



**Boxborough Affordable Housing Trust  
Meeting Agenda  
November 10, 2014, 8:45 AM  
Boxborough Town Hall  
Morse-Hilberg Meeting Room**

**RECEIVED**

**NOV 06 2014**  
*@ 11:00am*  
**TOWN CLERK  
TOWN OF BOXBOROUGH**

Attendees:

BAHT trustees

Guests: Accountant Jennifer Barrett, Treasurer Patrick McIntyre

1. Introduction of new FinCom member Neal Hessler - Fox
2. Overview of current and ongoing projects funded by BAHT - Fox, Murphy
3. Structure of trust accounts, holdings and current balances - Barrett, McIntyre
4. Overview of new chart of accounts and fund tracking - Barrett
5. BAHT and CPA funds - Fox, Barrett
6. Review of project funding and expense authorization process - Fox, Murphy
  - a. Regular recurring expenses and overhead
  - b. Special project funding
  - c. Discussion and vote to document process
7. Any other business
8. Adjourn