

Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

66 Westford Street
Carlisle, Massachusetts 01741
Tel. (978) 369-9702
Fax (978) 369-4521
E-mail: planning@carlislema.gov



Minutes March 9, 2020

Minutes 2/24/20

Bills

Budget

2019 Annual Town Report

Town Caucus 3/23/20

Liaison Reports

Discussion of possible consultant support in staff succession plan

Update from the Energy Task Force (ETF) [request of Bob Zogg, EFT Chair]

Discussion of possible Warrant Articles for consideration at Town Meeting, including those for regulation of Adult Use Marijuana

Request for reduction in amount secured by the existing Tri-Party Lender's Agreement re: 81 Russell Street, between Brendon Properties Garrison Place, LLC, Norwood Bank and the Town of Carlisle [Request of Brendon Giblin]

Master Plan Steering Committee update

ANR Plan: 335 River Rd, Map 1, Parcel 6-7, Jane Elliot, applicant

Chair **Madeleine Blake** called the meeting to order at 7:30 pm in the Clark Room of Town Hall. Members **Peter Yelle, Ed Rolfe, Jason Walsh, Rob Misek, Adelaide Grady, Jonathan DeKock** and Planning Administrator **George Mansfield** were present.

Assistant to Planner Gretchen Caywood, Lisa Davis (Autumn Lane), and Bob Zielinski (Carlisle Mosquito) were also in attendance.

Discussion of possible consultant support in staff succession plan

Chair Blake had asked Lisa Davis (Autumn Ln) to join the meeting, as Davis is currently a part-time consulting Planner for the town of Pepperell, MA, and has a Master's degree and considerable experience in municipal planning. Blake explained that she had spoken with Davis about her role in Pepperell, where she is consulting two days/week as the Pepperell PB determines its future staffing needs, possibly creating a Land Use Director position.

Davis reviewed her background noting that she is a former member of the Board of Health and a current Associate member of the Zoning Board of Appeals, having previously been the Chair of that Board. Davis has 25 years of consulting experience in planning and is currently interested in continuing in part-time roles. She explained that Pepperell seems to be in a similar situation to Carlisle in that due to some changes, the town is trying to determine its staffing needs going forward vis a vis a Land Use Planner or Planning Administrator role. She has been employed in Pepperell 2 days /week for the past 1.5 years.

Davis described that her current role involves review of incoming applications and drafting zoning bylaws, among other efforts. She noted that Pepperell had spent much time considering allowing cultivation of recreational marijuana (MJ), referring to Carlisle's current discussions on this matter, and that Pepperell decided not to allow it in residential districts at this time. Davis explained that NIMCOG (regional planning agency) is currently preparing Pepperell's MP, utilizing DLTA (District Local Technical Assistance) funding. She has also secured grants for that town, including a Municipal Vulnerability Preparedness grant, which is something that may be of interest to Carlisle. Davis pointed out that NIMCOG also provides GIS services for Pepperell on a contract basis.

Rolfe asked Davis about Pepperell's considerations for its decision not to allow cultivators in residential areas, and Davis explained that they had considered allowing these facilities on 5 acre or larger parcels, but the Board was very split about this. Additionally, she explained that at the Town Meeting there was no significant interest in having these facilities in residential areas, with the result being that they are allowed only in the industrial zone. Davis added that it is important to have the appropriate site if cultivation is allowed in a residential area, as it is more of an industrial activity.

Planning Administrator Mansfield asked about the current PB office staffing in Pepperell, and Davis said there is a part-time Planning Administrator who handles everyday business with residents and applicants, works with applicants on their submissions, and handles public hearing arrangements, along with her role as Planning Consultant 2 days per week.

Chair Blake thanked Davis for coming to speak with the PB.

Update from the Energy Task Force (ETF)-request of Bob Zogg, ETF Chair

ETF Chair Bob Zogg and member Deb Bentley (Heald Rd) were present for this discussion. Chair Zogg reviewed the ETF's main accomplishments to-date, which include:

- obtaining \$821,000 in Green Community grants
- \$435,000 savings in municipal energy bills between 2012 and 2019
- developing a solar Zoning Bylaw
- municipal aggregation of certain community services, decreasing our carbon footprint and saving residents money.

ETF Chair Zogg explained that Carlisle's carbon footprint is 40% greater than the MA community average, mainly due to transportation, and with effects of homes and cars added, it is 90% greater. Zogg gave a presentation on a "Path to Zero Emissions" (available on the ETF webpage at www.carlislema.gov), in which he explained the 4 tenets of sustainability and presented examples of initiatives to move toward the zero emissions goal. He outlined the overall municipal sustainability pathway for Carlisle that the ETF is proposing.

On concluding his presentation, Zogg emphasized that the ETF volunteers alone cannot undertake all that is necessary to achieve the zero emissions goal, and that the Committee does feel strongly that a Sustainability Director position is essential for the Town, and he suggested that creation of this new position be added to the MP thinking. Zogg said that a full-time professional position such as this can be responsible for more than energy grants and he described the roles that the position could play. He asked the PB for questions.

Chair Blake asked how Brookline's moratorium on fossil fuel hookups works and Zogg explained that it applies to new construction and major expansions and makes exceptions for emergency and restaurant hookups. Grady asked if the proposed new position could be funded by grants, and Zogg felt this was possible, at least in part. The possibility of a part-time position was briefly discussed. Zogg said that Concord has a full-time Sustainability Director, and that on speaking with those in Concord TH who were responsible for the new role, they advised not sharing this role with another town, as it is very challenging to have the same person dealing with two towns' decisions. They advised that it is better to have a full-time position and utilize it for other role(s) in the same town as well. Zogg said that the ETF will be presenting and discussing this with other Boards as well. He also pointed out that the ETF has focused only on Town buildings for energy saving thus far, but they are only 4% of the energy problem.

