



# TOWN OF WESTFORD

## AFFORDABLE HOUSING TRUST FUND

55 Main Street  
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**Wednesday, January 7, 2026**  
**Via Zoom**

### **Meeting Minutes**

#### **Committee Members in Attendance:**

Joan Croteau, Alden Wood, Robert Waskiewicz, Marianne Nelson, Kristi Bates, Andrea Peraner-Sweet, Susan Martin

**Committee Members Absent:** Ragi Ramachandran, Sean Kelly, Drew Vernalia

**Other Attendees:** Poonam Mangal, Nancy Cook

The meeting commenced at approximately 7:02 p.m.

**Open Forum:** No items in Open Forum.

**New Candidates:** Mr. Waskiewicz introduced Poonma Mangal, a candidate who is interested in joining the committee and asked her to speak a little about herself and her interest in the committee. Ms. Mangal stated that she is interested in giving her time to community and feels that her computer background may be helpful. Chair Croteau informed her that if voted in she would be an alternate member where she would be invited for full discussion on items but unless there was no quorum of regular members, she would not be allowed to vote. She suggested that Ms. Mangal sit for the rest of the meeting to hear more about what the committee is doing and come back to the next meeting if she interested on the committee taking a vote.

**CPC application-** Chair Croteau presented two CPC separate CPC applications as has been requested by the CPC.

The first application is a request for more WRAP and WERAP funds. The WERAP request is for \$50,000. This program is for immediate financial assistance for renters in Westford who are in danger of losing their housing. CPC is very supportive of this program,

The second application is for down payment assistance for affordable housing units via a loan. This loan would be paid back upon the resale of the unit. There was much discussion by committee members on how this program would be developed. Further

research is needed but all members were in favor of this possibility. The Committee thanked Chair Croteau for her excellent work on this application.

Financials- No changes, WRAP and WRAP are financially sound.

**Needs Assessment-** The town has entered into an agreement with NMCOG for a Housing Production Plan (HPP). We are now at year 4. The AHT will piggy- back onto this plan by formulating a more detailed section on housing needs that will be funded by the trust. The HPP created by the town will be a blanket assessment where the AHT will carve a more detailed plan. Work force housing, which was a goal in the previous plan is still being discussed but at this time, there does not appear to be any communities that have succeeded in adding this goal to their plans. Chair Croteau will be asking for volunteers to serve on a subcommittee for work on this plan.

**Stony Brook tenant association-** Many tenants want to be involved in this group There are still many complaints and unresolved issues. Both Mr. Kelly and Mr. Vernalia are helping with this. Ms. Bates and Ms. Martin have also met. They are currently looking for a meeting place and the Town has offered a space.

**WERAP document and program discussion on WRAP-** Ms. Nelson spoke to the committee about an atypical scenario involving a Westford family and whether this situation meets the guidelines of the program. The committee has asked for more information and Ms. Nelson will bring that back at the next meeting. Ms. Nelson also informed the Committee that the WRAP program will be full in February and the wait time for a new applicant could be very long. If enough money, would it be possible to add more families to the program? After some discussion, the committee agreed that there was enough funding to increase the program to add three more families. The committee also favored adding an online financial literacy course as a requirement to the program. A motion was made by Andrea Peraner-Sweet and seconded by Bob Waskiewicz to increase the WRAP program to eight families and add a required online financial literacy course as part of the WRAP program. The Aye vote was unanimous

### **Project Updates:**

32 Town Farm Rd: Still waiting on funding; good news coming soon.

37 Powers Rd.: No new updates

219 Littleton Rd.-Westford Regency- No new updates

**Boards and Committees-** Habitat for Humanity is accepting applications for three homeownership opportunities in Concord. The Drew Farmhouse should be ready for applications to purchase through Habitat in February once the condo docs are completed.

At this time, Mr. Waskiewicz circled back with comments on the proposed homeownership loan program request on the CPC application. He hopes that there will be some clarity on the interest free loans; the terms and how the payback will work and amount of allowable profit on resale. These are items worthy of discussion as the committee moves forward with this proposal.

**Approval of Minutes-** A motion was made by Kristi Bates and seconded by Andrea Paraner-Sweet to approve the minutes of the AHT meeting of December 3, 2025  
The Aye vote was unanimous.

The next meeting is scheduled for February 4, 2026. A request was made for an in person meeting. Chair Croteau will see if there is a room available at the Town Hall.

**Adjourn:** A motion was made by Alden Wood and seconded by Bob Waskiewicz to adjourn at 8:27 p.m.

The Aye vote was unanimous.