

# Town of Carlisle

MASSACHUSETTS 01741

Office of

## PLANNING BOARD

66 Westford Street  
Carlisle, Massachusetts 01741  
Tel. (978) 369-9702  
Fax (978) 369-4521

### Minutes March 11, 2019

Minutes 2/25/19

Bills

Budget

CPTC Conference – 3/16/19

Liaison Reports

Certification of completion of Common Driveway for 268-270 Fiske St

Continued discussion of Warrant Articles for 2019 Annual Town Meeting Warrant

Request for Planning Board recommendation concerning the Selectmen's option to purchase two parcels of land: one approximately 2.0 acre parcel at 0 Stearns Street and the second an approximately 8 acre parcel at 108 Stearns Street (sales price \$1.8 M)

Master Plan Steering Committee update

ANR Plan: 108 Stearns Street, Map 14, Parcel 17-21, Pliny Jewell, applicant

Reschedule site walk – Woodward Village

Chair **Peter Gambino** called the meeting to order at 7:32 pm in the Clark Room of Town Hall. Members **Jonathan Stevens, Ed Rolfe, Jason Walsh, Rob Misek, Peter Yelle, and Planning Administrator George Mansfield** were present. Member **Madeleine Blake** was absent.

Assistant to Planner Gretchen Caywood, Janne Corneil (Acton St), Suzanne and Chris Spinney (Fiske St), Jonathan DeKock (Oak Knoll Rd) and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

#### **Certification of completion of Common Driveway for 268-270 Fiske St**

Chris and Suzanne Spinney, owners and residents of 270 Fiske St were present to discuss this matter with the Board. Chair Gambino explained that most of the PB members have visited the site and viewed the common driveway (CD), adding that he had visited the site also, and had measured the narrowest point of the CD to be about 12.5 ft. wide including shoulders, but added that he did not see any issue with cars being able to pass effectively. Gambino noted that the as-built plan does show an area where the roadway is less than 14 ft. in width (10 ft. wide with 2 ft. shoulders to each side), and therefore it accurately illustrates what has been constructed. He added that he will ask that the peer review engineer's letter reflect this point.

Chair Gambino asked the opinion of other PB members who had visited the site. Walsh said that he saw no issues with the CD in terms of access to and from the two lots served by the CD. Misek agreed, noting that the Fire Department has stated that in addition to the T-turnout, the turnout at 270 Fiske can also be used by a fire truck, if necessary. Stevens said he had also visited the site, and stated that he sees no issues with access over the CD. Chair Gambino proposed that the Board approve the as-built plan for the CD as it has been constructed, noting that cars can pass effectively on the drive. He also noted that the narrow area of the driveway is on the part that existed previously as an individual driveway, and the newly constructed portions of the CD completely meet the width requirements.

Chair Gambino asked the Spinneys to raise the sign for 268 and 270 Fiske St. (where the driveway splits) by about 6 inches, for better visibility from higher vehicles. The Spinneys agreed to do this, noting that the current sign is a temporary one.

Planning Administrator Mansfield cited three points supporting the acceptance of this as-built plan:

- The roadway was pre-existing on a very narrow site, constrained by wetlands,
- There are existing trees along the roadway, and
- The CD serves only two lots.

Walsh moved that the PB accept the as-built plan prepared by Stamski and McNary, Inc. for Chris and Suzanne Spinney dated 12/11/18, revised 1/18/19, with the represented field changes as shown on the plan. Rolfe seconded the motion, and it was approved unanimously (6-0).

Document on record used in the discussion of this topic (on file in the PB office):

- Site As-Built plan prepared for Suzanne Spinney by Stamski and McNary, Inc. for Lot 11B-2 (part of Map 30, Parcel 11) dated 12/11/18, revised 1/18/19.

