

CARLISLE HOUSING AUTHORITY (CHA) MINUTES
February 21, 2013

In attendance: Alan Lehotsky (Chair), James Bohn, W. Randall Brown, Steven Pearlman; Elizabeth DeMille Barnett (Housing Coordinator)

Not present: Carolyn Ing

1) **Meeting called to order** at 7:34 p.m.

2) **Community Input:** None

3) **Old Business**

a) **NOAH Benfield Farms**

(1) Carlisle Conservation Commission (ConsCom) request for financial assistance with the Benfield Lot 4 mowing expenses. The Conservation Commission mowing expenses for Town-owned land are currently reimbursed by the Town. ConsCom sent a message to Alan Lehotsky, asking if Carlisle Housing Authority would assist in sharing the expenses of mowing Benfield Lot 4, since the MassDEP Community Water Supply, including the Zone 1 protection area, for the Benfield Farms housing project is on it. The Benfield Farms Community Water Supply Zone 1 area is approximately 2.5 acres of the 25-acre lot, with a third of it in wetlands area. Following discussion, Mr. Lehotsky suggested the ConsCom continue to request funding from the Town for mowing this lot, as developer responsibility for this expense had not been included in the Benfield Request for Proposal. The Housing Authority also directed Elizabeth Barnett, Housing Coordinator, who had also been copied on the ConsCom message, to invite the ConsCom to a future CHA meeting in the event it wanted to make a proposal that would be fine.

(2) **Project Update.** NOAH plans to begin Benfield Farms Construction in March. The project continues to be on-schedule. The Financial Closing is slated for April 1, 2013.

(3) **Authorization of Special Counsel Legal Services Expenses.** Invoice for \$1,650 from Kathleen O'Donnell, Esquire, Special Counsel Consultant. The invoice includes legal consulting services which have been provided by Ms. O'Donnell to the CHA pertaining to the Benfield Farms project. Invoice minus Town-related legal expenses was signed by all CHA members present.

b) Authorization for CHA office equipment expenses paid for out of pocket by Mrs. Barnett. Mrs. Barnett presented an invoice for \$22 dollars for the purchase of

a flash drive to be used to “back up.” CHA files. The invoice was signed by all CHA members present.

4) New Business

a) **Affordable Accessory Apartment Bylaw Petition.** Petition to Board of Selectmen (BOS) from CHA asking that Town Bylaws be made compatible with the Department of Housing and Community Development Regulatory Agreement (deed restriction). These proposed bylaw revisions will integrate the Town’s AAA Bylaw with the Department of Housing and Community (DHCD) Regulatory Agreement (deed restriction) to be discussed by BOS at its meeting the following Tuesday (February 26)..

(b) **New DHCD Board reporting procedures.** DHCD has asked for home phone numbers of all CHA members and Ms. Barnett provided them. DCHD will not make these numbers available to the public.

(c) **Inspector General Course for Housing Authorities.** Approval for a \$25 course offered by the Office of Inspector General on Housing Authority state procurement and public bidding rules applicable. Steven Pearlman moved to approve appropriation for the course and James Bohn seconded; passed unanimously.

(d) Rocky Point 40B project. Mr. Lehotsky reported that the Rocky Point developers disclosed that their profit on the project was exactly 20%, the maximum allowed by chapter 40B in its Profit Schedule submitted to the Citizens Housing and Planning Association and DHCD. Mr. Lehotsky expressed opinion that that the state should also audit the developers, in its review of these submitted figures, but had concerns that the state would not do this.

5) Approval of Minutes of 1/22/13. Mr. Bohn moved, W. Randall Brown seconded; passed unanimously.

6) Next Meeting Date: March 14, 2013 p.m.

7) Meeting entered Executive Session to consider purchase, exchange and lease real property at 8:00 p.m.

Respectfully submitted by Steven Pearlman

