

MINUTES
Boxborough Housing Board Meeting
April 8, 2021
Via Zoom

Board Members Attending: Al Murphy (chair), Diane Friedman Ron Vogel, Channing Wagg

Board Members Not in Attendance: Dolores Fromer

Invited Guest: Les Fox, Not in Attendance

Other Guests: Rose Gage

Due to the COVID-19 emergency, this Housing-Board meeting was conducted via Zoom. It was called to order by Chair Murphy at 7:30 p.m. and attendance taken.

Chair Murphy asked each member to introduce themselves to Rose Gage who started on March 15 as the town's Community Services Coordinator. For Rose's convenience, Chair Murphy opened the meeting with a review and discussion of the several forms pertinent to the BRAP participation process (**III, Old Business**)

- a) *BRAP Application:* R. Gage inquired about the term "Gross" Income and suggested definitions be included with the form.
- b) *Program Guidelines:* No changes were required.
- c) *Landlord Participation Agreement:* There ensued a discussion including rent increases, landlord objections to specific participants and the resulting need to be careful about privacy. No changes to the form were deemed necessary.
- d) *Tenant Participation Agreement:* No changes deemed necessary.
- e) *Participant Recertification Form:* No changes deemed necessary.
- f) *Publicity Flyer:* A couple of suggestions about wording and a wider dissemination of the flyer were made. The (Lawrence) *Eagle-Tribune* and one or two other publications will be contacted.
- g) *COVID-19 Extension Letter:* No changes suggested
- h) **RESULTING ACTION ITEMS:**
 - I. Chair Murphy, member Wagg and Ms. Gage will design an information session, review the BRAP Application for simplicity and review the Publicity Flyer
 - II. Ms. Gage will have the Publicity Flyer translated.

I. Information Item

Chair Murphy reported that Status of the evaluation of the Stow-Road property is much the same as reported in the March meeting minutes.

II. Minutes

1. 11 March 2021 meeting minutes of the Boxborough Housing Board
 - a. It was moved that the minutes be accepted as submitted. The motion was seconded and the minutes unanimously approved.

III. Old Business - See above

IV. New Business

- a) Possible Grants: Discussion was deferred.

V. Adjourn BHB Meeting

- a) A motion was moved and seconded that the meeting be adjourned. The motion was unanimously approved and the meeting closed at 8:45 p.m.

Respectfully submitted, Channing Wagg, meeting secretary