

Carlisle Housing Authority
January 13, 2011
Submitted by Carolyn Ing

Meeting called to order at 7:31 pm.

In attendance: Alan Lehotsky (Chair), Steven Pearlman, Randall Brown, Carolyn Ing, Elizabeth DeMille Barnett (Housing Coordinator).

Community input: None

Old business

Benfield Farms update: Waiting to hear from NOAH on funding round.

Affordable Accessory Apartment update: Barnett noted that Kathleen O'Donnell has submitted draft revisions of the proposed regulatory agreement. There are now two people who have expressed interest in the program.

"Hope for staying in Carlisle" home modification outreach program: Program to be held on Monday, January 31, 7 pm at Gleason Public Library. Draft flyers were circulated by Barnett; board selected stock and color. Brown suggested noting that the program is the first of a continuing series. Speakers have all been confirmed.

Home modification outreach to Carlisle Public Schools Special Education Parent Advisory Council: Barnett reported on her outreach meeting with the council.

New business

Community Preservation Act Application

Housing Coordinator position: Lehotsky summarized the responsibilities of the position as determined at a recent Selectmen's meeting. Requested two years funding by Community Preservation Committee to increase Barnett's hours to thirty hours per week. Barnett will be allowed to carry over hours between pay periods. CHA to co-sponsor housing coordinator position.

Benfield farms infrastructure: Housing Trust is submitting application. Barnett will send draft to Lehotsky for review. CHA should vote on approving the document at the next scheduled meeting on January 28; the application is due two days later. The application is the same as it was three years ago. Three year duration; \$425,000 requested for well, septic and road.

CHA annual report: Due February 1, 2011. Barnett will draft and circulate for board comment.

Highland building site visit: Barnett and Brown attended; group reviewed structure's potential for senior and veteran housing. Overall structure is sound, all utilities hookups are on site and available. Six to eight possible units. Property would be leased to a third party operator; CHA could issue RFP for interested parties. Barnett will contact potential operator.

Home Preservation Center/Coalition for Better Acre Mortgage Modification proposed community resource event: Federal program overseen by the Treasury which includes Carlisle. Program will be implemented via community banks: low interest loans, bridge financing, and mortgage modification. March or April event date proposed.

Secure file cabinet procurement: CHA files need to be stored and secured. \$434 left in budget. On a motion made by Pearlman and seconded by Brown, board voted 4-0 to approve the purchase of a file cabinet, not to exceed \$300.

Minutes approved: On a motion made by Lehotsky and seconded by Pearlman, it was voted 4-0 to approve the minutes of the December 9, 2010 meeting, with the clarification of one item.

Meeting adjourned: On a motion made by Pearlman and seconded by Ing, it was voted 4-0 to adjourn. Meeting adjourned at 8:25 pm.

Action items

- Barnett will circulate to CHA board draft revisions for AAA update as submitted by Kathleen O'Donnell.
- Barnett and Lehotsky will coordinate CPC application for Housing Coordinator position as well as for Benfield Farms infrastructure.
- CHA board to approve CPC application for Benfield Farms infrastructure.
- Barnett will draft and circulate CHA annual report for board review and comment.
- Barnett will identify state resources and look into potential Highland building senior/veteran housing development options.
- Barnett to procure file cabinet.