

Carlisle Housing Authority
Meeting Minutes
September 12, 2013

Present: Alan Lehotsky, Carolyn Ing, Steve Pearlman, and Elizabeth Barnett, Housing Coordinator.

1. Meeting called to order at 7:31 p.m.

2. Community Input. None

3. Old Business

A. NOAH Benfield

i. **Project update.** The project is slightly behind schedule, mainly due to bad weather earlier in the year. MassDEP has approved construction of the community water supply. There are still issues to be resolved between the developer and the Carlisle Fire Department. A roof has now been constructed on the barn-like structure.

ii **Lottery and Rental Schedule.** The application deadline for the Lottery was September 9. Forty-four applications have been submitted. The lottery will be held on Sept. September 18, at 1 p.m. Applications are still being accepted for any future vacancies.

B. Affordable Housing Trust Request Qualifications for Designer Services to develop Master Plan for 338 Bedford Road property update and upcoming schedule. The Master Plan Design Service contract has been signed. There will be an on-site meeting on Oct. 9 from 5:30 to 6:30 p.m., followed by a charrette to 9:30 p.m. On November 6 from 6:30 to 9:30 p.m. a second, consecutive charrette will be held. An all-Town, public event on the 338 Bedford Road property and the results of the charrettes will be held on January 25, 2014 from 9:30 a.m. until noon.

4. New Business

- The Town hired HRS, Inc. to do a “Compensation & Classification update Study” for all town employees, including Elizabeth Barnett.
- A letter came from the federal Department of Housing and Urban Development (HUD) informing the Housing Authority that in the future there must be greater integration of the disabled population in proposed affordable housing projects.
- Banta-Davis Study. On September 4, a Request for Quotation (bids) was issued for a \$20,000.00 study on development feasibility, traffic, etc. The deadline is September 19.

5. Election of Officers

- Alan Lehotsky nominated Carolyn Ing for Secretary; Steve Pearlman seconded the motion. All present, aye, the motion passed unanimously.
- Mr. Pearlman nominated James Bohn for Treasurer; Mr. Lehotsky seconded the motion;. All present, aye, the motion passed unanimously, subject to Mr. Bohn's acceptance at the next meeting.
- Mr. Pearlman nominated Mr. Lehotsky for Chairman; Ms. Ing seconded the motion. All present, aye, the motion passed unanimously.

6. Authorizations

Ms. Barnett requested \$190 from the Housing Authority general funds to attend the two-day American Planning Association's Southern New England Annual Conference. Mr. Pearlman made a motion to approve the funding, Mr. Lehotsky seconded the motion. All present, aye, the motion passed unanimously.

7. Approval of Minutes

The minutes for the July 11, 2013 CHA meeting were approved unanimously.

8. Next Meeting Date: Tuesday, Sept. 24

Action items:

Ms. Barnett proposed initiating work on drafting a proposal to work with the MA Dept. of Developmental Services (DSS) to develop affordable housing in Carlisle for the population that DSS serves.

Meeting adjourned at 8:10 p.m. Motion by Mr. Pearlman, seconded by Ms. Ing, passed unanimously.

Respectfully submitted by Steve Pearlman