

Town of Carlisle

MASSACHUSETTS 01741

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

Office of
PLANNING BOARD

Minutes April 11, 2022

Minutes

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Co-Chair **Madeleine Blake** called the virtual meeting to order at 7:00 pm. Members **Ed Rolfe**, **Rob Misek**, **Adelaide Grady** and **Sara Smith** were present. Member **Jason Walsh** arrived at 7:08 pm and Co-Chair **Peter Yelle** arrived at 7:10 pm. Co-Chair Blake hosted the meeting on a Zoom platform.

Interim Planning Administrator Jon Metivier, Assistant to Planner Gretchen Caywood, Jack Troast (Concord St), Kim Sabatini (Bellows Hill Rd), Christina Christodouloupoulos (Hemlock Hill Rd), Kerry Kissinger (Elizabeth Ridge Rd), Brian Waterson (Aberdeen Dr), and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

Bills

Co-Chair Blake reported that the Select Board and FinCom have approved the use of ARPA funds for the PB document scanning project with Morgan Records Management (MRM). Rolfe moved and Co-Chair Blake seconded a motion to authorize the use of ARPA funds for the payment of the initial MRM invoice in the amount of \$5190.63, and the motion was approved 6-0 by roll call vote.

Discussion/update regarding the draft Master Plan

Co-Chair Pete Yelle arrived at this point. Master Plan Steering Committee (MPSC) Chair Jack Troast updated the Board that his committee has reviewed and discussed about half of all comments provided thus far on the draft MP, and that they do expect to issue a final MP in advance of the next PB meeting on 5/9/22.

Co-Chair Blake asked Board members if there were any particular points they wish to discuss. Grady referred to statements concerning residential vs commercial land value, and land vs structure value as it is discussed in the MP. She pointed out that the land value is affected by what the Zoning Bylaws allow to be built on a site, and suggested that some of the statements in the MP be revisited with this in mind, and referred to a particular example in the MP.

Co-Chair Blake said that there may still be some confusion over the recommendation to ‘encourage sustainable residential development principles through revisions of Zoning Bylaws for Conservation Clusters, Residential Open Space Communities and Senior Residential Open Space Communities.’ The group discussed sustainability measures regarding development and what is possible by the Zoning Bylaws, what is practicable and what is not. Blake pointed out that these special permits cannot mandate what type of construction materials are used for the individual homes, but pertain to the localized zoning of the land only and to the infrastructure. Interim Planning Administrator Metivier agreed, and said that a separate General Bylaw would be required to address this issue for individual homes. Co-Chair Blake also suggested revisions to certain other MP recommendations to better align with Zoning Bylaw jurisdiction.

Blake noted that this recommendation originally seemed to be toward investigating a new type of conservation cluster development, and she felt that looking into this would be worthwhile.

Troast said that the MP team has received many resident comments about clearcutting of trees and about lighting issues, both concerning individual lots. Co-Chair Blake explained that the PB does not have jurisdiction over individual lots concerning these matters, and that discussion of this should be revised accordingly in the MP.

Co-Chair Blake said that the goal is to have clear language in the recommendations, as groups will be assigned to work on each of these, and so each recommendation should have a minimum threshold of feasibility in order that the work of the assigned group is worthwhile. Blake asked for other input from the Board. Rolfe asked Metivier about any state incentives for green building. Metivier said that there are a number of State incentives as well as measures in the Building Codes that incentivize green building. Grady pointed out the MassSave incentive program as well.

The MP discussion will continue at the 5/9/22 PB meeting.

Discussion of Town Meeting Warrant Articles

The Board reviewed the Articles of the Warrant for the 4/25/22 Annual Town Meeting. Rolfe moved and Walsh seconded a motion that the Board indicate its support at Town Meeting of Article 11: 'Accept Fire Protection Easement Stillmeadow Farm North,' and the motion was approved unanimously (7-0) by roll call vote. The Board did not take a position on any other Warrant Articles.

