

Carlisle Housing Authority

August 9, 2012

Meeting Minutes

Present: Alan P. Lehotsky, Chair; James Bohn; Carolyn Ing; Steven Pearlman

Guests: Greg Petersen, Chair of the Town of Carlisle Affordable Housing Trust; Toby Kramer, NOAH; Kathleen O'Donnell, Town of Carlisle Special Legal Services Consultant; Alan Carpenito; and Elizabeth DeMille Barnett, Housing Coordinator.

Absent: W. Randall Brown

Meeting called to order at 7:40 p.m.

Community Input. Alan Carpenito, South Street, wanted to know if the Housing Authority had any response to the question raised, during the Community Input portion of the August 7, 2012 Carlisle Board of Selectmen (BOS) meeting, by Mr. Doug Harris, Narragansett Indian Tribe, regarding the movement and location of the Benfield cart path boulder. Per direction of the 2010 Carlisle Zoning Board of Appeals Comprehensive Permit Decision, NOAH currently has work plans underway for this boulder to be moved to a Conservation Commission approved location as it currently blocks the way of equipment needed to test and install a well for the Benfield Farms project. The general Housing Authority consensus was that the boulder was not in its historic location and had been moved several years ago, its original location was not known, and that its new location might be worked out amicably with interested parties.

Old Business

- 1) **Benfield Lot 1 Mowing.** Alan Lehotsky presented an invoice from Mr. John Bordman, Concord for \$425, for field mowing. Mr. Lehotsky made a motion and James Bohn seconded the motion, to allow Mr. Lehotsky to pay the invoice. All present aye, motion carried unanimously.

New business.

- 1) **Carlisle Town Government Efficiency Study.** The Carlisle Board of Selectmen have hired an efficiency consultant from the University of Massachusetts – Collins Center who will, review the staffing and work of Town Departments, including the Carlisle Housing Authority and Town of Carlisle Affordable Housing Trust.

Senior Tax Worker. A senior taxworker will be providing some clerical assistance to the Housing Coordinator in return for tax relief as part of the Carlisle Elderly Taxworker program.

- 2) **Carlisle Conversations: 2012-2013 Gleason Public Library and Council on Aging Speaker Series.** Mrs. Barnett, as Housing Coordinator, has been invited to develop and moderate a November 6, 2012 program on Federally-approved Mortgage Foreclosure Counseling and Services and an April 2, 2013 program on Senior Home Modification for Accessibility. Mrs. Barnett also has been invited to work with the Board of Health Agent in the development of an outreach program on the BOH Community Septic Program for March 2013.
- 3) **NOAH Benfield Farms Ground Lease.** Greg Peterson, Chair of the Carlisle Affordable Housing Trust began the discussion by saying that it was important that as many responsibilities as possible are not placed on the Town but on the tenant. Kathleen O'Donnell, Carlisle Special Legal Services Consultant, reviewed the various legal documents that must be signed and completed by the end of 2012. These include:
 - a. Ground lease, a draft of which Ms. O'Donnell provided using as a template that lenders are accustomed to.
 - b. Location of Easements which will need to be acknowledged by the Conservation Commission, Recreation Commission and the Board of Selectmen.
 - c. Land Development Agreement, which will be recorded with the deed. Ms. O'Donnell reported that she was currently working on this. This document will allow the CHA to approve the Certificate of Compliance and to enforce the Agreement.

Ms. O'Donnell agreed with Mr. Peterson that the CHA's liabilities and responsibilities should be as limited as possible, and that she planned to draft provisions for the above documents to that effect. She noted that the CHA is just leasing land and will only own the well and septic system. For those two elements, the CHA may want to retain some rights; e.g., to renew permits.

Benfield Farms Update. Toby Kramer, Director Real Estate, NOAH distributed to the CHA copies of a Memorandum from John Smolak, NOAH Attorney, listing Benfield Farms project funding sources and related affordability requirements which will be required to be integrated into the Benfield Farms Ground Lease. Mr. Bohn expressed concern that the requirements that some units be available only to people with income of no more than 30% of Area Median Income (AMI) with the result that this will likely limit the number of units available to Carlisle residents. In response to his concern, it was pointed out that the funding sources that include this requirement are critical to the project's getting funded and built and that the

point was also made that the Housing Authority's Request for Proposals stated that proposers should encourage affordability opportunities in the senior housing rental development which would require some units restricted to residents with low incomes. It also noted that the Carlisle Elderly Housing Association's Village Court senior rental units which have been set aside for lower incomes, have had the longest waiting lists (and that many local residents have moved into them). Mr. Bohn said he had been unaware that this would happen and that he felt that the Housing Authority had not been totally forthcoming at the Town Meeting which approved the Benfield project.

Benfield Farms Update. Ms. Kramer handed out a detailed schedule for each aspect of the project. The Conservation Commission will meet on August 15, 2012 to discuss the community water supply (well). the Board of Health will meet Aug. 14, 2012 to discuss the proposed design of the septic system. NOAH also will be scheduling meetings with MassDEP regarding well and septic system permitting and approval.

She reported that the NOAH planned schedule is to have architectural and engineering construction plans ready for bidding the project soon after Labor Day and to have received bids by early October. NOAH also has a Massachusetts Housing Partnership Loan Application which is due August 28, 2012 as well as three letters of commitment from investors interested in purchasing the tax credit equity. Ms. Kramer concluded that the project was currently on schedule.

5. **Affordable Housing Trust Strategic Housing Plan.** Mr. Peterson noted that on Aug. 16, 2012 he was on the schedule to give a presentation on the Strategic Housing Plan to the Conservation Commission and invited Housing Authority Board members to join him..

Minutes Approved. The minutes of the previous meeting was approved by the CHA with one abstention.

Next meeting. It was agreed that the next CHA meeting would be held on Tuesday, August 28, 2012.

Respectfully submitted by Steven Pearlman