

**Minutes: Master Planning Steering Committee – February 12, 2020 – Town Hall, Clark Room**

Committee Members attending: Janne Corneil, Stacy Lennon, Barney Arnold, Madeleine Blake, Kerry Kissinger (Skype), Jessica Nierenberg, Tanya White, Jason Molten, Lynne Lipinsky

Absent: Eva Mostoufi

Other attendees: Susan Silberberg (Civic Moxie), Planning Administrator George Mansfield, Assistant to Planner Gretchen Caywood, John Ballantine, Ruth Crampton, Deb Bentley, Bob Zogg, and Carren Panico (Mosquito).

Janne Corneil called the meeting to order at 7:00 pm

**Subcommittee Reports**

**BOS** – Barney reported that the BOS needs to know the MP budget requirements for FY21. Janne and Susan explained that this number is being determined. Janne explained that one unknown is the amount of Town Meeting (TM) participation that is necessary for the MP (which would add to the work and expense involved), as some towns vote on it at their TM, and she planned to discuss this with the Committee at a future meeting. Susan explained that in her experience, the PB of the town accepts the report, and therefore TM does not need to be involved. Barney noted that there a fall TM may be added.

**Planning Board** – Madeleine reported that the PB has appointed ConsCom member Angie Verge to this Committee. Madeleine explained that about \$3,000 of the \$25,000 of MP funding designated for non-consultant Town expenses has been utilized for some additional PB staff time over the last 4 months, and that the amount of staff time required will increase over the next few months, including some staff time of another Town Hall employee for organizing the Kitchen Conversation data.

**FinCom** – Lynne noted that the warrants for the FY21 budget must be finalized over the next few months, adding that it sounds like things are on-track with the MP work. Janne noted that what the town plans to do going forward regarding the level of GIS work still needs to be determined. Madeleine pointed out that the funding already designated for other town expenses does include some funding for GIS, but that an annual, recurring budget component for GIS will be necessary, with what is already budgeted providing a starter amount. George suggested that there could be an article at a fall TM for GIS funding, and that the Committee will be in a better position to know the amount needed at that time.

**Communications** – Jessica reported that Barney and Ruth are working on publicity for the 3/4/20 Community Meeting. The Committee discussed a possible additional round of KC's, and it was noted that the timeline of these events was extended, with several still to take place after school vacation week. Concerning the KCs, Janne explained that Maureen Adema, part-time Historical Commission Assistant, is assembling the response info in excel format, along with some information submitted in word doc format, and she is organizing it by guest, gathering responses to each question, and noting recurring themes. Susan asked to have this data the week prior to the 3/4/20 Community Meeting.

Janne explained that she has designed and ordered a banner advertising both the 3/4/20 and 6/3/20 Community Meetings, and it will go up on School St next week. Jessica said she will put out several email blasts about these meetings, and Susan suggested using "Event Brite" if responses to the invites are needed. Jessica suggested a press release or letter to editor for the 2/28/20 Mosquito.

Jessica also noted that she will prepare an invitation for the 3/4/20 Community Meeting, along with some personal outreach.

**Existing Conditions (EC) documents and GIS maps from Civic Moxie** - Susan explained that these draft documents submitted over the past week will set the foundation for the MP, and for the pig picture takeaway that leads into the discussion on the plan. She noted that documents on “Facilities and Infrastructure” and on “Open Space and Recreation” will be sent tomorrow. Susan explained that the latter report contains some 2013 data at this time, as it was sourced from the latest (2013) OS&R report.

Susan distributed several draft GIS maps for review by the Committee: a base map, ownership map (town parcels, open space etc.), a housing map, and a zoning/regulatory map. Susan asked for overall “big picture” input, noting that generally including more than 5 or 6 data layers on a map results in one that is difficult to use. She added that the goal of the maps is utility, and so they are not detailed down to the individual parcel level. Susan asked the Committee to review the maps and determine which layers need to be included. Janne confirmed with Susan that all GIS data that CM generates for Carlisle will be provided to the town as part of the end product. Susan did note that CM does not yet have all the final FY19 GIS data (final KMZ files) that is needed to produce the most current base maps.

On reviewing the maps, Janne said that she felt the level of detail regarding the land parcels is appropriate. She suggested that the zoning/regulatory map data could be separated into two maps. Janne noted that Steve Hinton, David Freedman and the PB staff will be reviewing the maps in more detail, and she also noted how the draft maps line up with the objectives of the MP. Susan said that the maps and the revised Existing Conditions documents need to be available for the 3/4/20 Community Meeting.

