

7/23/14 Meeting Minutes  
Westport Affordable Housing Trust Fund

The meeting at Westport Town Hall was called to order at 3:30 PM with present members Liz Collins (LC), Craig Dutra (CD), Nicholas Christ (NC), Elaine Ostroff (EO), James Sabra (JS); absent were members Warren Messier (WM), Brian Corey Jr. (BC). Also in attendance were Housing Specialist Leonardi Aray (LA), Westport Town Administrator James King, recording clerk Robert Barboza.

AGENDA ITEMS: Trust reorganization was called for by LC. Liz Collins was nominated as chair by EO, seconded by NC, voted unanimously; Elaine Ostroff was nominated as vice chair by CD, seconded by NC, voted unanimously.

MINUTES: Minutes of June 25, 2014 meeting reviewed, with motion to approve as submitted made by LC, second by CD, voted unanimously. It was noted that there would be no Trust meeting in August, with the next scheduled meeting being on Sept. 24, 2014.

INVOICES: A motion was made by CD to approve invoice in the amount of \$2,152.50 for Housing Specialist Leonardi Aray, seconded by JS, and voted unanimously. Motion by CD to approve an invoice of \$414.00 for recording clerk Robert Barboza, second by JS, voted unanimously.

EXECUTIVE SESSION: LA advised the Trust that negotiations for the purchase and sale agreement for the HOPP program applicant were continuing, and there was no need for an executive session at this time.

NOQUOCHOKO VILLAGE: LC advised the members that The Community Builders (TCB) was notified that their application for state tax credits was not approved by the state Dept. of Housing and Community Development (letter attached). LC reported that a telephone conversation with TCB project manager Eliza Datta indicated TCB was still waiting for the DHCD notification letter; project was "very promising" but not funded in this round of tax credit approvals. TCB concerns noted as being related to the affordability mix (reduced from original 10 units), and Westport Town Meeting approvals needed for land transfer. LC and LA to follow up with a meeting with TCB and DHCD next week. With a December 2014 deadline for finalizing the purchase and sale agreement, LA said that deadline will need to be extended.

HOUSING SPECIALIST REPORT: LA presented the Housing Specialist Work Plan for the current fiscal year, in keeping with the budgeted spending of \$48,000 for FY2015. CD motion to approve the work plan for the Housing Specialist as submitted, with chair and vice chair authorized to negotiate the Housing Specialist contract, second by NC, voted unanimously.

LA presented the financial report, including \$5,000 budgeted for audit services of Trust accounts. Upcoming meetings planned included an Aug. 6 meeting with Westport Town Planner to work on the Master Plan update; a Sept. 27 public forum is planned by the Master Plan Update Committee to collect public input on the update.

HOPP PROGRAM: LA presented the new Housing Opportunity Purchase Program (HOPP) maximum sale price guidelines submitted to DHCD and awaiting approval. His plan is to start advertising the HOPP program on Aug. 25, and hold an informational session on Oct. 3, and schedule a Nov. 7, 2014 deadline for applications.

SEED PROGRAM: An updated set of application forms and guidelines for the SEED Housing Fund loan and grant programs was submitted to the Trust for review. Suggestions for marketing the program to the public included use of informational program community cable television advertising, direct mail, e-mail communications. EO motion to proceed with the SEED program advertising seconded by NC, approved unanimously.

NC motion to adjourn the meeting came at 5 p.m., seconded by EO, voted unanimously.