

MINUTES
BOXBOROUGH HOUSING BOARD

March 10, 2022
Boxborough Town Hall (In Person)

Housing Board Members Attending: Diane Friedman, Dolores Fromer, Al Murphy (chair)
Jessi Robinson (meeting secretary), Korinne Stephens, and Channing Wagg

Housing Board Member Not in Attendance: Ron Vogel

Finance Committee Liaison: Maria Neyland

Select Board Liaison: Les Fox (not in attendance)

I. Information Items

A. Sites for new affordable housing

Various sites may be available, including the Regency Hotel site and the Beaver Brook property. The Conservation Commission is interested in the Beaver Brook land.

II. Minutes

A. Minutes of the 10 February 2022 meeting of the Boxborough Housing Board

The minutes were approved unanimously.

III. Old Business

A. Boxborough Rental Assistance Program (BRAP)

1. Status

The program is fully subscribed. There does not appear to be an interim plan to staff the program in Rose's absence. Rose's assistant, Wendy, is doing what she can.

2. Effort to hire a new Community Services Coordinator

An effort to replace Rose is underway. The job has been advertised and promising candidates have been identified. The Well-Being Committee is considering a change in the CSC job description. Case management would be eliminated from the description - instead, referrals to the appropriate agencies would be made.

B. Stow Road Property

1. Status of the Boxborough Building Committee (BBC)

The BBC continues to prepare the paperwork needed to hire an organization to review the staffing and facility conclusions of a previous study. Currently, it has been concluded that a Request for Qualification (RFQ) is not the correct procurement vehicle. Instead, a Request for Proposals (RFP) must be used. The draft RFQ is being transformed into an RFP.

2. Asking price for the Stow Road property

Al said the current objective of the BBC was present a warrant to move forward with Stow Road planning after the requirements for a Public Safety Facility were solidified. Al went on, it seems important to pin down the sale terms of the Stow Road property before this presentation. After discussion, Al moved that a subcommittee, comprised of Channing Wagg, Korinne Stephens, and Jess Robinson, be formed to establish an asking price for the Stow Road property. Diane Friedman seconded the motion, and the motion was accepted unanimously. Because he is a member of the BBC, Al recused himself from this effort.

C. SHI update and Housing Production Plan

The DHCD subsidized housing inventory (SHI) has yet to be updated with the results from the 2020 census. Consequently, it is not certain that Boxborough will remain above the 10% mandate. However, it is likely, and the BHB will start work on a Housing Production Plan that proposes new programs, such as Inclusionary Zoning.

IV. New Business

A. Possible New Program(s)

1. Rental Exchange Program

A brief discussion was held on managing rental properties.

2. any other ideas.

V. Adjourn BHB Meeting

The meeting adjourned at 9:15 pm.

List of Documents/ Exhibits used:

1. Draft Minutes of 3/10/2022
2. Information sheet on the status of DHCD's Subsidized Housing Inventory