

**AGENDA**  
**BOXBOROUGH HOUSING BOARD**  
**Thursday, 12 November 2015**  
**BOXBOROUGH TOWN HALL**  
**7:30 PM**

**RECEIVED**  
**NOV 09 2015**  
**2:10:40 AM**  
**TOWN CLERK**  
**TOWN OF BOXBOROUGH**

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

**I. Information Items**

- A. The application for the rental-assistance program was submitted on October 29.
- B. Home Ownership Monitoring Letter  
Nathan drafted a letter to the owners of affordable homes in Boxborough, which asks for current information. I reviewed the document and made some changes. Nathan will send the letter to unit owners and will send us a report on the responses.

**II. Minutes**

- A. Minutes from the 10 September 2015 BHB Meeting

**III. Old Business**

- A. Stow Road RFP  
The document remains in RFP Purgatory. Les and I met with Susan Connelly of MHP on October 5 regarding the current draft. Susan liked the document and suggested a few minor changes. The next steps are to agree upon the final document, to add a number of attachments, to distribute the document to the Housing Board and Stow Road Concept Development Committee, to gain approval from the BoS, and to send it out. We should discuss ways to expedite this process.
- B. CPA Rental Assistance Program  
We will present the program to the CPC at their meeting on Dec. 3. We should discuss the elements of the program as presently envisaged, together with ways to improve the program.

**IV. New Business**

- A. Possible Habitat-for-Humanity Home  
A parcel at 405 Middle Road is on list of foreclosed and tax-title properties currently under BoS review. The parcel appears to be a buildable lot for one single-family dwelling and a good candidate for gifting to Habitat for Humanity. The BoS has asked for recommendations by Dec. 1.
- B. Review and Comment on Community Preservation Committee Application Funding Requests
- C. BoS on the Web  
In connection with developing a plan for cable capital needs, on-demand streaming of BoS meetings on the Town's website is being considered. What do we think?

**V. Adjourn BHB Meeting (9:30 pm or earlier)**