

## **Town of Carlisle Affordable Housing Trust**

October 26, 2012

Attendees: Greg Peterson, Chair; Carolyn Ing; Peter Scavongelli; Doug Stevenson; and Tim Hult.

Absent: John Gorecki and John Williams

- 1. Meeting called to Order** by Greg Peterson, Chair, at 7:37 a.m.
- 2. Moseley Goff Purchase.**

The first order of business focused on discussions relative to purchase of the Moseley Goff property. Mr. Peterson circulated Amendment No. 1 to the Purchase and Sale Agreement dated September 4, 2012, signed by Ms. Phyllis Moseley Goff, which contractually reduces the purchase price of the property from \$597,000 to \$590,000, consistent with an independent appraisal of the property. On a motion made by Mr. Scavongelli, seconded by Mr. Stevenson, the Carlisle Affordable Housing Trust (CAHT) voted unanimously to approve the amendment.

Mr. Peterson specified that the MGL ch. 7s. 40J Disclosure of Beneficial Interests in Real Property form, which must be filed with the Massachusetts Division of Capital Asset Management, had been signed by Ms. Phyllis Moseley Goff. Mrs. Goff had signed this document with the understanding that the form, which is only partially completed at this time, would be fully completed when certain information, such as the name of the plot plan, book and page number recorded with the registry of deeds, etc., became available

Mr. Peterson turned to a draft presentation of the Moseley-Goff purchase which will be presented at Town Meeting next month, asking for input from CAHT members. Mr. Stevenson suggested the draft presentation should place greater emphasis on: 1) the issue of Community Preservation Act (CPA) funds not being used to purchase the property; and 2) the conditions associated with the purchase of the property, and the fact that such conditions were not initiated by the CAHT, but rather by sellers. Mr. Peterson acknowledged that the Trust feedback was helpful, and planned to circulate a re-draft to CAHT members reflecting the suggested edits.

- 3. AAA Zoning Bylaw Amendment**

Mr. Peterson turned to the issue of amending the Zoning Bylaws relative to affordable accessory apartments (AAA). Mr. Peterson circulated a draft petition (addressed to the Board of Selectmen) to amend the zoning bylaw applicable to AAA along with an email message dated October 25, 2012 from Planning Administrator, George Mansfield, containing suggested edits to the petition. Discussion ensued relative to the edits suggested by the Planning Administrator, which were designed to make clear that upon sale of an AAA property, the new owner has the option to continue the AAA Planning Board Special Permit permitting for the AAA unit. The general consensus among CAHT members that the draft edits were acceptable. Mr. Peterson specified that a vote will be taken at a subsequent

CAHT meeting, to approve the edits, once the full Planning Board has an opportunity to review the draft petition.

CAHT members also generally agreed that the financial incentive of \$15,000 payable to the homeowner willing to enter into a AAA agreement should not be a lump sum distribution, but rather spread over a period of time. Mr. Peterson pointed out that, in order to effectuate changes to bylaws, there needs to be a town vote. Mr. Peterson requested that Mr. Scavongelli inquire of Town Administrator, Timothy Goddard, as to if there was a source of Town funds which might be used to pay for the expenses associated with the administrative aspects of amending the AAA bylaw, such as publication expenses, notice letters, etc.. The funds would be used to pay for the public notification for the required Planning Board hearing on an amendment petition. Mr. Peterson noted that the Planning Board did not have the funds for publication of public hearing notices this hearing in its budget.

#### **4. Benfield Property**

Mr. Peterson turned to the Benfield property, circulating a plot plan prepared by Meridian Associates, which identifies various details of the proposed improvements to the Benfield property. Discussion ensued relative to certain details, such as cistern volume, and finalization of the Acknowledgment of Location and Confirmation of Easement Rights Agreement (AOLA). The AOLA is a multi-party agreement, which includes details such as location of septic field, community water supply, utility and property lines. The AOLA plot plan would be circulated, hopefully the following week, to various boards and committees with the expectation, that such boards and committees will find the plan to be generally acceptable.

#### **5. Strategic Plan**

Mr. Peterson discussed an overall strategic plan for Carlisle to meet Ch. 40B requirements. Mr. Peterson circulated a draft Chapter 40B Needs and Fulfillment Analysis dated September 24, 2012, which is a table that provides a timeline of key events by year along with an estimate of number of affordable dwellings, compared against the number of affordable units needed to conform with Ch. 40B requirements. At this point Mr. Scavongelli left the meeting, and Mr. Stevenson continued taking minutes.

#### **6. AAA Funding Structure**

The remaining Trustees present, returned to confirm the arrangements and structure that would be offered to property owners in Town for permitting, building and operating an affordable accessory apartment. After discussion, the consensus was that an initial \$5,000 payment would be made to the property owners who had received an AAA Special Permit; and signed and recorded the related 15-year AAA affordability restriction. Discussion followed by Trustees, that this would be a sufficient incentive for participation in the AAA program, given that much of the initial \$5,000 would be used by a property owner to recoup his or her costs of preparing plans and filing for and obtaining an AAA Special Permit. The remaining \$10,000 per property owner for AAA incentive payments would be made in \$1000 per year increments for up to 10-years assuming that property owners were in

compliance.. Consensus among the Trustees is that these funds should not be treated as a loan or have any security, as the paperwork and costs of administration would overwhelm the benefit. On motion of Mr. Stevenson, seconded by Mr. Hult, the trustees unanimously voted to adopt the consensus payment structure and timing for AAA incentive payments.

On a motion made by Mr Stevenson and seconded by Timothy Hult the meeting adjourned at 9 a.m.

Respectfully submitted,

Peter Scavongelli, Trustee

Douglas A. G. Stevenson, Trustee