#### **Master Plan Steering Committee (MPSC) update**

MPSC Chair Janne Corneil provided a brief update on the activities of the Committee. She noted that the MPSC had held a recent information session on climate change, and that there is a second information session planned for March 27 on “Demographic and Financial Carlisle Trends” to be given by local financial educator John Ballantine. Corneil further explained that MPSC members are currently meeting with various Boards/Committees to present information on and garner support for the Master Plan Warrant Article for funding to contract with a consultant for the process. Corneil noted that the MPSC is preparing a Request for Proposal (RFP) for consultant services along with a list of potential consultants, and she asked for time on the PB’s 4/8/19 Agenda to update the Board on the Committees activities.

Chair Gambino, also a member of the MPSC, said that the PB will be the first group to see the RFP, and that the PB feedback will be provided to the MPSC. He reported that the Finance Committee (FinCom) has indicated that they are very supportive of the need for a Master Plan (MP) for the Town and that Committee also expressed that there needs to be a more strategic approach to planning for the Town going forward. Chair Gambino added that of all the groups that the MPSC has spoken with thus far, no one has said that we should not be doing a Master Plan. Rolfe asked if any of the groups had expressed concern about expenses associated with execution of the MP. Chair Gambino said that some had expressed this concern, and are asking how implementing the MP will be funded.

Chair Gambino explained that materials will need to be prepared for the Town Meeting presentation of the MP, including flyers, poster boards, and other items, and he asked the PB to consider approving an amount not to exceed \$1000.00 from the Board’s “Planning and Professional” account. Rolfe moved that the PB allocate an amount not to exceed \$1000.00 from the Board’s “Planning and Professional” account, Stevens seconded the motion, and it was approved unanimously (6-0).

#### **ANR Plan: 108 Stearns Street, Map 14, Parcel 17-21, Pliny Jewell, applicant**

This ANR had been submitted for filing by Stamski and McNary, Inc. on behalf of the applicant. Chair Gambino accepted this plan for filing, and set the next PB meeting date of 3/25/19 to review and act on the plan.

Document on record used in the discussion of this topic (on file in the PB office):

- ANR plan prepared by Stamski and McNary, Inc. (Acton, MA) for 108 Stearns St, Carlisle, MA dated 12/4/18.

#### **Request for Planning Board recommendation concerning the Selectmen’s option to purchase two parcels of land: one approximately 2.0 acre parcel at 0 Stearns Street and the second an approximately 8 acre parcel at 108 Stearns Street (sales price \$1.8 M)**

Chair Gambino reported that Planning Administrator Mansfield had forwarded a memo to the Selectmen on behalf of the PB regarding its recommendation on this matter, and that the Selectmen had discussed the matter in Executive Session at their 2/26/19 meeting, and will be discussing it in open session tomorrow night.

Mosquito reporter Bob Zielinski (Acton St) asked why this has been discussed in Executive Session by the PB, and Chair Gambino explained that there were questions about the content of the Notice to the Town regarding its right of first refusal on the property, and that the PB needed to obtain legal advice from Town Counsel. Planning Administrator Mansfield added the reason there was more than one Executive Session is because substantial time passed before the PB was provided with the requested information. Zielinski indicated that he was satisfied with this response.

**Continued discussion of Warrant Articles for 2019 Annual Town Meeting Warrant**

Chair Gambino reported that the Warrant Articles for the proposed Zoning Bylaw amendments are an item on the Selectmen's Agenda tomorrow night, and that he will be attending to answer any questions that may arise.

**Minutes**

The Planning Board (PB) reviewed the draft Minutes from the 2/25/19 meeting and a few amendments were proposed. Rolfe moved that the PB approved the Minutes as amended, Stevens seconded the motion, and it was approved unanimously (6-0).

**Citizen Planner Training Collaborative**

Planning Administrator Mansfield had informed the Board that this conference will take place this Saturday, March 16. Mansfield and Stevens planned to attend the conference.

**Reschedule site walk – Woodward Village**

The Board planned this site walk for Wednesday, March 20, at 9:00 am.

At 8:12 pm, Yelle moved to adjourn the PB meeting, Chair Gambino seconded the motion and it was approved unanimously (6-0).

Respectfully Submitted,

Gretchen Caywood  
Assistant to Planner  
Carlisle Planning Board