Town of Boxborough

Boxborough Affordable Housing Trust
Boxborough Housing Board

Meeting Minutes for December 11, 2013
Joint meeting of Boxborough Affordable Housing Trust and Boxborough Housing Board

Location: Boxborough Town Hall, Morse-Hilberg

BHB MEMBERS PRESENT: Al Murphy, Ron Vogel, Jeff Handler, Diane Friedman
BAHT MEMBERS PRESENT: Al Murphy, Ron Vogel, Les Fox, Channing Wagg

Also present: Elizabeth Hughes, Town Planner

Chair Fox called the BAHT to order at 7:37 PM.
Chair Murphy called the BHB to order at 7:38 PM.

Previous Minutes

The minutes of the BAHT meeting of June 20, 2013 were approved by the trustees.

The minutes of the BHB meetings of September 11, 2013 and October 9, 2013 were approved by the Housing Board.

Trust authorizations for administrative support

A motion to authorize standing approval for recurring administrative support personnel was discussed. Channing stated that we should have a general review of trust financials, that it would be good to have a budget framework and understand balances, interest accumulation and rate of expenditure. How should we address regular appropriations requests? In the ensuing discussion, it was noted that there does not presently seem to be a way to perform timely comparisons of actual expenses against authorized funds. It was agreed that clear tracking of administrative and project-related expenses must be established. On-going reviews of legal and administrative expenses seem particularly difficult.

In view of these problems, it was decided to table any motions for a standing authorization until the income and outlays of the trust funds can be better understood. Channing agreed to attempt to do this.

RFQ for Design Services

Funding related to the RFQ for Design Services is no longer needed. Support is being provided by Mass Housing Partnership technical assistance free of charge. Al moved to rescind

the funding authorization of $20,000 for design services for the Stow Road Project that was authorized at the June 20, 2013 AHT meeting. The motion was seconded by Channing and passed unanimously.

Recent Legal Bill

A legal bill from K&P in the amount of $1522.50 was presented. An analysis of this last-minute bill provided at the meeting by Elizabeth showed that the charges were approximately equally divided between the Stow Road Project and the Inter-municipal Agreement for Shared Housing Services (IMA): 4.8 hours for Stow Road and 3.9 hours for Regional Housing Services. Les moved to pay the bill on a pro-rata basis from the funds appropriated for the Stow Road Project and the IMA. The motion was seconded by Ron and passed unanimously. Elizabeth agreed to execute this.

Inter-municipal Agreement for Shared Housing Services

The IMA has been recommended by the Housing Board and approved by the BoS contingent on funding. On behalf of the Housing Board, Al presented a request for funding for the first year. The required funding for the first year of services totals to $9,625 + $350, = $9975. This is comprised of $5,445 for base monitoring services including administration, $4,180 for additional services (including preparation of Housing Production Plan), plus $350 for an administrative fee paid to the lead town of Hudson, as provided in the IMA. Channing moved to appropriate an amount not to exceed $9975 to fund the first year of the Shared Regional Housing Services IMA. Al seconded. The motion passed unanimously.

Meeting Adjourned 9:45 PM.

Minutes submitted by Les Fox and Al Murphy