

Carlisle Housing Authority
Meeting Minutes
January 13, 2014

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

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

2. **Approval of Minutes.** Approval of Minutes. James Bohn made a motion and W. Randall Brown seconded the motion to approve the October 15, 2013 Minutes. All present aye, the motion passed. Mr. Bohn made a motion and Carolyn Ing seconded the motion to approve the December 9, 2013 Minutes. All present aye, the motion passed.

3. **Old Business**
 - A. **NOAH Benfield**
 - i. **Project update** Alan Lehotsky reported that since the last meeting NOAH had received its MassDEP approval certificate for the septic system. Elizabeth D. Barnett reported that NOAH was still waiting to have the Benfield Farms development connected to the Nstar power grid.

 - ii **Lottery and Rental Schedule.** Ms. Barnett reported she was continuing to coordinate Town Hall community space for NOAH's property manager, Peabody Properties, to conduct interviews and that NOAH had shared that it planned to begin taking resident deposits shortly. NOAH also was hosting a limited viewing, later that week, for the resident applicants who were going to be offered units.

 - B. **Carlisle Affordable Housing Trust (CAHT) Master Plan Design Services for 338 Bedford Road Update.** The Housing Authority discussed the upcoming CAHT Community Planning event to be held on January 25th on proposed uses for the site. Discussion followed and consensus was if possible, to include recreational activities, such as ice skating and/or basketball, or other uses, with or without a potential community/senior center at the back portion of the property.

 - C. **338 Bedford Road – Department of Developmental Services Group Homes Request for Proposals (RFP).** Since being tasked by the CAHT, Ms. Barnett reported that she had begun work on the RFP and is in the process of updating the 2000 U.S. Census information on the Town with the 2010 U.S. Census information. Ms. Ing and Mr. Lehotsky also have volunteered to work with her on this project.

- D. **Long Ridge Road Chapter 40B.** Mr. Lehotsky reported that the Housing Authority letter with comments on the project had been sent to the Board of Selectmen. Ms. Barnett reported that she had participated in the January 8, 2014, MassHousing Long Ridge Road site visit. She noted that MassHousing discussed at the visit, that Wetlands permitting would be handled by the local Conservation Commission and that the septic system/well would be permitted by the Board of Health (unless there was a community water supply serving more than 25 persons). MassHousing also said that it is looking for use and design appropriateness, e.g., single family homes to be built in an area of single family homes, and not multi-unit structures to be built in an area of single family homes.

4. New Business

- A. **CAHT Community Preservation Application for Fiscal Year 2015.** A number of questions were raised about this CAHT application and potential 2014 Town Meeting article, which requests that the CAHT receive \$200,000 of the \$243,000 remaining Town Community Preservation Act (CPA) Community Housing funds to be appropriated in an unrestricted grant to the CAHT. Mr. Brown asked on what date was this submitted and why was the Housing Authority not consulted? James Bohn asked what are the funds to be used for, for Banta Davis housing or other uses? The board consensus was that there should be more collaboration between the CAHT and the Housing Authority, particularly on CPA funding matters.

Following this discussion, the Housing Authority discussed the timing of a vote of support for the CAHT funding request. Mr. Lehotsky asked if board members wanted to wait until the February 7th Housing Authority meeting to take a vote, following the Community Preservation Committee's (CPC) review of the CAHT application or to take a vote on this now? Discussion followed as to whether a Housing Authority vote of support for the CAHT CPC request might be rescinded following if there was new information. It was agreed that would remain an option. Ms. Barnett was asked to and agreed to report to the board as to when the CPC would be discussing this application.

Mr. Brown made the motion to support the CAHT CPC application, with the understanding that with future applications, there will be collaboration prior to the CAHT CPA applications being submitted to the CPC. Mr. Bohn seconded the motion. All present aye, one absent, the motion passed.

- B. **Massachusetts Certified Public Procurement Official (MCPPO) training.** Ms. Barnett requested that the board fund 50% of her re-certification course for her MCPPO certification. She noted that working on procurements was a significant part of her work and her earlier training had been particularly helpful in supporting the Housing Authority and overall affordable housing

development. Discussion followed as to whether to request a \$100 increase in the Housing Authority's budget for Fiscal Year 2015 (the budget has been frozen at \$500 dollars for the past seven years). Ms. Barnett was requested to find out who Mr. Lehotsky would need to speak to about this.

Mr. Bohn made a motion to appropriate \$225, from the Fiscal Year 2014 Housing Authority budget toward this training. Mr. Brown seconded the motion. All present aye, one absent, the motion passed.

4. Next Meeting Dates: Monday, February 7, 2014.

5. Meeting adjourned at 8:40 p.m. Motion by Mr. Bohn, seconded by Ms. Ing, motion passed unanimously.

Respectfully submitted,

by Elizabeth DeMille Barnett, Housing Coordinator