

Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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Minutes January 10, 2022

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February meeting date
Update on Pickleball Court Proposal
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Liaison Reports

Co-Chair **Madeleine Blake** called the virtual meeting to order at 7:00 pm. Co-Chair **Pete Yelle** and Members **Ed Rolfe, Jason Walsh, Rob Misek, Adelaide Grady** and **Sara Smith** were present. Co-Chair Blake hosted the meeting on a Zoom platform.

Acting Planning Administrator/Building Commissioner Jon Metivier, Assistant to Planner Gretchen Caywood, Steve Tobin (Partridge Ln), Stacy and Dan Lennon (Stearns St), Bob Zielinski (Acton St), and Sam Cochrane (Carlisle *Mosquito*) were also in attendance.

Update on Pickleball Courts Proposal

Co-Chair Blake reported that she had attended the 12/21/21 SB meeting for the discussion of this proposal, and that at that time, the SB said that Site Plan Review (SPR) of the pickleball courts would be complete by Town Meeting (TM), at which this proposal would be voted. Blake then explained to the SB that this would not be possible, as an application for SPR requires submission of a detailed, engineered site plan, among other items, and that there is insufficient opportunity to determine the design of such a plan before TM with the decisions that must be made by various Town groups on the design and site layout.

The PB discussed this point and members agreed that an application for SPR requires a detailed engineered plan. Members proposed that a vote regarding the proposal should be taken at TM prior to the SPR process to assure that the residents want to pursue this proposal. Grady asked whether the Board would be reviewing a site plan for pickleball courts and a community center, or just one or the other. Co-Chair Blake confirmed that the proposed location for the pickleball courts has also been considered for a community center, for which there was a feasibility study years ago spearheaded by the COA. Blake added that RecCom's presentation to the SB on the proposal pointed out that the funding and design process would require years.

The Board agreed that it is reasonable to consider a high-level site planning process prior to TM, because the iterative process of site planning and the studies required for it need to occur prior to an application for SPR. Grady suggested that it be determined if the site can accommodate both the pickleball courts and a community center.

Concerning the possible cost of the pickleball courts, Co-Chair Blake pointed out that the Town will need to fund any amount over the \$1.5M granted by the donor for the pickleball courts. Misek pointed out that the installation of a new playground at the Carlisle School required \$1M. Grady suggested that there is a real risk with this proposal in compromising priorities for the Town, and other Board members agreed. Board members agreed that with the draft MP presentation to the SB and PB to occur on February 1, 2022,

it needs to be considered how and if this proposal fits in with the MP for the Town. Grady added that the PB should advise the SB that the MP process will be taken into account, and that we should not bend our rules and processes, and advised that any engineering or feasibility work done toward this proposal be done in a way such that it can be useful for other purposes. Rolfe pointed out that decisions like the one for this proposal will occur every so often, and that the existence of an MP shouldn't necessarily mean the Town has to forgo other possible opportunities.

Former MPSC member Stacy Lennon said that in her opinion, this proposal does not seem to fit with the MP process.

Co-Chair Blake offered to email the SB with a summary of the PB's conclusions on this process, and to also suggest that a Selectperson attend a PB meeting near-term before informal design discussions begin concerning this proposal.

Discussion of Master Plan draft Recommendations/Implementation

The MPSC had provided a latest draft of this information, and the PB reviewed the goals and recommendations related to its roles and responsibilities. The Board also assessed the information provided on resources and responsible parties for the recommendations, determining for which items the PB should take the lead. The PB will take on the lead role for many aspects of the goal of ensuring that local policies and land use decisions consider multiple Town goals and community needs, and in progressing the GIS capabilities of the Town. The PB will have a supporting role in implementing work toward many other goals of the MP. The Board proposed revisions concerning responsible parties for a number of the goals, and this information will be provided to the MPSC.

Concerning the composition of a MP Implementation Committee, Co-Chair Yelle suggested that it include some volunteer members at large from the community.

Co-Chair Blake confirmed to the Board that the joint meeting between the PB, SB and MPSC for presentation of the MP will take place on 2/1/22 at 7 pm, and while there may be some discussion of plan implementation, public input will take place at subsequent meetings.

Minutes

The Board reviewed the draft Minutes from the 12/13/21 PB meeting. Walsh moved that the PB approve the Minutes as drafted, Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote.

February meeting date

The Board agreed to change its remote meeting date from February 14, 2022, at 7 pm to February 7, 2022, at 7 pm.

Bills

Rolfe moved that the PB authorize Board Co-Chairs to sign office supply invoices for amounts not to exceed the remaining budgeted amount for this category. Misek seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Discussion of possible public outreach regarding Scenic Road requirements

Assistant Caywood proposed that this be handled by monitoring property sales on the Middlesex North Registry of Deeds website on a periodic basis, and mailing an informative letter to new property owners on designated scenic roads explaining the requirement of seeking consent from the PB for alterations on or within the ROW on a scenic road, and she offered to take responsibility for this effort. Co-Chair Blake suggested that quarterly monitoring will be sufficient. Interim Planning Administrator Metivier offered to put information on the scenic road consent request process on the Town website, and assure that all scenic road information is linked together on the site.

Interim Planning Administrator report

Interim Planning Administrator Metivier reported that Scott Hammond began work last week as Interim Building Inspector. Metivier added that he is reviewing and thinning the PB's CD files in preparation for scanning and Assistant Caywood is doing so with the large plans in the PB's flat files. He hopes to submit a first batch of materials to Morgan Records Management for scanning in the next few weeks.

GIS Update

Co-Chair Blake reported that Interim Planning Administrator Metivier has been speaking with other department heads in TH regarding GIS needs for the Town, and Blake has arranged to attend a ConsCom meeting to discuss this. She encouraged the PB members to reach out to the groups to which they are liaisons to do the same.

Planning Board Staffing

Vice Chair Rolfe reported that he and Co-Chair Blake have had a discussion with Town Governance Task Force Chair Rebecca Vieira to learn where their discussions stand and to respond to their questionnaire. They discussed how overall governance can be improved, provided responses to the questionnaire developed by the Task Force, and discussed a concept for structure of a land use department. The interviews that the Task Force members are having with various Board and staff members will be the basis for input that will be provided to the SB in March.

FY23 Planning budget

Co-Chair Blake reported that the FinCom has put forward a guideline budget for PB that includes a \$15,000 increase toward a new hire, and noted that we will also have funds remaining from the PB budget to add to that for FY 23.

At 8:34 pm, Rolfe moved and Misek seconded the adjournment of the PB meeting, and the motion was approved unanimously (7-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board

List of documents associated with this meeting (available via the Planning office):

- Email from Madeleine Blake to Select Board re: pickleball court proposal dated 1.3.2022
- Carlisle Master Plan Draft Recommendations and Implementation table dated 12.30.2021
- Email from Jack Troast re MP recommendations-implementation, dated 12.3.2022
- MSPC Fall Master Plan Survey Summary of Results, dated 12.2021