

Carlisle Housing Authority
Meeting Minutes
September 12, 2016

Present: Mark Levitan, Chair; Alan Lehotsky, Vice-chair; Steve Pearlman; Carolyn Ing; and Barbara Bjornson.
Absent: Elizabeth De Mille Barnett, Housing Coordinator.

Guests: Karina Coombs, Chair of the Carlisle Affordable Housing Trust (CAHT); Betsy Fell, *Carlisle Mosquito*; and Stephanie Hackbarth

1. **Call to Order:** Mark Levitan, Chair, called the meeting to order at 7:32 p.m.
2. **Approval of Minutes:** Carolyn Ing made a motion and Steve Pearlman seconded it, to approve the August 15, 2016 minutes. All present aye, the motion passed.
3. **Community Input:** Karina Coombs, of the Affordable Housing Trust (CAHT) reported she had e-mailed her colleagues in regard to planning the housing forum. She had not yet received feedback.
4. **Old Business.**
 - A. **Benfield Farms** – Solar panel installation is underway. The system was made possible by a \$100,000 grant from the TD Charitable Foundation, an arm of TD Bank.
 - B. **Till, Inc.** - One of the group home buildings is fully occupied. The TILL, Inc. Open House will be moved from October 18th, due to a scheduling conflict. Mr. Levitan reported that the home, “looks great.”
- C. **Housing Authority goals and objectives for coming year**
 - a. Mr. Levitan continued this discussion from the last meeting. A primary goal is to identify the next viable building project. Developing the project concept and getting buy-in from the community should come first, identifying land and resources will be addressed. The chair reported that Elizabeth DeMille Barnett will be the leader on the latter point. Mr. Lehotsky stated that Ms. Barnett also will organize site visits to other comparable affordable housing developments and identify some alternatives. Mr. Levitan said some of the elements to consider are total land area, infrastructure, type of building, density, and design.
 - b. A second goal discussed was initiating outreach to various Town boards to open lines of communication and build a basis information on the limited affordable housing options, as well as to encourage members from other committees to attend Housing Authority meetings. Talking points for this outreach can be based on the informational brochure developed for Old Home Day, The Housing Production Plan, the 1.5% Land Area analysis sheet, and the Inclusionary Zoning Bylaw Fact Sheet.

The board proceeded to assign liaisons to the different boards and committees. Mr. Levitan said the board should have the goal of erring on the side of over-communication and instructed each Member to reach out to leadership as soon as possible.

- The liaisons are as follows:
- Mr. Levitan- Planning Board, Board of Appeals, Carlisle School Committee
- Mr. Pearlman- Conservation Committee, Board of Health, Community Preservation Committee (by prior appointment)
- Mr. Lehotsky- Council on Aging, Library
- Ms. Bjornson- Recreation, Energy Task Force, Carlisle Public School (with Mr. Levitan)

- Ms. Ing- Carlisle Affordable Housing Trust (by prior appointment), Board of Selectmen (with Mr. Levitan)

D. Carlisle Elderly Housing Association (CEHA) Village Court - Attorney Kathleen O'Donnell, Special Legal Counsel, who has previously worked with CAHT and the Housing Authority, will be working with CEHA, CAHT and CHA to develop a new regulatory agreement for Village Court subsidized housing units coming up for funding renewal.

E. Forum - Joint CAHT and CHA Forum

a. Mr. Levitan asked if November 5th was a viable date for a Fall Forum giving enough time to develop the content, any guest speakers, and promotion. It was discussed that Benfield Farms might be the location, dependent upon NOAH approval, and that the duration would be for two hours with sufficient time reserved for questions and answers. Another forum would be planned for the spring.

b. Content:

A) educate community about 40B basics. Examples are: 1) what is 40B and why should I care; 2) here's what we have to do; 3) what doesn't work; 4) what could we do; and 5) what are the challenges for single-family affordable housing development. The plan is to use examples from surrounding towns.

B) community discussion centered around developing workforce housing

c. The program for the event will be formalized at the next CHA meeting.

F. DHCD/Housing Authority Training - Department of Housing and Community Development Regional Training in Lynn, September 30, 2016. Mr. Pearlman volunteered to attend and will confirm his availability. Mr. Lehotsky stated that mileage will be paid by the CHA.

G. Lifetime Homes – No news to report at this time

5. New Business -

A. Proposed Inclusionary Zoning (IZ) By-Law. The proposal for IZ was presented by Mr. Levitan. His presentation focused on how IZ would assist Carlisle's progress towards meeting the state's mandated 10% affordable housing goal. An IZ bylaw would set a threshold for new subdivisions and non-Chapter 40B housing developments at an agreed number of lots/units. Developments of this size or larger would require a specified percentage of affordable housing to be built, or optionally the developer could provide equivalent funds as payment in lieu. As of the 2010 U. S. Census, Carlisle currently has 1,740 housing units with 55 SHI certified units, bringing the Subsidized Housing Inventory (SHI) to 3.2%. Adding the newest 35 SHI units, the Town's progress toward 10% would effectively be decreased to 3.1%. Mr. Levitan pointed out that building rental housing with 25% affordable units is the fastest and least impactful way to reach 10%. [Note: under state regulations if 25% of a rental development is affordable – all units count on the SHI.] Other comparable local towns have already implemented IZ- Lincoln, Stow and Groton. He noted that subdivisions are permitted by the Planning Board, so it is necessary to bring them in first in this discussion, and ask them to lead the actual bylaw development. Finally, he reminded the board that a by-law change would require a 2/3 vote at Town meeting.

6. Next Meeting Dates :

- A. Monday- Sept 26
- B. Thursday-Oct 13
- C. Monday Oct 24

7. Meeting adjourned 8:24

Respectfully Submitted,
Barbara Bjornson