

MINUTES

Boxborough Housing Board

Thursday, November 12, 2015

7:30 PM

Morse-Hilberg Room, Town Hall, 29 Middle Road

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

Others Present: Adam Duchesneau, Town Planner

The meeting was called to order at 7:35 PM.

I. Information Items

A. Home Ownership Monitoring Letter

Mr. Murphy informed the Housing Board that Nathan Robinson of Metro West Collaborative Development had distributed the letters to the affordable housing unit owners.

At this time Mr. Fetterman arrived at the meeting.

B. Rental Voucher Program Community Preservation Committee (CPC) Application

Mr. Murphy informed the Housing Board the Rental Voucher Program CPC application, as well as the Regional Housing Services application, had been submitted to the CPC for funding consideration. The CPC would be holding a public hearing to discuss all of the CPC Applications on Thursday, December 3, 2015.

II. Minutes

A. Minutes from September 10, 2015

The meeting minutes from September 10, 2015 were approved on a MOTION by Mr. Vogel and SECONDED by Mr. Fetterman, with all members voting in favor.

III. Old Business

A. Stow Road RFP

Mr. Murphy indicated that he and Selectman Les Fox were hoping to get this RFP out in the very near future. Both Mr. Murphy and Mr. Fox had spoken to Susan Connelly of the Massachusetts Housing Partnership (MHP) about the RFP and it has also been reviewed by Town Counsel. Mr. Murphy stated he would like to circulate a draft of the RFP to the Housing Board, the Board of Selectmen, and those who were on the Stow Road Concept Development Committee (SRCDC) for further comments. Mr. Fetterman asked if the SRCDC needed to be reconstituted. Mr. Murphy noted the SRCDC may no longer be a formal committee, but he felt those who had been involved in that process should have an opportunity to comment on the RFP before it was issued. Mr. Murphy also stated that once all comments had been received, the RFP would be presented to the Board of Selectmen for acceptance and issuance. He felt the document was in good shape, but he also noted there were a number of attachments which needed to be compiled before the RFP could be released.

B. Rental Voucher Program CPC Application

Mr. Murphy stated the Rental Voucher Program CPC application had been submitted for funding consideration and it would be discussed by the CPC at their December 3rd public hearing. He indicated Metro West Collaborative Development would assist in administering the program. Mr. Vogel asked if the Housing Board had an idea of how many households would have an interest in this program. Mr. Murphy stated the Community Services Coordinator had identified about nine (9) households which would benefit from the program as it is currently proposed.

Mr. Fetterman asked how new leases for the units would be issued because it seemed this would be complicated, especially in terms of timing. There was then discussion regarding the duration of leases and when the new leases could possibly begin. Mr. Murphy suggested perhaps the Housing Board should contact some of the communities which have already implemented this type of program. There was then a discussion regarding the breakdown of the funding for the Rental Voucher Program.

IV. New Business

A. Possible Habitat for Humanity Home

Mr. Murphy indicated Mr. Duchesneau had identified a parcel of land at 405 Middle Road, which the Town has taken through tax title, which has the ability for one single-family dwelling to be constructed on the lot. This property, as well as others, was discussed at the last Board of Selectmen's meeting as they attempt to figure out what to do with each piece of property. Mr. Murphy noted the Board of Health had concerns about the parcel being developed because it was unknown if the lot could accommodate a well and septic system. The idea behind the Housing Board acquiring control of the property would be to create an affordable dwelling unit at the property which could count towards the Town's Subsidized Housing Inventory (SHI). Mr. Duchesneau stated he had been in touch with Habitat for Humanity and they have expressed an interest in doing a project in Boxborough, and this site could be a possible fit.

Mr. Vogel asked if once you acquire a house from Habitat for Humanity, if you were allowed to sell it. Mr. Duchesneau stated he did not know the answer to this question but would look into it.

Mr. Fetterman MADE a MOTION to pursue a relationship with Habitat for Humanity around the development of the 405 Middle Road parcel. Mr. Vogel SECONDED the MOTION. All members voted in favor.

Mr. Murphy indicated that he and Mr. Duchesneau would develop a formal letter to submit to the Board of Selectmen indicating the Housing Board's interest in this particular property.

B. Review and Comment on CPC Application Funding Requests

Mr. Murphy stated the CPC is looking for comments from Town boards and committees on the seven CPC applications which were submitted for funding requests. Mr. Murphy wondered if the Grange Hall Renovations application was eligible for CPA funding. Mr. Duchesneau noted the church in West Acton Center had CPA funding approved to replace

and update its HVAC system. Additionally, Mr. Duchesneau pointed out the Town Administrator had received an opinion from Town Counsel that CPA funds could be used for this particular purpose. Mr. Duchesneau reiterated this is the Housing Board's opportunity to formally comment on these CPC applications as a Town board, but individuals could comment on applications at any point until the completion of the public hearing process. Mr. Fetterman noted the Housing Board had indicated their support already for the Regional Housing Services and Rental Voucher Program CPC applications. The Housing Board then determined they did not want to provide any further comments on any of the other CPC applications.

C. Video Recording of Housing Board Meetings

Mr. Murphy noted the Board of Selectmen already video record and then stream their meetings using BXB-TV On Demand on the Town website. Mr. Duchesneau stated he recommended the Housing Board not pursue this option. Mr. Fetterman noted it was not clear there would be much benefit to the Housing Board to record their meetings. The Housing Board decided they did not desire their meetings to be video recorded.

V. Adjournment

The meeting was adjourned at 8:45 PM on a MOTION by Mr. Vogel and SECONDED by Mr. Fetterman, with all members voting in favor.

Respectfully submitted by Adam Duchesneau.