

**Carlisle Housing Authority**  
**Meeting Minutes**  
**May 16, 2016**

**Present:** Alan Lehotsky, Chair; Mark Levitan, Vice-Chair; Barbara Bjornson, Carolyn Ing; Steven Pearlman.

**Guests:** Alexander Brewster, *Carlisle Mosquito*.

**1. Meeting called to order at 7:37 p.m.**

**2. Approval of Minutes:** Carolyn Ing made a motion and Barbara Bjornson seconded it to approve the April 28, 2016 Minutes. All present aye, the motion passed.

**3. Business**

**A. Benfield Farms.** Ms. Barnett reported that she had met with Toby Kramer and Brian Wyatt of NOAH, and their subcontractor Peabody Properties' staff, as part of an annual Benfield Farms "close out meeting." On behalf of the Housing Authority, she received updated insurance and occupancy information as well as development pro forma numbers. One of the issues raised was that NOAH had not received a property tax abatement from the Town to date, but had plans to re-apply for an abatement in the future. After eight years working with the project, Ms. Kramer will retire from NOAH at the end of May.

**B. TILL, Inc. Group Home.**

**Carlisle Housing Authority – TILL, Inc. Ground Lease.** In preparation for this meeting, on behalf of Alan Lehotsky, Chair, Housing Authority board members received copies of the final version of the draft ground lease which Special Counsel Kathleen O'Donnell had produced. Mr. Lehotsky opened the meeting to discussion. A question arose about insurance coverage. Ms. Ing also found a typographical error. Ms. Barnett also suggested that the lease be amended to allow for a one-time rental payment to the Housing Authority rather over a 95-year period. Ms. Barnett was delegated to review the insurance question and payment schedule with Attorney O'Donnell and to correct the typographical error.

Mark Levitan made a motion to conditionally approve the ground lease between the Carlisle Housing Authority and TILL, Inc., subject to the information relative to the insurance coverage question and amendment of the payment schedule for the lease, and that Ms. Barnett submit the lease to TILL, Inc. for execution. Ms. Ing seconded the motion. All aye, the motion passed.

**TILL, Inc. group home construction.** Construction continues on schedule.

**C. E. Lyn Lemaire Open Meeting Law Complaint with the Attorney General's Office.** Mr. Lehotsky reported that no appeal had been filed. Mr. Levitan reported that he had

attended a recent meeting of the Board of Selectmen at which a letter regarding this matter had been circulated by Ms. Lemaire, whose content had been questioned by Town Counsel. Mr. Levitan reported that at this meeting, Vanessa Moroney, BOS, reiterated that Town Counsel has the sole responsibility for providing legal guidance on Town legal matters and strategies.

**D. Discussion and review 2016 Annual Town Meeting Warrant Articles:** Per consensus of the last meeting, Mr. Lehotsky and Mr. Levitan reported on the Housing Authority's votes at 2016 Annual Town Meeting. Discussion followed on the Town Meeting articles which passed (and failed). Discussion followed on the proposed revision to the Accessory Apartment, which failed 90 to 71, as well as the proposed solar overlay district article.

**E. Old Home Day 2016.** Mr. Levitan agreed to coordinate the planning and materials production for this event. It was agreed by consensus that the Housing Authority would spend up to \$180 for a Housing Authority banner to accompany a Housing Authority table. Mr. Levitan also offered to design a brochure for the Housing Authority which would accompany other informational materials on the table. Ms. Barnett offered to reserve a table, to develop a children's activity and to provide images and support for the brochure.

**F. Housing Coordinator Report.** In addition to her Benfield Farms meeting report, Ms. Barnett reported that in the month of April, the Housing Authority had received 15 housing inquiries (1.2 a day). She also reported that since the last meeting, she had attended the Metropolitan Area Planning Council Community Engagement training, accompanied by staff from neighboring communities, at which innovative solutions for community engagement had been introduced. She noted that Council on Aging had invited her to be its guest, accompanying them to the Massachusetts Elder Affairs Housing Workshop the following day.

**H. Next Meeting Dates:** June 13, 2016.

**Meeting Adjourned at 8:37 p.m.**

**Respectfully submitted,**

Elizabeth DeMille Barnett, Housing Coordinator