant services instead of the “Housing Specialist” position described in the previous contracts for those services. Mr. Barboza explained that the town’s standard RFP language for seeking consultant services had been used, and contained language similar to the 2011 RFP, proposal for services, and resulting services contracts with Mr. Aray. JS, Chair of the Search Subcommittee, updated the Trust on the Oct. 12 virtual subcommittee meeting with the only RFP respondent, Leonardi Aray Architects. He indicated that the discussions were over the proposed scope of work, the firm’s staffing and availability to provide additional service hours if needed, and the nature of the potential interactions with the Housing Assistance Office staff, the Trust, and other government entities. He reported that the company was willing to provide maintenance of current programs, inspections and project management services as in the past. He suggested that Mr. Aray seemed willing to adjust the scope of services as needed, with billing for services rendered if not specified in the formal proposal submitted.

LC said she felt the subcommittee had gone beyond its mandate of publishing the RFP and evaluating the proposals submitted for a recommendation to the full Trust. She felt that the subcommittee should not have discussed possible changes in the scope of work, and that Mr. Barboza should not have been present for discussion of HAO operations and negotiations of contract terms with Mr. Aray. LC also

noted that public procurement law Chapter 30b requires a written evaluation of submitted proposals, and that had not been done. JS said the evaluation sheet had been reviewed at the Oct. 12 meeting, and he could provide a written evaluation if needed. He said the subcommittee had voted to recommend hiring the firm to provide the consulting services as proposed. LC suggested a vote should be delayed until all members reviewed the proposed scope of services and fee schedule before voting to pursue a contract.

Motion by JS to approve the hiring of Leonardi Aray Associates upon negotiation of a mutually agreed contract including the proposed scope of services to be provided. HL seconded the motion. The motion passed on a 3-1 vote: HL aye, JS aye, BM aye, LC, nay.

LC said she wanted input from missing Trust members on the proposed contract, and hopefully evaluation forms from the full commission. She agreed with the suggestion that group discussion should be undertaken to clarify the scope of work anticipated. Mr. Barboza agreed that the exact terms of the scope of services provided would be needed for the contract that would be prepared by town counsel. JS said if there was any suggestion that the subcommittee actions and recommendation were improperly handled, he would withdraw his motion to begin contract negotiations and support reconsideration of the matter.

Motion by JS to overturn the previous vote to proceed, and to table a contract award until the next Trust meeting, at which time the written evaluations of the proposal will be discussed. Seconded by HL. The motion passed on a 4-0 vote: HL aye, JS aye, BM aye, LC aye.

The interim specialist was directed to distribute the scope of work requested in RFP, the services and fee schedule submitted, and the evaluation form to the Trust. Forms return to Housing Assistance Office requested.

Adjournment:

Motion by BM at 5:06 p.m. to adjourn the meeting. Second by JS. The motion passed on a 4-0 roll call vote: HL aye, JS aye, BM aye, LC aye.

Approved Date: 11/16/22