

Carlisle Housing Authority
Meeting Minutes
June 9, 2014

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

Guest: Greg Peterson, Chair, Town of Carlisle Affordable Housing Trust

1. Meeting called to order at 7:32 p.m.

2. Old Business

A. NOAH Benfield Farms

- a. **Benfield property cart path and soil erosion:** Elizabeth D. Barnett, Housing Coordinator, reported that she had been briefed about the May 14th meeting between MassDEP, NOAH and the Carlisle Conservation Commission. It was her understanding that NOAH was continuing to work with MassDEP in order to meet the MassDEP Superseding Order of compliance requirements. One of these requirements was to re-seed the septic leaching area on Benfield Parcel A Lot 4, which NOAH had already planned to do.
- b. **Board of Health.** A Board of Health (BOH) letter to NOAH, , in which the BOH proposes to continue with the septic repair and replacement escrow account arrangement which NOAH and the Board of Health had negotiated in 2012, a copy of which was sent to the Carlisle Housing Authority (CHA), was distributed to the board. The BOH had recently proposed to re-negotiate the NOAH-BOH escrow arrangement. Currently, NOAH must demonstrate annually that the escrow fund is fully funded and cannot draw more than \$13,000 for septic repair/replacement without BOH approval.

B. 338 Bedford Road Intellectually-disabled group homes request for proposal (RFP) and next steps.

Alan Lehotsky invited Greg Peterson, Chair, Carlisle Affordable Housing Trust (CAHT) to give an update on the status of the final draft of the CAHT/CHA (CHA) ground lease. Mr. Peterson reported that at the last CAHT meeting, it had been requested that the CHA allow that the buffer zone between the leased property line and any development by the CAHT, be reduced to twenty feet, rather than the forty feet required by the Town of Carlisle Zoning Bylaws. He noted that the buffer area in question between the proposed leased site and any Town development, had prime leaching-field drainage qualities and that he thought that any proposed future activity would be developed in a way to protect this Town resource.

Mr. Peterson also reported that this latest version of the draft ground lease required that the project be developed within a four-year time frame. It was the CAHT's assumption that this time frame would allow for the CHA request for proposal process (RFP)/procurement, a two-three month site review process for the selected tenant's development, as well as Board of Health and Conservation Commission review and

permitting (if within the 100 foot buffer zone), etc. He also noted in the event that there was an unforeseen and reasonable delay, the ground lease might be amended by the CAHT and the CHA for additional time for the CHA's ground lease tenant developer.

Mr. Peterson also reported that the Trust was in the process of approval of a one year extension of the current 338 Bedford Road agreement, allowing Daniel Mosely, to serve as caretaker/grounds keeper in exchange for use of the property.

Steven Pearlman responded with questions and some proposed revisions to the draft ground lease. Discussion followed on each of the proposed revisions. Mr. Lehotsky said that there would be opportunities for input for future Town development on the 338 Bedford Road site; as it would require both Town site design and public safety reviews, and the CHA would have standing as an abutter.

Following discussion and upon consensus on the revisions, Mr. Pearlman made a motion to authorize Alan Lehotsky to sign the CAHT-CHA 338 Bedford Road ground lease subject to the revisions made to Sections 8.1 and 1.1 (b). Mark Levitan seconded the motion. All in favor, the motion passed 5 to 0.

Concluding the discussion, Mr. Lehotsky reported that Town Counsel is continuing to work with the Attorney General's Office on the draft Request for Proposal for group homes for intellectually-disabled adults. Mr. Levitan proposed that ongoing CHA-CAHT collaboration would be key to strategic success for future development of affordable housing and to achieve Chapter 40B safe harbor. Ms. Barnett suggested, with the CHA board in agreement, that a first step would be for CHA board members to be on the circulation list for CAHT agendas.

- C. Long Ridge Road Chapter 40B update.** Ms. Barnett reported that MassHousing had notified the Town that it had issued the Site Eligibility approval letter for the Long Ridge Road Chapter 40B project.

3. New Business

A. Fiscal Year 2015 Carlisle Housing Authority Board Elections

- a. **Carlisle Housing Authority Chair.** Mr. Pearlman nominated Alan Lehotsky for Chair of the Carlisle Housing Authority. Mr. Levitan seconded the motion. All present aye, the motion passed 5-0.
- b. **Carlisle Housing Authority Secretary.** Mr. Lehotsky nominated Mr. Levitan for Secretary. W. Randall Brown seconded the motion. All in favor, the motion passed 5-0.
- c. **Carlisle Housing Authority Treasurer.** Mr. Lehotsky nominated Carolyn Ing as Treasurer. Mr. Levitan seconded the motion. All in favor, the motion passed 5-0.
- d. **Carlisle Housing Authority Community Preservation Committee Representative (CPC).** Mr. Brown nominated Mr. Pearlman as CPC Representative. Mr. Levitan seconded the motion. All in favor, the motion passed 5-0.
- e. **Town of Carlisle Affordable Housing Trust (CAHT).** Mr. Lehotsky nominated Carolyn Ing as the Housing Authority's representative to the CAHT. Mr. Brown seconded the motion. All in favor, the motion passed 5-0.

B. 2014 American Planning Association (APA) Massachusetts Chapter Conference on Inclusionary Zoning Update

Ms. Barnett gave a presentation on APA Massachusetts Chapter Conference on Inclusionary Zoning which had been held on May 14, 2014. Her presentation included Inclusionary Zoning (IZ) in the larger, national context and well as the highlighting of Massachusetts IZ programs, and specifically, the successful IZ program in a community with similar public water and septic infrastructure constraints to Carlisle, i.e., Groton, Massachusetts. Through IZ, Groton has been able to generate over 50% of the units on its Department of Housing and Community Development Subsidized Housing Inventory (SHI). One of the key points made in this presentation was IZ's potential to neutralize the impact of private market residential development on a communities' SHI, through placing the affordable housing development burden on the developer rather than on the community. She also illustrated that Groton had integrated open space/vista/rural character protection with IZ. Discussion followed the presentation.

4. **Authorizations.** Alan Lehotsky on behalf of the Housing Authority, authorized Housing Coordinator mileage/travel expenses as well as the previously approved purchase of a nameplate for Mr. Levitan. Authorizations totaled \$80.65, leaving \$4.35 remaining unused to be returned to the Town, from the Fiscal Year 2014 CHA Budget.
5. **Next Meeting Dates:** Monday, July 14, 2014.
6. **Meeting Adjourned** at 9:15 p.m. Motion by Mr. Brown, seconded by Mr. Levitan, motion passed unanimously.

Respectfully submitted,

Elizabeth DeMille Barnett, Housing Coordinator