Misek asked Zogg for the top three impacts that he would like to work on to reduce carbon footprint. Zogg said that increasing hybrid vehicles, reducing home energy consumption and instituting a policy of no fossil fuel hookups for new construction would likely be the top three. The Board briefly discussed other possible initiatives to increase the use of solar energy in Carlisle.

Town Caucus 3/23/20

The Board discussed the upcoming Town Caucus, at which three seats on the PB will be up for reelection - two for 3 years and one for one year. Chair Blake, whose term is expiring, agreed to run for re-election to

another three-year term. DeKock offered to run for a three-year term. Grady agreed to run for the open one-year term, completing the term of former member Jonathan Stevens to which she was appointed last fall. At the previous PB meeting, Yelle and Misek had agreed to attend the caucus and make the nominations.

Request for reduction in amount secured by the existing Tri-Party Lender's Agreement re: 81 Russell Street, between Brendon Properties Garrison Place LLC, Norwood Bank and the Town of Carlisle (Request of Brendon Giblin)

Planning Administrator Mansfield explained that the services contract for restoration of the filled wetlands has not yet been reviewed and approved by ConsCom, who plans to consider it at its 3/12/20 meeting. If the contract is approved and a cost estimate provided, it should go to Nitsch for their confirmation before the PB acts on the request to reduce the bond.

Discussion of possible Warrant Articles for consideration at Town Meeting, including those for regulation of Adult Use Marijuana

The Board reviewed a draft article prepared by Chair Blake on the status of the work the PB has done thus far concerning possible regulation of adult use marijuana (MJ). Board members made suggestions to include additional clarification and information on some points. Chair Blake asked PB members to email their comments to her.

Walsh had collected information on area cultivation facilities in MA, and he shared photographs of some of these facilities. The Board discussed arranging a visit to a few nearby facilities.

The Board discussed the potential recreational MJ Zoning Bylaw amendments. Chair Blake proposed that the Board focus on developing final drafts of the proposed recreational MJ Bylaws first, and present them to other Boards and Committees, and then address some needed revisions to the existing Medical MJ Zoning Bylaw.

Discussion of upcoming application for Police Station renovation project

Planning Administrator Mansfield reported that an application has been filed with the office for the expansion of the Police Station to modernize and meet State standards and requirements. He explained that this is a challenging site without room for sufficient parking, and the use of Center Park lot is proposed for additional parking. Mansfield explained that additional funds are being sought at spring Town Meeting for this project.

Chair Blake explained that the project is again going out to bid with the hope that the cost will be low enough that the work can begin. She added that while it is in the Town's best interest to start the site plan review process, the scope of peer review will be difficult to determine in this situation.

Chair Blake asked if this project has received approvals from the Board of Appeals and the Historical Commission. Planning Administrator Mansfield said that the ZBA has granted a special permit to extend this pre-existing, non-conforming use of this site. Rolfe said that the Historical Comm has not yet received an application for this project.

Master Plan Steering Committee (MPSC) update

Chair Blake reported that the recent MPSC meeting consisted of updates from the different subcommittees and a discussion of issues. She reported that since the holidays, Civic Moxie (CM) and the Committee developed the Kitchen Conversation (KC) materials and that over 50 KCs were held around Town. That information was then compiled and is being analyzed. Also, CM has prepared a series of "Existing Conditions" reports on the status of Carlisle with respect to several major areas, and these reports have been reviewed by the MPSC and the Master Plan (MP) Working Group.

Chair Blake said that at the March 4 Community Planning meeting, the MPSC and CM were not able to cover as much as had been planned for that time due to a very compressed schedule for necessary CM work

prior to the meeting. She explained that they are reviewing the overall process with CM. While the expectation had been that CM would be well through the information analysis at this time, they are still in the fact gathering stage. Chair Blake said a new timeline is being developed which will be presented next week.

The Board discussed the work done by the CM consultants thus far. Yelle pointed out the large amount of MP work being done by Chair Blake, MPSC Chair Janne Corneil and Selectwoman Barney Arnold.

DeKock expressed concerns as to whether a sufficient cross section of data had been obtained from the KCs, as the time frame for them was quite compressed. Chair Blake pointed out that this was realized, and that a second information gathering survey will be mailed to every household. Blake also said that the MPSC plans to suggest pushing the draft MP completion date to September.

Minutes

The Planning Board (PB) reviewed the draft Minutes from the 2/24/20 meeting, and a few amendments were proposed. Rolfe moved that the PB approve the Minutes as amended, Walsh seconded the motion, and it was approved 6-0-1 (DeKock abstained).

Annual Report 2019

The Board had reviewed the draft Annual Report prepared by Planning Administrator Mansfield. Yelle had provided written comments prior to the meeting, suggesting some changes to make the report more concise. Other members indicated their preference for the draft as written. Rolfe proposed that the comments be utilized going forward, but that the present report be submitted as-is. The Board agreed.

ANR Plan: 335 River Rd, Map 1, Parcel 6-7, Jane Elliot, applicant

Planning Administrator Mansfield displayed the ANR Plan for the Board and explained that he had visited the site and there are substantial stone walls in front of the existing house that are not shown on this plan. However, the Board's Regulations do require that all such features be shown on the plan. Mansfield therefore recommended that the Board not accept this plan for filing, and that a revised plan be prepared by the applicant's engineer.

At 10:00 pm, Walsh moved and DeKock seconded the adjournment of the PB meeting, and the motion was approved unanimously (7-0).

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board