

Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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

Minutes April 9, 2020

Discussion of invoices for Master Plan work
Master Plan Steering Committee (MPSC) update and appointment of new members
Brief update and discussion re: Municipal Vulnerability Preparedness (MVP) plan grant process
Discussion of virtual upcoming hearing

Chair **Madeleine Blake** called the virtual meeting to order at 7:03 pm. Members **Ed Rolfe, Adelaide Grady, Jason Walsh, Rob Misek** and Planning Administrator **George Mansfield** were present. Members **Peter Yelle and Jonathan DeKock** were absent. Rolfe hosted the virtual meeting on a Zoom platform.

Assistant to Planner Gretchen Caywood was also in attendance.

Discussion of invoices for Master Plan work

Chair Blake reviewed recent invoices from Civic Moxie (CM), the Master Plan (MP) consultants contracted by the Town. She pointed out that each invoice includes a set of completion benchmarks indicating the level of completion across several major work categories. Chair Blake explained that she and Master Plan Steering Committee (MPSC) Chair Janne Corneil have reviewed the invoices and feel they are accurate. These invoices had also been provided to the Board prior to this meeting.

Chair Blake asked the Board for questions, and there were none. Walsh moved that the PB approve payment of these invoices, Grady seconded the motion, and the motion was approved unanimously (5-0) by roll call vote.

Master Plan Steering Committee (MPSC) update and appointment of new members

Chair Blake explained that the compressed schedule for the amount of MP work that needed to be completed before the last town-wide MP meeting on 3/4/20 illustrated the need for the MPSC to have "more hands on deck" for this process. She reminded the Board that John Ballantine and Bob Zogg have been very active as advisors to the Committee, in the areas of economics/demographics and sustainable energy respectively. Chair Blake asked that the Board appoint both Ballantine and Zogg to the MPSC, as requested by MPSC Chair Janne Corneil.

Walsh moved that the PB appoint John Ballantine and Bob Zogg to the MPSC, Misek seconded the motion, and it was approved unanimously (5-0) by roll call vote.

Chair Blake updated the Board that the MP schedule has been pushed out a bit, but that they are working on a second survey, on one more edit of the Existing Conditions documents, and planning for focus groups at a later date. Blake added that the MPSC is putting together its goals and vision statement, and that she will circulate it to the Board.

Brief update and discussion re: Municipal Vulnerability Preparedness (MVP) plan grant process

Chair Blake explained that the State is providing funds for towns to assess their MVP and develop a preparedness plan. She added that the resident Lisa Davis has volunteered to prepare the grant application, something with which she has direct experience. Blake said that if we are successful in obtaining grant funds, we can hire a consultant to do an MVP assessment and assist with preparing a plan. She added that a State representative had recommended to the Selectmen that Carlisle take this step, which is also under the purview of the PB.

Grady asked if the grant program looks solely at ecosystem impact, or if it also would look at shelter-in-place planning. Chair Blake said she is not sure if this is included, but noted that along with 8 plan elements required by the State, Carlisle is adding sustainability and vulnerability, which will also be an element of the MP. Chair Blake

planned to share additional information on this grant program at the next meeting. She noted that the application deadline has been moved out to August 1.

Discussion of upcoming virtual hearing

Chair Blake explained that the public hearing for Ameresco's application for an amendment to its Site Plan Approval (granted by the Board on 9/30/19) will take place at the 4/27/20 PB meeting. The main requested amendment is to the proposed location of the equipment pad, which was to have been located within the 40 ft. setback along Church St. The new proposed location is on an existing island within the site.

Chair Blake asked the Board's opinion on holding a virtual hearing on this application on 4/27 or postponing until the Board can meet in person after Covid 19 restrictions are loosened. The Board agreed that a virtual hearing should be held to address this matter as soon as possible so that the project may proceed.

Other Business: signature authorization

Assistant Caywood explained that renewals of the GIS licenses are coming due shortly, and asked Chair Blake to consider asking the Board to authorize one signatory for these invoices. On discussion, Rolfe moved and Misek seconded the Board's authorization of Chair Blake to sign these invoices, and the motion was approved unanimously (5-0) by roll call vote.

At 7:39 pm, Walsh moved and Rolfe seconded the adjournment of the PB meeting, and the motion was approved unanimously (5-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board