

## Town of Boxborough



### Boxborough Affordable Housing Trust

Boxborough Affordable Housing Trust Meeting Minutes for June 20<sup>th</sup>, 2013  
Boxborough Town Hall, Grange Room

#### **Attendees:**

Al Murphy, Channing Wagg, Ron Vogel, Les Fox, Karim Raad, Trustees

#### **Public Participation:** none

The meeting was called to order at 7:35 PM

Karim moved to approve the BAHT minutes from the July 20, 2011 meeting; seconded by Channing Wagg, minutes approved unanimously.

There was a discussion about current state of funding requests: Is there any standing appropriation for recurring operating expenses of the Housing Board, for example administrative support from town hall staff? Al Murphy, chair of the Housing Board, stated that he believed there was no standing authorization for BHB expenses. The trustees believe that some small amount of trust funds are being used for administrative support, but did not understand the authorization mechanism or current state of tracking. Channing Wagg volunteered to meet with the town accountant on this matter and report to the trustees at the next meeting.

#### Housing Board – expenses

BHB chair Al Murphy reported that there was an outstanding expense of \$1208 for advertising for a recent affordable condo sale. Les moved and Al seconded to authorize funds for this expense. Approved unanimously.

#### Housing Board – Regional Housing Services

BHB chair Al Murphy reported that the efforts of the MAGIC sub-region of MAPC has nearly completed work on the establishment of a regional housing service to support the affordable housing needs of member towns. The arrangement would be via an intermunicipal agreement, and enough towns have expressed interest to establish critical mass. The services would be used to support recurring administrative tasks of the BHB, such as monitoring affordable housing deeds and properties, reporting, assisting with affordable buyer lotteries and selection, and preparation of Boxborough's Housing Production Plan. The initial buy-in amount would be \$13,125 for Boxborough's first-year share. The trust members agreed and supported the need for such a service, but wondered if this should not be supported by an article at Town Meeting.

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There was also a desire to address some questions about funding and mechanism for the out-years. The trust members agreed to table the matter until more information became available.

#### Stow Road project

Les summarized a recent report prepared by Colleen Whitcomb, administrative support, showing that a cumulative total of \$35,500 had been authorized to cover additional other expenses related to the Stow Road development project being pursued by the BHB and Stow Road Concept Development Committee (SRCDC). This includes \$25,000 supplemental funding requested and approved by the BHB at the July 20, 2011 meeting of the AHT, in addition to the original \$10,500 authorized for closing costs for acquisition of the property. Net of actual closing costs and other expenses, the balance of authorized funding for Stow Road stood at \$14,698.98, more or less.

Les reported current new expenses of \$141.11 to be reimbursed for the procurement of a Fifer's Day banner for the SRCDC. The trustees noted this can be paid from the current authorized funds.

Al Murphy, along with Les, co-chair of the SRCDC, reported on the committee's progress on defining the development direction for the property. The SRCDC wishes to procure the services of a housing development consultant to assist in the process, which would entail the town issuing a Request for Qualifications (RFQ) for the procurement of design services as the first step in development leading to the construction phase. The SRCDC had issued an RFQ and interviewed seven respondents, and selected two finalists. The next phase of the RFQ process is to negotiate the cost for contracted work. The SRCDC has estimated this cost to be about \$25,000, although there is much uncertainty. Al presented a detailed summary of the status and much discussion ensued. Channing Wagg moved that the trust approve funding not-to-exceed \$20,000 net of the current balance of authorized funds. Al Murphy seconded, passed unanimously.

Minutes submitted by Les Fox