

# Joint Meeting Town of Carlisle Affordable Housing Trust and the Carlisle Board of Selectmen

## Minutes

February 26, 2013

Attendees: Greg D. Peterson, Chair, Town of Carlisle Affordable Housing Trust; John Gorecki; Timothy F. Hult; Carolyn Ing; Peter Scavongelli; Douglas A.G. Stevenson; John D. Williams; Timothy Goddard, Town Administrator; and Elizabeth DeMille Barnett, Housing Coordinator

1. **Joint Meeting with the Town of Carlisle Board of Selectmen called to Order** at 6: 38 p.m.
2. **Minutes Approved.** John D. Williams made a motion to approve the October 19, 2012 Carlisle Affordable Housing Trust (CAHT) Minutes and Peter Scavongelli seconded the motion. John Gorecki abstained. All others in favor, the motion passed. Timothy F. Hult made a motion to approve the October 26, 2012 CAHT Minutes and Peter Scavongelli seconded the motion. Mr. Williams and Mr. Gorecki abstained. All others in favor, the motion passed. Mr. Gorecki made a motion to approve the November 13, 2012 CAHT Minutes and Mr. Williams seconded it. All in favor, the motion passed. Mr. Scavongelli made a motion to approve the January 8, 2013 CAHT Minutes and Mr. Williams seconded the motion. Carolyn Ing abstained. All others in favor, the motion passed.
3. **Old Business**
  - A. **Benfield Farms Community Preservation Act Infrastructure fund authorization.**

Greg Peterson reported that the NOAH Benfield Farms Project was on schedule. He went on to say that due to financing requirements for the NOAH Benfield Farms Limited Partnership, NOAH had requested that the \$425,000 in Community Preservation Act (CPA) funds which Town Meeting had appropriated toward Benfield infrastructure be distributed to NOAH as a loan.

Mr. Peterson asked for a motion to authorize him to negotiate the terms and provisions of Trust CPA infrastructure as part of the Benfield Farms closing. Mr. Stevenson made the motion to authorize Mr. Peterson to negotiate the terms and provisions of the \$425,000 award, including the nearly \$330,000 which has not been appropriated toward infrastructure to date. Discussion followed. Concerns were raised as to whether the CPA appropriation would be considered an asset. Consensus was that the Mr. Stevenson and Mr. Williams should examine any agreements prior to execution and the Town Treasurer should be consulted regarding accounting treatment. All in favor, the motion passed.

Elizabeth DeMille Barnett distributed the CAHT Benfield Farms CPA budget she had developed and disbursements to date. Mr. Peterson said it was his understanding from NOAH that future the CPA Infrastructure distributions would be much larger and be used toward items like the Town fire cistern to be built on the Benfield property.
  - B. **Affordable Accessory Apartment (AAA) Zoning Bylaw Amendment Petition to the Board of Selectmen.** Mr. Peterson reported that David Freedman, Chair of the Planning Board and George Mansfield had been working with Mr. Williams, Mr. Stevenson and himself on an amendment to the Town's Affordable Accessory Bylaw. He outlined a process where the CAHT would approve the Petition, and send it to the Board of Selectmen for approval. The Board of Selectmen would then send the Petition to the

Planning Board (PB). The PB would take the Petition up at its next meeting and schedule a hearing on April 8<sup>th</sup>, prior to 2013 Annual Town Meeting. The PB would then prepare a report for Annual Town Meeting. Mr. Stevenson explained that the existing Town Bylaw language did not allow for an accessory apartment Regulatory Agreement to survive the sale of a property. The proposed revised accessory bylaw language would allow new owners to renew the Regulatory Agreement as well as the Planning Board Accessory Apartment Special Permit. Mr. Peterson also noted that the bylaw language had been changed from “shall” to “may” regarding potential repayment of CAHT AAA CPA funds to the Town from participating property owners, who for whatever reason, withdrew from the AAA program.

Mr. Williams made a motion that Affordable Housing Trust approve the Petition to change 5.692 of the Carlisle Zoning Bylaws and 5.6.9.4 of the Carlisle Zoning Bylaws and that this amended language be placed on the Town Warrant as provided in the draft Petition dated 2/25/2013. Mr. Stevenson seconded the motion. All in favor, the motion passed.

Mr. Stevenson on behalf of the Board of Selectmen, made a motion that the Board of Selectmen forward the Petition to Amend the Town of Carlisle Bylaws 5.692 and 5.6.9.4 to the Planning Board in anticipation of being addressed at the 2013 Annual Meeting. Mr. Scavongelli seconded the motion.

- C. **Mosely-Goff Property Purchase Status Update.** Mr. Peterson said that the purchase of the property is still on schedule for the end of April.

#### 4. **New Business**

**Mosely-Goff Department of Developmental Services (DDS) Request for Proposal Process.** Mr. Peterson said that Mrs. Barnett had been preparing a list of questions for a Request for Proposal (RFP), for once the property had been purchased. Mr. Peterson said that prior to selection of the selection of a DDS developer and the development of housing; he expected that an informal Master Plan would be developed. The DDS Building Permit process would be overseen by the Board of Selectmen as part of its Site Plan Review process for the change of use of a structure on municipal land and would also involve the Planning Board and the Building Inspector. This change of use would also involve the Building Inspector. Mr. Peterson expressed hope that a DDS homes project could have a building permit by next year. Mr. Hult raised a question about additional Town funds which might be required for the project and about the outside financing process.

- A. **Study/authorization for study to address questions of Carlisle Public School Committee and Recreation Commission regarding future uses at Banta Davis.** Mr. Stevenson said that he had been in negotiations with the Carlisle Public School’s architect, HMFH, Inc., to develop a study for a future school building on the Banta Davis land, should such school be needed. Mr. Stevenson said that he was able to bring the price for this conceptual plan down to \$5,000. He went on to say that using John Ballantine’s recent population projections, the assumption was that the total housing build out for the Town would translate into a maximum of 1100 students ever. The

current school was built for 725 to 750 students. The end goal of the study would be to show that a new school and the proposed housing and recreation fields would all fit on the Banta Davis land.

Mr. Stevenson made a motion to authorize up to \$5,000 to fund a study done by HMFH Architects from a planning perspective. Mr. Williams seconded the motion. All in favor, aye. The motion passed.

David Freedman, Chair of the Planning Board (PB), who was attending the meeting, reminded the CAHT and the BOS that the Planning Board had the word “planning” in it and that the PB was interested in participating in the Mosely-Goff Master Planning Process. Alan Lehotsky, Chair, Carlisle Housing Authority, who also was present, said that it was his feeling that the Benfield project had been “overplanned,” but that he was concerned about “underplanning” in not addressing the Banta Davis secondary access prior to releasing the DDS RFP for the Goff property.

Meeting adjourned at 7:46 p.m.

Respectfully submitted,

Elizabeth DeMille Barnett