

Carlisle Housing Authority (CHA)
Meeting Minutes
August 15, 2016

Present: Mark Levitan, Chair; Alan Lehotsky, Vice Chair; Steve Pearlman, Carolyn Ing; Elizabeth DeMille Barnett, Housing Coordinator. **Absent:** Barbara Bjornson.

Guests: Karina Coombs, Chair of the Carlisle Affordable Housing Trust; Anya Kaufman, Housing Intern, Stephanie Hackbarth

1. **Meeting Called to Order:** Mark Levitan, Chair, called the meeting to order at 8:10 PM.
2. **Approval of Minutes:** Carolyn Ing made a motion and Steven Pearlman seconded it to approve the June 13, 2016 Minutes. All present aye, the motion passed. Steven Pearlman made a motion and Carolyn Ing seconded it to approve the July 18, 2016 Minutes. All present aye, the motion passed.
3. **Old Business**
 - A. **Benfield Farms** - Elizabeth DeMille Barnett, Housing Coordinator reported that the senior housing development is now fully occupied with a multi-year waiting list. She shared that according to the Benfield Farms management, few units are turning over annually and that the same has been reported for the Carlisle Elderly Housing Association (CEHA) Village Court development. She proposed that an announcement be made on the Council on Aging cable-television show, suggesting that seniors who are interested or even may have thought about the housing in the future, put their names on the waiting list now, in order to be considered. She also noted that she continues to regularly visit Benfield Farms and that there have been no septic odors this summer.
 - B. **TILL, Inc. Group Home**- Ms. Barnett reported that the Building Commissioner had issued the Occupancy Permit on August 2nd and that the Board of Health had issued a Certificate of Compliance. Ms. Barnett noted said the home also will require additional state inspection.
 - C. **Housing Authority Goals and Objectives for the coming year:** Mr. Levitan led this discussion on the goals and objectives for the coming year. Major priorities included:
 1. Explore potential workforce rental properties;
 2. Explore Inclusionary zoning with the goal of developing a consensus;
 3. Develop and hold a joint affordable housing educational forum with the Carlisle Affordable Housing Trust (CAHT), emphasizing short small group conversations along with larger discussion, with an outline or plan done by end of September;
 4. Support the preservation of CEHA Village Court affordability; begin exploratory discussions on future expansion.
 5. Increase as well as maintain communication with other Town boards and entities.Discussion continued. Mr. Pearlman posed a question about the best track for developing workforce housing: 1) to develop a project concept before there was a site in mind or 2) to procure a site first. It was noted that in the example of the recent group home, there was first a consensus about the project concept, and then three different sites were considered before the final property was acquired.

Ms. Barnett noted that as part in developing consensus for both the Benfield Farms senior housing concept and the group home concept that Housing Authority and CAHT members had gone on site visits to successful developments. She went on to suggest that perhaps the Housing Authority and the CAHT might want to visit some successful local workforce rental developments, such as Stoney Brook in Westford and another development Stow.

Alan Lehotsky noted that a successful Inclusionary Zoning Bylaw would require Planning Board leadership both in development and community education.

4. New Business

- A. **Summer Intern Research Project:** Anya Kaufman, a university student from Scotland's St. Andrew's University, made a presentation to the board on her Town of Carlisle growth patterns housing research project. Based upon Town Assessor housing listings, her graphs and maps depicted Carlisle's slow growth from 1910- 1950. Her maps went on to show a jump in housing beginning in the 1960's – with growth expanding away from arterial streets, with the most growth occurring between the 1970's and 1980's.

She found that by 2010, 99.5% of the residents in Town categorized their employment as non-agricultural, and the average size of a house was 4,500 square feet.

- B. **CEHA Village Court affordable unit preservation.** Ms. Barnett reported Village Court is on the Community Economic Development Assistance Corporation (CEDAC) "watch list," as its U.S. Department of Housing and Urban Development (HUD) and U.S. Department of Agriculture Section 8/Rural Development subsidies have expired and are being renewed on a year-to-year basis. There is not currently a regulatory agreement (deed restriction) preserving the affordability of the Village Court units. She reported that the CAHT has authorized funds for Special Legal Counsel, to develop a plan of action for a regulatory agreement and additionally, to explore long-term extension of the federal subsidies. Ms. Barnett reported that the development is in excellent condition, which would be important for the latter.
- C. **Community Health Network Area (CHNA).** Ms. Barnett reported that the Town received a grant from the 15-communitygroup-CHNA, which was funded by Lahey Hospital and Medical Center to provide funds for local towns to examine their health needs. The BOH is the lead agency for Carlisle, and is asking for Town boards to support the Carlisle grant steering committee. Ms. Barnett suggested that she might represent the CHA. Board consensus was that this was a good idea.
- D. **Housing Coordinator report:** Ms. Barnett reported that there were 10 inquiries in July, with 94 to date.
- E. **Next Meeting Dates:** September 12th and 26th, 2016.

Meeting adjourned at 9:30 p.m.

Respectfully submitted, Stephanie Hackbarth and Elizabeth DeMille Barnett