

# Town of Carlisle

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Office of  
**PLANNING BOARD**

## Minutes April 8, 2019

Minutes 3/25/19

Bills

Budget: FY20 budget

Town Caucus

Liaison Reports

Discussion of Warrant Articles for 2019 Annual Town Meeting

Carlisle Master Plan Report

Review of Request for Proposals for a Master Planning Consultant [Request of Master Plan steering Committee]

ANR Plans: 288 Stearns Street, Map 9, Parcel 9-7, David Moreau, applicant

879 Concord Street, Map 4, Parcel 3-0, Linda Taylor, applicant

Chair **Peter Gambino** called the meeting to order at 7:34 pm in the Clark Room of Town Hall. Members **Jonathan Stevens, Ed Rolfe, Jason Walsh, Madeleine Blake, Peter Yelle**, Associate Member **Tom Lane** and Planning Administrator **George Mansfield** were present. Member **Rob Misek** was absent.

Assistant to Planner Gretchen Caywood, Janne Corneil (Acton St), Jessica Nierenberg (East St) Angie Verge (Indian Hill), David Freedman (Hutchins Rd) and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

### Minutes

The Planning Board (PB) reviewed the draft Minutes from the 3/25/19 meeting. Stevens moved that the PB approved the Minutes as drafted, Blake seconded the motion, and it was approved unanimously (6-0).

### Liaison Reports

Conservation Restriction Advisory Committee (CRAC) appointee Stevens reported that the conservation land at Tall Pines (CR #33A) was inspected in June of 2018, and was found to be in good condition, with no evidence of violations.

### Carlisle Master Plan Report:

#### Review of Request for Proposals for a Master Planning Consultant [Request of Master Plan steering Committee]

Master Plan Steering Committee (MPSC) Chair Janne Corneil (Acton St) explained that she would like the PB to address three items: review the Request for Proposals (RFP) prepared and approved by the MPSC, discuss the proposed budget for the MP and an itemization of ancillary costs to the Town, and discuss near-term expenses for printing and town-wide mailing of a MP brochure.

Corneil referred to a handout she had provided the Board itemizing and estimating Town-related Master Plan costs other than consultant costs, for which \$25,000 is being proposed, at the PB's request, in the warrant article for MP funding. The itemization included:

- costs for MPSC meetings preparation and Town Meeting preparation (\$4000),
- GIS subscriptions, surveys and additional expected annual subscriptions (\$4,000),
- education and marketing supplies (\$2900), and
- GIS specialist support (estimated \$14,000 for 200 hours).

Chair Gambino explained that the \$25,000 amount for ancillary Town costs was requested by the PB at a prior meeting, and that it was based on their research of the MP process in other similar communities. He noted that unlike some other towns, Carlisle does not have an IT/ GIS specialist on staff, and he pointed out that it will be more cost effective to utilize a GIS specialist for this portion of the work than to utilize MP consultant time, adding

that there are also other aspects of the MP process for which they plan to rely on some support from Planning Office staff.

Yelle asked what the GIS work entails. Chair Gambino explained that it would include developing a significant amount of GIS data beyond the parcel data that is currently handled by an independent consultant to the Assessors on an annual basis. Gambino pointed out that the GIS work would include an inventory of our Open Space (OS) parcel data on GIS, a geospatial mapping of accidents and severity of accidents across town (requested by Police Chief Fisher toward a Traffic Safety Plan), zoning districts, septic and well data, and specific house location on each parcel (public safety). He added that with the tremendous volume of work involved, and the learning curve involved, it would not work to utilize resident volunteers for GIS data development. Corneil explained that typically a MP will require a comprehensive package of GIS data that represents an existing conditions foundation of the Town. She further explained that while some of this data currently exists in Carlisle Town Hall, some must be obtained and combined from other sources such as the State, and some must be developed. Corneil said our current GIS data is incomplete for MP purposes, and it is much more cost and time efficient to utilize a GIS specialist for this, who would not need a learning curve to obtain reliable data. Yelle asked how the figure of 200 hours was decided upon, and if it would be sufficient. Chair Gambino explained that this is an estimate based on the MPSC's analysis of what they know they will need for the MP process. Blake reminded Yelle that the \$25,000 figure was agreed upon by the PB at a late 2018 PB meeting for expected ancillary expenses. Chair Gambino explained that the consultant costs cannot exceed \$135,000 for services and expenses, and that this is made clear in the RFP. Chair Gambino reviewed the rest of the expected ancillary expenses, verbally providing a breakdown of each component.