Concerning the 3/4/20 Community Meeting, Susan explained that it will be an open house and presentation regarding the higher-level decisions that are before the Town, such as decisions on a community center and on public safety facilities updates, and how they affect the town’s financial future. The Committee complemented Susan on the document analyzing the existing conditions in town, and framing the issues and challenges for the future, noting that it did provide a very realistic look at the challenges before the Town. Susan explained that in the Community Meetings, it is key for residents to understand that “keeping things as they are” is not possible, because things change on their own (demographics, etc.), and that things therefore won’t be the same in 10 years even if change is not proactively sought.

Concerning the structure of Town government, Susan said that there is a disconnect, or autonomy in the governance structure that was intentionally designed as such, as described in the “Carlisle Study Plan 1995,” but that CM does not feel it is working well for the Town. She asked for an organization chart of Town government, and noted that on developing MPs for other towns, one of the tasks has often been to revisit the overall government structure. Lynne offered to update the organization chart with Town Administrator, Tim Goddard. Susan noted, for example, that Carlisle’s Zoning Bylaws are not geared toward promoting development in the town. Janne explained that there is a considerable amount of small, technology-oriented business in Carlisle, mainly as sole proprietorships/home businesses, and suggested that this could be capitalized on somewhat. However, Susan noted that in her firm’s opinion, no amount of commercial tax base is going to “move the needle” enough financially for Carlisle. Janne said that while several goals for the Town are basic needs, such as the Police Station renovation, we need to have a context for decisions for the town’s future. She said that for her personally, a sustainable community in terms of economic, social, environmental, financial and governance is important, and she noted that parks and open space are valuable assets in her opinion.

It was noted that the EC report for the School was part of the “Public Facilities and Infrastructure” report, and Janne asked that there be a separate EC document for the School, and that it contain feedback from the School Committee. Susan asked that the School Committee provide strategic plan information including a school population projection, information on planned capital improvements, and information on the maximum capacity of students. Janne offered to follow up with the School Committee.

Janne asked that there be a separate EC report addressing sustainability. Susan noted that sustainability could be used as one of the filters/guidelines for any future town decisions, and that they see it as an overriding philosophy for Carlisle. Janne suggested that there be a separate brief EC report listing the filters/guidelines for future decision making. Energy Task force member Bob Zogg pointed out that Carlisle’s current per capita carbon footprint is 40% higher than the State community average, and he explained that to attain zero carbon emissions by 2050 will require resources, a new hire, and more volunteers, particularly to bring in grant funds.

Susan asked for a town government organization chart, and Lynne offered to discuss this with Town Administrator Tim Goddard.

The Committee discussed the draft Housing EC report. Madeleine asked that CM make sure there is enough data, and more Carlisle specific data, in this report to define the starting point for housing. Janne noted that while the report discusses how Carlisle housing lags in rate of sales, it does not discuss why, and she pointed out that a major realtor for Carlisle properties has suggested that it is because the Town has not invested in connectivity, accessibility and certain amenities. Janne asked that information on number of pre-1962 properties (allowing for by-right 2 family occupancy) and accessory apartments be included, along with additional housing stock information.

Concerning the Economy and Tax base EC, Janne noted that there are some public/private businesses, such as Clark Farm, that are not included in the report, but should be. Madeleine suggested that the report also include information on the tax structure for the Town. Also, regarding the Transportation EC, Janne asked that data on vehicle miles traveled be incorporated, noting that the MAPC has this data, and that COA shuttle ridership be included. Tanya noted the nearby bike path (Bedford to Alewife) offers an opportunity for use of a Town shuttle bus.

Janne suggested that the document concerning demographics should include a look at future demographic trends, and she asked that all comments and suggestions on the EC documents be submitted to her well in advance of the 2/26 meeting.

**Possible second survey** - Susan explained that this survey will be prepared and sent out after the 3/4 meeting, with the questions dependent on the information received from the KCs. It was agreed that Janne, Tanya, Susan and Stacy will develop the survey content.

**Minutes** - The Committee reviewed the draft Minutes from 2/5/20, and a few amendments were proposed. Jason moved that the Committee approve the Minutes as amended, Barney seconded the motion, and it was approved 7-0-2 by roll call vote: Jessica – aye, Madeleine – aye, Kerry – aye, Tanya – aye, Jason – abstain, Barney – aye, Lynne – abstain, Janne – aye, Stacy – aye.

The meeting was adjourned at 9:15 pm.

Respectfully Submitted,

Gretchen Caywood