

MINUTES

Boxborough Housing Board

Thursday, January 8, 2015

7:30 PM

Morse-Hilberg Room, Town Hall, 29 Middle Road

Housing Board Members Present: Al Murphy, Chair, Diane Friedman, Ron Vogel

Others Present: Les Fox, Board of Selectmen; Adam Duchesneau, Town Planner

The meeting was called to order at 7:45 PM

I. Minutes from the December 11, 2014 Meeting

Mr. Vogel MADE a MOTION to approve the minutes of December 11, 2014. Ms. Friedman SECONDED the MOTION. All members voted in favor.

II. Minutes from the June 19, 2014 Meeting

Ms. Friedman MADE a MOTION to approve the minutes of June 19, 2014. Mr. Murphy SECONDED the MOTION. All members voted in favor.

III. Minutes from the August 14, 2014 Meeting

Mr. Vogel MADE a MOTION to approve the minutes of August 14, 2014. Ms. Friedman SECONDED the MOTION. All members voted in favor.

IV. Review of Draft Housing Production Plan

The Housing Board members noted in the introduction the amount of open space and conservation land should be confirmed based upon the information that was being included in the Open Space and Recreation Plan. It was also suggested the term “peer communities” should be defined in the Housing Production Plan to make it clear as to the relationship between Boxborough and the communities that had been classified as such. Mr. Murphy indicated he had included a definition of this term in the latest draft of the Plan. It was also noted the numbers of various figures and tables needed to be adjusted and the Board also went over several editorial tweaks and clarifications for the Plan. Mr. Fox also had questions about the five year action plan located at the end of the Housing Production Plan. He felt it should be clearer how significant progress in achieving the steps laid out in the Housing Production Plan could be shown. Mr. Fox also wanted to know how many market rate units and affordable dwelling units needed to be constructed each year in order for the Town to be able to show they were making progress toward their Subsidized Housing Inventory figures.

V. Renewal of Commitment to the Regional Housing Services Agreement and MetroWest Collaborative Development

Mr. Murphy indicated he had not been pleased with the services MetroWest had provided to this point. He was especially displeased to hear the Annual Affordable Home Owner Certification Form had been mailed out without the Town or the Housing Board reviewing it first. Mr. Duchesneau indicated MetroWest had apologized for this oversight and they also stated they would make a greater effort in the future to ensure the Town and the Housing Board were kept in

the loop. Mr. Fox noted the Housing Board also needed to think about the monitoring services for the affordable dwelling units that would need to be maintained moving forward. After further discussion, the Housing Board agreed they wanted to continue to work with MetroWest on the Housing Production Plan and the monitoring services.

There was then some discussion about how to fund Year 2 of the Housing Services Agreement contract. Mr. Murphy indicated he would like to see the Community Preservation Act funds used toward Year 2, however, this could be somewhat of an issue because those funds would not be available until after the 2015 May Town Meeting at the very earliest. The Housing Board asked Mr. Duchesneau to reach out to MetroWest to determine the urgency of when the funding needed to be in place to pay for their services and also to figure out the billing breakdown between Years 1 and 2 for the Housing Production Plan and the monitoring services.

The meeting was adjourned at 9:35 PM.

Respectfully submitted by Adam Duchesneau.