The Board then reviewed the draft RFP for contracting with an MP consultant. Corneil described the background that the RFP provides for the consultant to carry out Carlisle's MP process, including:

- the four guiding principles for the MP process, as developed by the MPSC and the PB: integrated planning, an action oriented approach, community engagement, and measuring success through data and metrics,
- a list of the ongoing plans and Town initiatives, including the OS & R plan update, Housing Production Plan, complete streets and pathways projects, a community center feasibility study and others, and
- a description of the status of the MP process

The Board then reviewed the Scope of Work in the RFP, which outlines the multi-phase process that the MPSC has established for the development of the MP, and also describes the resident engagement strategy. It also refers to the MPSC's "work plan overview" that is designed to help the consultant in preparing the proposal. Importantly, the RFP emphasizes that Carlisle's MP cannot be a wish list, but must be comprised of realistic and actionable recommendations and initiatives. The RFP also details required deliverables, which include all presentation materials developed during the process, including maps and graphics, data and any other materials collected, a final MP in both print and web-based formats, and all updated GIS mapping, including data and shape files, developed in accordance with MassGIS standards. The RFP also outlines the consultant selection process timeline, proposal instructions and a description of the evaluation process. Corneil explained that a MP Consultant Selection Committee will be formed, comprised of a few members each from the MPSC, the PB, the Selectmen, the Planning Administrator and the Town Administrator.

Corneil said that the target goal for issuing the RFP is 5/6/19, with proposals due by 6/14/19, and a contract signed with a consultant by 8/15/19. Chair Gambino explained that the RFP will be presented to the Selectmen at their meeting tomorrow night, with the understanding that the PB is still reviewing it.

Yelle pointed out that the RFP should stress the Town's interest in differentiating between needs and wants in the MP, and that one of the outcomes of the MP should be a list of items in each category. He also asked if the consultant will be required to generate an estimated cost for the Town to accomplish each goal formulated by the MP. Stevens said that in his opinion the purpose of the MP is to identify what we want to do, and it then becomes the job of the appropriate Town Committees to determine the cost to execute, and to identify which projects we want to pursue, and in what order. Corneil explained that part of the MP is to develop a 5 year (short term) plan and conceptual budgets for the items, identifying roles, responsibilities and funding sources. Yelle asked about the

long term timeframe, and Corneil said that the timeframe will be based on what we see as a vision for the Town, and is difficult to put a number on right now. Chair Gambino pointed out that the MP will be a foundation to grow on, and that some initiatives may develop over time as priorities.

Blake asked about initiatives regarding the Carlisle School, and planning toward the type of school the Town wants. Corneil pointed out that this detail is being developed by the School Committee and others associated with the school and that their own “master plan” will contain this detail, and will be incorporated into the MP by reference. MPSC member Jessica Nierenberg pointed out that the necessary conversations must take place between the two groups (MPSC and School Committee) to bridge these issues. Chair Gambino added that what the MP learns about demographics will also inform the school discussions on the future needs of the school.

Freedman proposed some revisions to the RFP and pointed out that there will be a need to balance the goals of the MP against the Town’s resources. He said that the MP must help the Town differentiate between wants and needs. Freedman also suggested adding a “municipal facilities” category to ongoing initiatives of the MP.

Blake asked if we will be monitoring the consultant’s timeline, and Corneil explained that the MPSC will be working closely with the consultant, including monthly sessions to review work status, scope and content. She added that there will be a draft MP presented to the PB for its approval before the final plan is completed.

