

Carlisle Housing Authority (CHA)
Meeting Date: January 14, 2010
Approval Date – January 28, 2010
Submitted by: Susan Stamps

Attending: Members Alan Lehotsky (Chair), Susan Stamps, Steve Pearlman, and Administrative Coordinator Elizabeth Barnett (member James Bohn absent).

1. Call to Order. 7:37 p.m.
2. Community Input. None, no community members (who were not representing a board or committee) present.
3. Old business.
 - a. Benfield Farms¹
 - i. ZBA update. Members discussed the third Zoning Board of Appeals (ZBA) public hearing on January 12, 2010 with Mark Beaudry of Meridian Associates and Toby Kramer, Director of Real Estate Development, both from the NOAH team. Kramer said the process to choose a peer reviewer was taking longer than expected and it was clear NOAH will miss the spring funding cycle (applications due 2/25/10). Meeting all expectations and requirements of the town process is becoming expensive for NOAH. Barnett shared that two representatives of the Council on Aging, the current and past Chairs, had presented a letter in support of the Benfield project to the Zoning Board of Appeals and had expressed concerns that they did not have the opportunity to read the letter or to discuss its contents, in contrast to the other person at the ZBA hearing who had presented a letter.
 - ii & iii. Environmental permitting-ConsCom update & environmental consultant services. Beaudry said he, Barnett and a Conservation Commission (ConsCom) representative recently met with Mass. Natural Heritage and they are requiring a re-design of the plan to accommodate (a) blue-spotted salamander(s). Also he requested that the CHA fund unexpected costs for four items - he has received comments from the state Department of Environmental Protection (DEP) - they are requiring (1) that the “riverfront” (intermittent stream) be delineated on the plans based on visual inspection, not maps, and (2) a wildlife study in the riverfront resource area. These requirements mean that NOAH will have to hire a wetlands scientist to do the mapping, and others to flag the area and an expert to do the wildlife study. Beaudry said there was nothing in the materials provided with the Housing Authority’s Request For Proposal (RFP) regarding a riverfront and, thus, their bid did not include dealing with it. They have solicited proposals to do this work; Beaudry provided details regarding the proposals and (3) the cost of Meridian to supervise the work. In addition, Beaudry said it would save considerable extra expense if they could (4) obtain the auto-CAD files for the initial site survey of the entire 45-acre Benfield property done by Metrowest Engineering and paid for by the Town, but that Metrowest wanted to be paid \$5,000 for the files. Mindful that NOAH has

¹ Application for comprehensive permit submitted to ZBA on 10/23/09, hearings so far 11/23/09 (opened and closed), 12/14/09, and 1/12/10. Notice of Intent submitted to ConsCom on 12/7/09, hearing expected for 12/17/09.

already borne considerable extra cost due to the unexpected and newly approved town Zoning Board of Appeals Comprehensive Permit regulations, processes and requirements and other costs, members agreed to pay up to \$16,200 for the four items, as follows:

On a motion made by Lehotsky and seconded by Pearlman, it was VOTED 3-0 that the CHA shall spend a sum not to exceed \$5,000 to purchase the auto-CAD files of the Benfield property survey from Metrowest Engineering. Barnett will coordinate the purchase of the files.

On a motion made by Lehotsky and seconded by Stamps, it was VOTED 3-0 that the CHA shall reimburse NOAH up to \$3,700 for the riverfront study and flagging required by DEP.

On a motion made by Lehotsky and seconded by Pearlman, it was VOTED 3-0 that the CHA shall reimburse NOAH up to \$2,500 for wildlife studies as required by Mass Wildlife.

On a motion made by Lehotsky and seconded by Pearlman, it was VOTED 3-0 that the CHA shall reimburse NOAH up to \$5,000 for coordinating the riverfront and wildlife studies and for surveying the riverfront area (flag location).

b. Affordable Accessory Apartment (AAA) program. Discussion deferred to next meeting.

c. Housing Production Plan (HPP) update. Discussion deferred to next meeting.

4. New business.

a. Open Space and Recreation Plan (OSR). Lehotsky will send a draft of CHA's contribution to the OSR to members for their review (deadline for submission 1/29/10).

b. Town of Carlisle annual report. Discussion deferred to next meeting.

c. Request for comment on Planning Board Rules & Regulations Subdivision Revisions. Discussion deferred to next meeting

d. CPA request. Members discussed and decided not to submit a request for funds this year from the Community Preservation fund.

5. Minutes approved. Approval of 12/10/09 minutes postponed to next meeting.

■ On a motion made by Lehotsky and seconded by Pearlman, it was VOTED 3-0 to reimburse Barnett for travel expenses of \$33.94 for a 1/5/10 meeting with Mass Wildlife in Westford (Benfield) and \$28.90 for a 1/7/10 Metropolitan Planning Area Committee training.

6. Next meeting date. Next meeting January 28, 2010.

7. Meeting adjourned. On a motion made by Pearlman and seconded by Lehotsky, it was VOTED 3-0 to adjourn. Meeting adjourned at 9:10 p.m.

ACTION ITEMS

A. Barnett to coordinate the purchase of the auto-CAD files of the Benfield property site survey from Metrowest Engineering.

From previous minutes:

A. 12/10/09 - Barnett to follow up with Planning Board on the AAA deed restriction she gave them prior to the 12/10/09 CHA meeting for review and comment.

B. 12/10/09 - Barnett to check with Town of Lincoln on their progress on updating their Housing Production Plan.

C. 9/24/09 - Barnett to continue to follow up with Selectman Tim Hult re: progress on the letter he plans to write to DHCD in support of extending the 40B certification period for small towns from 2 to 3 years (promised at 9/10/09 joint meeting with Carlisle Housing Trust), with copies to Rep. Atkins, Sen. Fargo, and the list of Carlisle's "comparable towns."

D. Barnett to follow up with Governor's office on package of letters submitted in early December, 2009 recommending approval of Carolyn Ing as Governor's appointee to the CHA.