

Carlisle Housing Authority
Meeting Minutes
September 24, 2013

Present: Alan Lehotsky, Chair; W. Randall Brown; James Bohn; Carolyn Ing, Steven Pearlman and Elizabeth DeMille Barnett, Housing Coordinator.

1. Meeting called to order at 7:30 p.m.

2. Community Input. None

3. Old Business

A. NOAH Benfield

i. **Project update.** Alan Lehotsky reported that construction is continuing to progress and that the siding had been attached to the barn building since the last meeting.

ii **Lottery and Rental Schedule.** Elizabeth D. Barnett reported that forty-four household applications were assigned numbers by NOAH at the Benfield Farms Lottery which was held on September 18. Ms. Barnett met recently with the NOAH Peabody Property manager and COA Director David Klein and Outreach Coordinator Angela Smith to discuss NOAH's next steps for leasing and occupancy as well as rent certification procedures. The next step will be for NOAH to verify prospective tenant documentation and to conduct interviews. NOAH continues to accept applications for Benfield Farms senior housing.

iii. **Benfield Farms construction site visit.** Ms. Barnett will coordinate a near future Housing Authority site visit with John Luther, Building Commissioner,

B. **Affordable Housing Trust Request Qualifications for Designer Services to develop Master Plan for 338 Bedford Road** property update and upcoming schedule. There will be an on-site tour 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.

Carolyn Ing, Steven Pearlman and Mr. Lehotsky, have agreed to serve as participants in the Master Plan Design charrettes. James Bohn and W. Randall Brown also expressed interest in attending.

4. New Business

A. **Jeffrey Brem, Long Ridge Road, Discussion.** Mr. Brem discussed preliminary concept plans for a sustainable, homeownership Chapter 40B

development on his Long Ridge property. The Housing Authority responded with preliminary feedback on his proposed plans.

5. Approval of Minutes. Ms. Ing made a motion to approve the September 12, 2013 meeting Minutes. Mr. Pearlman seconded the motion. All aye, the motion passed.

7. Next Meeting Dates: Tuesday, October 15, Monday, November 25, and Monday, December 9.

8. Meeting adjourned at 9:15 p.m. Motion by Mr. Pearlman, seconded by Ms. Ing, passed unanimously.

Respectfully submitted by Elizabeth DeMille Barnett, Housing Coordinator