

Town of Carlisle Affordable Housing Trust

Minutes

April 9, 2013

Attendees: Greg D. Peterson, Chair, Town of Carlisle Affordable Housing Trust; John Gorecki; Timothy F. Hult; Carolyn Ing; Peter Scavongelli; Douglas A.G. Stevenson; John D. Williams; Timothy Goddard, Town Administrator; and Elizabeth DeMille Barnett, Housing Coordinator

1. **Meeting called to Order** at 6:35 p.m.
2. **Minutes Approved.** Peter Scavongelli made a motion to approve the February 26, 2013 Carlisle Affordable Housing Trust (CAHT) Minutes as amended. John Williams seconded the motion. All in favor, the motion passed.
3. **Old Business**
 - A. **Affordable Accessory Apartment (AAA) Bylaw amendment update.** Mr. Peterson reported that on April 8, 2013, he and Mr. Stevenson had attended the Planning Board Proposed AAA Bylaw Amendment Hearing on proposed bylaw revisions. He reported that at the conclusion of the hearing, the Planning Board had voted unanimously to support the proposed bylaw amendments and to give a report in support of the Warrant Article 29 at 2013 Town Meeting.
 - B. **NOAH Benfield Farms Financial Closing and Ground Breaking.** Mr. Peterson reported that the NOAH Benfield Financial Closing was expected to be executed and recorded later that week. He also announced that the NOAH Benfield Farms Ground Breaking was to be held on May 6, 2013 at 10 a.m. and that NOAH had invited the public to attend.

Discussion followed on signature approval procedures for the Benfield Farms Infrastructure payment authorizations. John Gorecki proposed that a quorum of the Trustees sign the requisitions. Discussion followed. It was agreed that going forward, Mr. Stevenson and Mr. Peterson would review the NOAH Benfield Farms Infrastructure requisitions. After review was complete, they would direct Mrs. Barnett that the requisition was in order. Mrs. Barnett would then notify the remaining Trustees, that the requisition was ready for signature for submittal to the Payment Warrant.

Following discussion, Mr. Scavongelli made a motion to reaffirm authorization of all the NOAH Benfield Farms Infrastructure requisitions, which had been approved to date, totaling \$95,085.91. John Williams seconded the motion. All in favor, the motion passed. Mr. Peterson then circulated a NOAH Benfield Farms Requisition dated April 5, 2013, requesting a total of \$59,914.09. Six Trustees signed the requisition authorizing payment.
 - C. **Goff property (338 Bedford Road).**

Update on preparations for closing. Mr. Peterson reported that Mr. Stevenson, Mr. Williams and he had provisionally approved a third amendment to the Purchase and Sale

Agreement with Mrs. Goff, which would allow a Goff family member to remain in the house on the property for up to 15 months. The agreement provided that the Trust would terminate occupancy on 60 days notice, in the event that the Trust wanted access to the house on the property earlier than the 15 month period. Prior to entering into this agreement, Mr. Peterson and the subcommittee had sought advice on the arrangement from Special Legal Services Counsel, Kathleen M. O'Donnell.

Mr. Peterson explained that in exchange for use of the house by the Goff family member, the benefits to the Trust were having: the house insured; the house and grounds/lawn maintained; and protection from vandalism. During the discussion, Mr. Hult attested to the integrity of the Goff family member who would be residing in the home.

Following discussion, Mr. Stevenson made a motion to amend the Purchase and Sale agreement to allow a Goff family member to reside in the Goff house for up to 15 months terminable on 60 days notice, in return for insurance and maintenance services. Mr. Williams seconded the motion. All aye, the motion passed.

Legal fees. Mr. Peterson made a motion for the further amount not to exceed \$1500 for Goff Property/338 Bedford Road closing costs and legal fees. Mr. Williams seconded the motion. All in favor, the motion passed.

Goff Property/338 Bedford Road Master Plan. Mr. Peterson had reported that he had been in discussion with local architects who had volunteered to serve in an advisory capacity in the development of a Master Plan for the property, provided the Trust hired an appropriate professional to lead the exercise and prepare the alternatives plans for formal public review and comment. He proposed that through the use of one or more "charrettes" or technical planning/design exercises, the Trust's goal would be to have three Department of Development Services (DDS) locations identified, recreation space/uses, etc. He also noted that the Housing Authority had offered to draft a Request for Proposal for 10 units of DDS ground lease housing.

- D. **Banta Davis Update.** Mr. Peterson reported that following no objections from Trustees, that on March 30, 2013, he had forwarded a the message originally sent to the Trust, by e-mail to the Carlisle Recreation Commission (RecCom), which attached two conceptual plan files for the Banta Davis property. The conceptual plans had been developed by the Trust's consultant, HMFH, Inc., also the School's architect. The first plan included up to 50 units of affordable housing, the number of existing playing fields and tennis courts, Zone One area for a community water supply, and parking. The second plan included all the components identified in the first plan, in addition to the locating the placement of a school building footprint, in the event another school was required for future demand. He noted that the primary purpose for developing the conceptual plans was for all parties involved to explore the capacity for a mix of uses for the property.

Also, included in message to RecCom was the text of a draft proposal from the Trust to the RecCom, which proposed: 1) formally committing to the Carlisle School Committee and RecCom use of the Banta Davis playing fields for twenty years; 2) requiring an affordable housing lease clause be included by the selected ground lease tenant, requiring all prospective rental tenants waiving any right to complain about adjacent recreational uses, would not be tolerated; and 3) not allowing more than 50 units to be developed. Discussion followed, with Mr. Hult saying that before the next steps, he felt that it was

important to have the opportunity for the Trustees discuss the proposal thoroughly as a group at the next meeting.

4. **Meeting Adjourned.** John Gorecki made a motion to adjourn the meeting. John Williams seconded it. The meeting was adjourned at 7:20 p.m..

Respectfully submitted, Elizabeth DeMille Barnett