

Carlisle Housing Authority  
April 14, 2011  
Submitted by Carolyn Ing

Meeting called to order at 7:40 pm.

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

Community input: None

### **Old business**

Benfield Farms update: The trails committee requested permission to lay some gravel near the Benfield entrance to fill the ruts that have resulted from traffic. On a motion made by Pearlman and seconded by Brown the board voted 4-0 to approve the request. Re action item from the last meeting, Pearlman reported that a water quality certification needs to be filed because the Benfield development is permitted as a real estate subdivision. Pearlman also stated that a deed restriction for Parcel 1 (building parcel) would effectively prohibit the filling of any wetlands on the entire Benfield site. Pearlman has given the deed template to Barnett, and she will pass it on to NOAA. Brown will draft memo on the possible excessive solar exposure of east and west faces of the building.

Community Preservation Act application: Nothing new to report.

Highland building update: Nothing new to report.

Housing Authority educational series: Barnett reported on the March 31 session, which went well. It will be aired on cable, and Barnett also has recording available. Barnett has written thank you notes to all participants.

Glossary: Pearlman submitted an introduction and summary for the glossary.

Affordable Accessory Apartment Regulatory Agreement revisions: Update emailed to board members on April 5 by Barnett. She also distributed a process timeline for review and approval. An invoice from O'Donnel for \$420 was approved by the board. Barnett mentioned that we might want to consider an amnesty program for existing undocumented accessory apartments.

### **New business**

Sustainability program, June 6: Brown described upcoming educational program to be held in the Clark Room at Town Hall. Brown is consulting with Village Court to reduce heating costs.

File cabinet: Total cost was \$629, \$300 of which will be paid by CHA. On a motion made by Pearlman and seconded by Brown, the board voted 4-0 to approve the expenditure.

Benfield building permit: On a motion made by Pearlman and seconded by Lehotsky, the board voted 4-0 to request \$17,250 from the Housing Trust to pay the building permit fee on behalf of NOAH.

Engineering services: On a motion made by Lehotsky and seconded by Pearlman, the board voted 4-0 to approve invoices from Mason and Meridian for services rendered to delineate wetlands on the Benfield parcels. The invoices will be submitted to the Selectmen and the invoices paid from the account allocated for Benfield professional services.

Minutes approved: On a motion made by Pearlman and seconded by Brown, the board voted 4-0 to approve the minutes of the March 24, 2011 meeting.

Next meeting dates: April 28, May 12, May 26.

Meeting adjourned: On a motion made by Pearlman and seconded by Brown, it was voted 4-0 to adjourn. Meeting adjourned at 9:00 pm.

**Action items**

- Barnett will send deed restriction template prohibiting the filling of wetlands to NOAH
- Brown will draft memo to NOAH regarding the possible excessive solar exposure of the east and west sides of the Benfield Farms structure.