Discussion of CPC recommendations for CPA funding

Grady reviewed the applications for CPA funding that were recommended for CPC funding. These were:

- \$60,000 from the CPA Housing funds to the Carlisle Affordable Housing Trust (CAHT) for Housing Development Fund to enable the Trust to respond quickly to opportunities for land acquisition in town,
- \$25,000 to the CAHT and Council on Aging for a rental assistance program,
- \$325,000 from the CPA undesignated fund to the Carlisle Castle Playground Committee for construction of a new playground at the school,
- \$30,000 from the CPA Open Space Reserve Fund to RecCom for the creation of a dog park, and
- \$11,500 from the CPA Open Space Reserve Fund to ConsCom for the restoration of the Cranberry Bog Dam #1.

Grady noted that an application to replace the Cranberry Bog fire alarm signal transponder was not recommended for funding, as it does not qualify for use of CPA funds.

GIS Discussion

Interim Planning Administrator Metivier reported that he and Assessor Brian MacDonald have put together their proposal for GIS license needs going forward, and that this information was provided to the Board ahead of the meeting. The recommendation involved the one-time purchase of a perpetual use desktop license in the amount of \$6130.63, and an annual standard concurrent use primary maintenance license to enable updates of the data. Metivier explained that the perpetual license enables our data to be uploaded to the server, and that there can be many authorized users (one user at a time), with the data stored on the Town server as well as ESRI's server, and daily backups done by DriveTech. He proposed utilizing funds from the Planning and Professional category authorized by a prior Town Meeting to pay for this license. The primary maintenance license (\$1500.00 annually) will be utilized by the Assessor to update the data, and will be paid annually by that department. User training will be provided at no charge by a MassGIS representative.

On discussion, Rolfe moved that the PB approve the use of \$6130.63 from the Planning and Profession funds category for the one-time purchase of the ESRI ArcGIS perpetual use desktop license. Misek seconded the motion and it was approved unanimously (7-0) by roll call vote.

Town Election

Co-Chair Blake noted that Rolfe, Walsh and Misek will be retiring from the Board at the close of their terms this May. She thanked them for their diligent service to the Board and the Town, and noted that their final PB meeting will be the next one on May 9. Blake noted that there are now two candidates for the ballot: Joe Gushue and Court Herschelman. A third candidate is still being sought.

Revision of Fire Safety Rules

Co-Chair Blake reported that she and Interim Planning Administrator Metivier met with the Fire Chief to discuss this, and that she would like the Board's input. Blake summarized that they had discussed the allowed maximum length of common driveways, utilizing T-turnarounds in common driveways more frequently than circles, requiring a waiver from this aspect of the Regulations, and replacing the use of "fire pond" with "certified water source" in the Board's regulations. Blake noted that both Metivier and Chief Sorrows suggested a fire cistern fund be established, and she outlined a potential means of funding this. Blake noted that the PB will work with the Fire Department concerning sprinkler requirements, but that it is the Fire Department's purview. Blake will prepare and circulate a summary of the meeting for Board input.

Interim Planning Administrator Report

Interim Planning Administrator Metivier reported that we are ready to begin scanning the first portion of PB documents with the accounting arrangements in process. Rolfe moved and Co-chair Blake seconded the Board's authorization of Jason Walsh to sign the initial invoice from Morgan Records Management for these scanning and storage services,

Minutes

The Board reviewed the draft Minutes from the 3/14/22 PB meeting. Rolfe moved that the PB approve the Minutes as drafted, Walsh seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Planning Board staffing

Co-Chair Blake had prepared a list of duties to be added to the Town Planner job description that was prepared by the Staffing Subcommittee. The list included some responsibilities in the housing and environmental areas. She asked that the Board members provide any written comments regarding the list, and noted that she will research the process and set up the necessary meetings with Personnel concerning this new position.

At 8:25 pm, Misek moved and Rolfe 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 Jack Troast dated 3/3/22 re: "Master Plan Input"
- Document entitled "MP Report Feedback from Pete Yelle dated 3/20/22"

- Document entitled “Compiled Draft MPSC Responses to Comments from Planning Board submitted 4/8/22
- Master Plan comments from resident E. Ratner
- Master Plan comments from resident M. Russell dated 3/16/22
- GIS proposal information prepared by Jon Metivier and Brian MacDonald
- ‘Planning Board staffing list of tasks’ prepared by Madeleine Blake