The Board discussed near term expected MP related expenses including Mosquito advertising regarding the MP, and printing and mailing of a flyer prior to TM explaining the importance of Master Plan development. Chair Gambino reported that he had spoken with Town Counsel Chris Heep as to whether the Town can utilize funds for mailing of the MP flyer, and Heep confirmed that this is allowed. Stevens moved and Rolfe seconded the PB’s authorization for use of \$1200.00 from the Board’s ‘Planning – Professional’ fund for the purpose of supporting materials and marketing for Master Planning. The motion was approved unanimously (6-0). It was noted that this amount, along with the amount of \$1000 authorized by the PB at its 3/11/19 meeting, will need to be authorized by the Selectmen as well. Chair Gambino asked Assistant Caywood to submit this request to the Town Administrator for submission to the Selectmen.

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

- Master Plan Ancillary Town Cost (estimate) dated 3/27/19, provided by the Master Plan Steering Committee
- Draft “Carlisle Master Plan Request for Proposals” dated 3/28/19, provided by the Master Plan Steering Committee

### **Discussion of Warrant Articles for 2019 Annual Town Meeting**

Freedman, also Chair of the current Housing Authority (HA), was present to garner the PB’s support for the Town Meeting (TM) Warrant Article to dissolve the Carlisle Housing Authority. He explained that upon the resignation of all prior HA members in the fall of 2018, the Selectmen (BOS) investigated whether it was in the best interest of the Town to maintain both a HA and an Affordable Housing Trust (AHT). Freedman explained that according to State law, the AHT has a broader range of capabilities than the HA, as it can acquire property and hold Town funds, both of which a HA cannot do. Freedman further pointed out that a HA is mainly responsible for managing property – an aspect for which Carlisle had no need on a regular basis. He added that on reviewing the legalities, an AHT alone can legally perform all steps necessary for increasing the supply of affordable housing.

Freedman read the text of the Warrant Article: “To see if the Town will vote to dissolve the Carlisle Housing Authority in accordance with MGL c 121B, §3, or take any other action related thereto.” He explained that this article was put forward by the current HA, which was appointed temporarily in order to enact the transfer of all its responsibilities to the AHT. Freedman further explained that State law requires that all HA obligations must be transferred to the AHT prior to TM, which is why this step has already been done. He added that the current HA has also voted to dissolve itself.

Chair Gambino asked about the composition of the AHT. Freedman said that it is comprised of all 5 BOS members and two others, one of whom is PB Vice Chair Jonathan Stevens, with the other remaining to be

confirmed. Freedman pointed out that Stevens is not a PB representative on the AHT, but is an appointed member of the AHT, having been appointed by the BOS. Concerning participation of all 5 BOS members on the AHT, Freedman suggested there could be an advantage for the Town to their dual role.

The PB questioned how this may affect the PB in conducting its work for the Town, and Freedman said that in his opinion it will be more efficient for planning purposes to have only one housing entity. Chair Gambino asked about the future possibility of an affordable housing development that requires management, and the AHT's authority to take on that role. Freedman said that while the AHT is legally allowed to do so, the Town may want to contract with a regional agency, as there are many such agencies which can do so very cost effectively.

Stevens moved that the PB support the warrant article requesting that the Town vote to dissolve the Carlisle Housing Authority, Rolfe seconded the motion, and it was approved unanimously (6-0). Freedman thanked the PB for its support of this article.

Concerning the warrant article for an amendment to the Residential Open Space Community (ROSC) Zoning Bylaw, Sect. 5.12, Freedman said that he will present this proposed amendment at TM. It was noted that Freedman had played a key role in developing the ROSC Zoning Bylaw.

With authorization from Conservation Commission Chair Angie Verge, who had previously left the meeting, Freedman briefly presented their request for support of the ConsCom's request to TM for Community Preservation Committee (CPC) funding in the amount of \$300,000 from the "undesignated" and "historical" CPC funds categories for the restoration of the Greenough Dam, with any sums not expended by 6/30/22 returned to these CPC funding categories. Stevens reported that he had heard a detailed report on this proposal at a recent meeting of the Conservation Restriction Advisory Committee (CRAC) to which he is the PB Appointee, and he recommended PB support. Rolfe and Freedman also explained that all engineering work has been completed and State permitting is in place.

Rolfe moved that the PB support the use of CPC funds from the undesignated and historic fund categories in the amount of \$300,000 to restore and repair Greenough Dam, Stevens seconded the motion, and it was approved unanimously (6-0).

