

AGENDA
BOXBOROUGH HOUSING BOARD
Thursday, 11 June 2015
BOXBOROUGH TOWN HALL, 29 MIDDLE ROAD
7:30 PM

Meeting Secretary: To be decided
Invited Attendees: Adam Duchesneau, Town Planner

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I. Information Items

- A. Housing Production Plan (HPP)
We have received a response from DHCD and only minor changes to the Plan were requested. These changes were made and submitted back to DHCD. Approval of the Plan should be received in the next couple of weeks.

- B. Magnolia Tree
Heather Fleming and her husband Cord Awtry, neighbors to the Stow Road property, are looking into whether a large old Magnolia Tree in the front yard of the property can be relocated and thereby saved. If it is possible, we hope to require a developer to pay for the process, or failing that, seek CPA funding.

II. Minutes

- A. Minutes from the 9 April 2015 BHB Meeting

III. Old Business

- A. Community Preservation Act (CPA) Proposals – Ron
We should discuss proposals that we wish to place before Community Preservation Committee, together with the deadlines that exist for these proposals.

- B. Stow Road RFP
The preparation of the RFP continues. The document and a supporting attachment was sent to K&P for legal review on February 27, 2015. On April 16, 2015, Jonathan Eichman of K&P responded with an incomplete review. At this time, we continue to await a complete review. I have authorized a payment of \$1,627.50 to K&P for their services thus far.

IV. New Business

- A. Assessment Policy
We need to define the proper assessment process for Condominium Exchange Program Units.

B. Notice of Intent to Sell a CEP unit on 232 Swanson Road

Jaime Esteves, the owner of the affordable unit (Unit 628) at 232 Swanson Road has notified the BHB of his intent to sell. This is Mr. Esteves' second attempt to sell his unit. In the first attempt, in 2009, we cycled through all the decision points and waiting periods in accordance with the Affordable Housing Restriction. In the end, we allowed him to sell the unit as a market-rate unit. However, he could not sell the unit, which is presently rented. In principle, we have a number of options, which we should decide upon.

C. Second-Year Regional Housing Services (RHS) Funding

At the most recent Affordable Housing Trust meeting, it was revealed that funds in two accounts, Accounts 248-177-5399-7702 and 248-177-5399-7704, are within the control of the BHB and can be used for monitoring expenses. The funds amount to \$4,209.45, and it seems fully appropriate to use them to help pay for the second year of RHS. If the BHB agrees, we should pass a motion to that effect.

D. Third-Year RHS Funding

The Housing Board needs to vote on whether we should continue with the RHS Agreement for the services provided by Metro West Collaborative Development. Adam will provide an overview of what we can expect in the third year of this agreement. If we decide to continue with the Year 3 services, we can then go before the Board of Selectmen in June to officially authorize the continuation of the services.

V. Adjourn BHB Meeting (9:30 PM or sooner)

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