

Carlisle Housing Authority (CHA)
Meeting Date: March 11, 2010
Approval Date – April 8, 2010
Submitted by: Susan Stamps

Attending: Members Alan Lehotsky (Chair), James Bohn, and Susan Stamps, and Administrative Coordinator Elizabeth Barnett.

1. Call to Order. 7:42 p.m.
2. Community Input. None - no community members (except other board members and Mosquito reporter) present.
3. Old business.
 - a. Benfield Farms¹
 - i. ZBA update. Lehotsky reported on the March 9, 2010 Zoning Board of Appeals (ZBA) public hearing. The footprint is smaller and the units are larger. No significant issues were raised at the hearing. National Grid is willing to extend the gas line approximately 1,000 feet down South Street to the project at cost of about \$65,000 which the developer, NOAH, will probably have to pay (even though other South Street residents would likely benefit). ZBA site visit is March 12 and tentative next ZBA hearing is March 31 at which ZBA hopes to have some feedback from the peer reviewer.
 - ii. ConsCom update. No new information.
 - b. Affordable Accessory Apartment (AAA) program.
 - i. DHCD deed restriction-PB review and comments. Barnett will make the "clean-up" changes the Planning Board (PB) requested in their mark-up of the regulatory agreement/deed restriction for the AAA units, as well as a 1/12/10 PB Memorandum regarding the marked-up document (document originated with Department of Housing and Community Development-DHCD). She will leave the substantive changes and members will discuss at an upcoming meeting.
4. New business.
 - a. CPA funding of housing coordinator position. Lehotsky reported that the Board of Selectmen (BOS) agreed at their last meeting to submit a revised request to the Community Preservation Committee (CPC) to fund Barnett's position as housing coordinator for 28-30 hours per week for two years (\$50,000/year x 2). On a motion made by Bohn and seconded by Stamps, it was VOTED 3-0 to co-sponsor the revised request to CPC.

¹ Application for comprehensive permit submitted to ZBA on 10/23/09, hearings so far 11/23/09 (opened and closed), 12/14/09, 1/12/10, 1/27/10, 2/9/10, and 3/9/10 Notice of Intent submitted to ConsCom on 12/7/09.

Barnett noted that several other towns fund the housing coordinator position with CPA funds.

■ On a motion made by Lehotsky and seconded by Stamps, it was VOTED 3-0 to reimburse Barnett the sum of \$14.95 for a subscription to Banker and Tradesman publication for data for the Housing Production Plan. Barnett noted that the town of Lincoln is paying a consultant to prepare their housing production plan.

■ On a motion made by Lehotsky and seconded by Bohn, it was VOTED 3-0 to pay to Metrowest Engineering the sum of \$5,000 for the purchase of the auto-CAD files of the Benfield property site survey.

Members discussed possible new housing projects, including a possible Department of Mental Retardation (DMR) project. Barnett will speak with officials in Sudbury about a grant they got to examine demand for disabled housing - she noted that according to a recent survey, many towns have 10-15 year waits for disabled housing. She will also contact Citizens Housing and Planning Association (CHAPA) to find out how to apply for the grant. She will also contact DMR to find out about Carlisle families who have family members who are clients of DMR with housing outside of Carlisle and also families who may have members with future DMR housing needs.

5. Minutes approved. On a motion made by Lehotsky and seconded by Bohn, it was VOTED 3-0 to approve the February 11, 2010 minutes.

6. Next meeting date. Next meeting scheduled for March 25, 2010.

7. Meeting adjourned. On a motion made by Bohn and seconded by Stamps, it was VOTED 3-0 to adjourn. Meeting adjourned at 8:50 p.m.

ACTION ITEMS

A. Barnett will make the "clean-up" changes the PB requested in their mark-up of the regulatory agreement/deed restriction for the AAA units and leave the substantive changes for members to discuss at an upcoming meeting.

B. Barnett to notify BOS that the CHA will co-sponsor revised request to the Community Preservation Committee (CPC) to fund Barnett's position as housing coordinator for 28-30 hours per week for two years (\$50,000/year x 2).

C. Barnett to speak with Sudbury officials about a grant they got to examine demand for disabled housing; she will also contact CHAPA to find out how to apply for the grant.

D. She will also contact DMR to find out about Carlisle families who have family members who are clients of DMR with housing outside of Carlisle and also families who may have members with future DMR housing needs.

From previous minutes:

A. Barnett and Lehotsky to draft letter for Selectman Tim Hult to review, finalize and sign; letter to go to DHCD in support of extending the 40B certification period for small towns from 2 to 3 years (promised at 9/10/09 joint meeting with Carlisle Housing Trust), with copies to Rep. Atkins, Sen. Fargo, and the list of Carlisle's "comparable towns."