Also with authorization from Conservation Commission Chair Verge, Freedman briefly presented their request for support of the ConsCom's request to TM for Community Preservation Committee (CPC) funding in the amount of \$9,000 from the CPC Administrative Expenses category for the creation of the 2020 Open Space and Recreation (OS&R) Plan, with any portion of the sum not expended by 6/30/21 returned to the CPC Administrative Expenses category. He explained that the funds will be needed for GIS updates related to the OS&R plan.

Rolfe moved that the PB support the use of CPC funds from the CPC Administrative Expenses category in the amount of \$9000 for the creation of the 2020 Open Space and Recreation Plan, Blake seconded the motion, and it was approved unanimously (6-0). Freedman thanked the PB for its support on behalf of the ConsCom.

Planning Administrator Mansfield spoke about the PB's warrant article to designate Rockland Rd and Stearns St as Scenic Roads, adding them to the current list of roads with this designation. He explained that while all the residents of Rockland Rd had petitioned the PB to request scenic road designation, the matter of this designation for Stearns St was put forward by the PB at the request of a single resident. Mansfield suggested that it would be worthwhile and appropriate to send a letter to Stearns St residents and property owners explaining the Scenic Roads Bylaw. He reminded the Board that at the PB meeting at which this designation was discussed, it was clear that some Stearns St residents do not understand that this Bylaw does not affect their private property, but only the Town right-of-way area in front of their homes.

Rolfe moved that the PB authorize its staff to notify the residents and property owners of Stearns St regarding the Scenic Roads Bylaw. Blake seconded the motion, and it was approved 5-0-1 (Yelle abstained).

**ANR Plan: 879 Concord Street, Map 4, Parcel 3-0, Linda Taylor, applicant**

Planning Administrator Mansfield had explained to the Board that this ANR plan creates one new pork-chop lot and retains an oversized standard lot for an existing house and out-buildings on a current 9.6 acre lot, which, he noted, currently shows as 10 acres on the Assessors records. Mansfield explained that a portion of the property contains Buttrick Pond, a portion of which is also owned by the Town, but that the ANR plan does not make it clear who owns the remaining largest portion of the pond. Planning Administrator Mansfield explained to the Board that he has informed the applicant's engineer of this matter, and explained that this question must be resolved before the PB can accept this ANR plan for filing and for subsequent endorsement. Mansfield emphasized the importance of having a correct plan for filing, particularly as his research indicated that no other recorded plan for this parcel exists back to at least 1935. According to the PB's Rules and Regulations for ANR Plans, the plan must show who owns the pond, as an abutter to the subject parcel.

Chair Gambino stated that this plan is not accepted for filing with the Board, and that the applicant's engineer must work with the Assessor's office to rectify the problem.

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

- Plan of land in Carlisle, MA for 879 Concord St, Map 4, Parcel 3-0, prepared for Linda Taylor by Stamski and McNary, Inc. (Acton, MA) and dated 2/19/19.

**ANR Plan: 288 Stearns Street, Map 9, Parcel 9-7, David Moreau, applicant**

Planning Administrator Mansfield explained that the purpose of this plan is to transfer a 0.59 acre parcel of land from Parcel 9-9-7 (288 Stearns St) to the parcel at 71 Rodgers Road in order to provide an additional "buffer" of land between the house location at 71 Rogers Rd and the lot line of the 288 Stearns St parcel, which is currently for sale. Mansfield pointed out that while currently the Stearns St property is non-confirming because it does not meet the ellipse shape requirement, the endorsement of this ANR plan will not extend that non-conformity. Stevens moved that the PB endorse the plan of land in Carlisle, MA for 288 Stearns St, Map 9, Parcel 9-7, prepared for David Moreau by Stamski and McNary, Inc. dated 1/4/19 as approval not required. Rolfe seconded the motion and it was approved unanimously (6-0).

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

- Plan of land in Carlisle, MA for 288 Stearns St, Map 9, Parcel 9-7, prepared for David Moreau by Stamski and McNary, Inc. dated 1/4/19.

At 9:55 pm, Walsh moved to adjourn the PB meeting, Blake seconded the motion and it was approved unanimously (6-0).

Respectfully Submitted,

Gretchen Caywood  
Assistant to Planner  
Carlisle Planning Board