

Town of Carlisle Affordable Housing Trust

Minutes

June 27, 2013

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

Guests: Thomas Harrington, Principal, Miyares and Harrington, LLC; Jennie Merrill, Associate, Miyares and Harrington, LLC; Betsy Fell, Reporter, *Carlisle Mosquito*

1. **Meeting called to Order** at 6:00 p.m.

2. **Old Business**

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

1. **Master Planning Request for Design Services Qualifications (MPRFQ)**

Greg Peterson circulated the final draft of the Request for Qualifications for Master Plan Design Services (MPRFQ) and a synopsis of the Town Board comments and proposed revisions which had been prepared by Elizabeth D. Barnett. He noted that the final MP RFQ draft incorporated the Town Board comments and proposed revisions listed in the synopsis.

Discussion followed. Timothy Hult felt that it was important that the discussion on the Banta Davis access road component in the Master Planning process not hinder the development of Department of the two proposed Department of Developmental Services (DDS) group homes on the 338 Bedford Road site. The consensus of the Carlisle Affordable Housing Trust (CAHT) was to list as many potential site uses components as possible. Douglas Stevenson requested a clarification as to who was being referenced as “local design professionals” in the MPRFQ. Mr. Peterson responded this designation referred to design professionals, living in Carlisle, who had volunteered to participate in the early stages of the Master Planning process (especially the two charrettes at the outset).

In the course of discussion it was agreed that the MPRFQ should state the maximum amount to be appropriated as “up to \$25,000,” and that such sum would come from the CAHT Community Preservation Act funds voted by the 2013 Annual Town Meeting.

Thomas Harrington and Jennie Merrill, Town Counsel, Miyares and Harrington, LLC, outlined the requirements and answered questions on the M.G.L. Chapter 7 Designer Selection process.

Mr. Hult made a motion that the Carlisle Affordable Housing Trust approve the revised Request for Qualifications for Master Planning Services for 338 Bedford Road that was dated June 27, 2013 and to include the appropriation of \$400 from the CAHT 338 Bedford Road Community Preservation Act fund Town appropriation, to be used for MPRFQ Central Register and newspaper advertisement costs. John Williams seconded the motion. All present aye, the motion passed.

Mr. Williams made a motion to appoint a Carlisle Affordable Housing Trust Request for Qualifications Master Planning Services (MPS RFQ) Selection Committee, to include: Carolyn Ing, Mr. Stevenson, Mr. Peterson, and Mr. Williams. Mr. Gorecki seconded the motion. All present aye, the motion passed.

It was announced that the Master Planning RFQ Site Walk will held on Thursday, July 18th at 10 A.M. on the site (338 Bedford Road). Ms. Barnett will conduct the Site Walk, as well as to produce and circulate Site Walk notes to interested submitters. Ms. Ing volunteered to attend the Site Walk. She also offered to be present at the opening of the MPRFQ submittals on August 12, 2013.

The first MPS RFQ Selection Committee meeting will be held on Wednesday, August 14th at 6:00 P.M.

B. Banta Davis

Mr. Hult reported on the Board of Selectmen's next steps for the Banta Davis master planning process. He envisions that the BOS planning process for the property will include core discussions on six components, including but not limited to: 1) the Carlisle Public Schools' wastewater treatment plant capacity; 2) the Carlisle Public Schools' future land use needs; 3) the Recreational Commission's needs; 4) the potential traffic demand to be determined by a study; 5) the siting of a community water supply (well) for future affordable housing; and 6) demand and development costs for affordable housing as documented by an affordable housing market study.

Mr. Peterson responded that that outside the BOS process, his hope is that the CAHT begin work on the to preparation of two Requests for Proposals, (a) for a Banta Davis traffic study and (b) for a rental market and financial feasibility study, with the hope of being able to look at a draft document of the latter at the next meeting.

3. New Business

- A. Election of Officers.** Mr. Williams made a motion to nominate Mr. Peterson, to be Chair of the Carlisle Affordable Housing Trust for Fiscal Year 2014. Mr. Hult seconded the nomination. All in favor, the motion passed. Mr. Williams made a motion to nominate John Gorecki as Vice-Chair. Mr. Stevenson seconded the motion. All present, the motion passed.
4. **Next Meeting Scheduled** for August 22, 2013 at 7:00 p.m.
5. **Meeting Adjourned.** Mr. Stevenson made a motion to adjourn the meeting. Mr. Williams seconded it. The meeting adjourned at 7:14 p.m.

Respectfully submitted,

Elizabeth DeMille Barnett