

Town of Carlisle Affordable Housing Trust

Minutes

June 11, 2013

Attendees: Greg D. Peterson, Chair; 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 5:50 p.m.

2. **Old Business**

A. **338 Bedford Road/Goff Property development planning**

1. **Master Planning Request for Proposal (MPRFP)**

Greg Peterson initiated the discussion by outlining the proposed Master Planning (MPRFP) timeline and Designer Selection process. Discussion followed on the M.G.L. Chapter 7 Designer Selection process.

The Town of Carlisle Affordable Housing Trust (CAHT) consensus was to set the goals to have the MP Designer qualifications received and a MP Designer selected by late August.

An early February 2014 target date was set for MP work completion, in preparation for a possible 2014 Annual Town Meeting vote. Timothy Hult and John Williams concurred that this accelerated schedule would require synergy as other Town board components would need to be integrated. In the discussion of the MPRFP design scenario components, John Gorecki proposed that a Town swimming pool be included.

The CAHT discussed the MPRFP Designer Services fee for the proposed work. It was agreed that a tentative budget of up to \$20,000 would be appropriated for this work, subject to further discussion as the final MPRFP work scope evolved.

Preliminary discussion followed on setting up a proposed MPRFP Designer Selection Committee, Carolyn Ing, Douglas Stevenson, John Williams, and Greg Peterson volunteered to serve. During discussion a number of questions were raised about the M.G.L. Chapter 7 Designer Selection procurement process. Elizabeth DeMille Barnett agreed to consult with Town Counsel, Miyares and Harrington, LLC., regarding the questions and to report back to the CAHT.

Looking ahead beyond the CAHT Master Planning effort, Mr. Peterson also proposed a timeline for the release of a Request for

Proposal (Spring 2014) for developers to enter into a ground lease to develop Department of Developmental Services (DDS) affordable housing on the 338 Bedford Road/Goff property.

3. **Next Meeting Scheduled** for June 27, 2013 at 6:00 p.m. The following meeting scheduled August 22, 2013 at 7:00 p.m.
4. **Meeting Adjourned.** Mr. Stevenson made a motion to adjourn the meeting. Mr. Williams seconded it. The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Elizabeth DeMille Barnett