

## **Minutes: Master Plan Steering Committee – April 14, 2021 – Remote Meeting**

Committee Members attending: Jack Troast (Chair), Barney Arnold, Janne Corneil, Mary-Lynne Bohn, Kerry Kissinger, Kate Reid, Bob Zogg, John Ballantine, Nancy Shohet West.

Also in Attendance: Alexis Lanzillotta (Barrett Planning Group), Deb Bentley, Christina Christodoulopoulos, Gretchen Caywood.

Jack called the MPSC meeting to order at 7:00 pm.

### **Administrative Matters/ Introduction of Barrett Planning Group as P/PM**

Jack explained that all interviews for the P/PM position have been concluded, and that he had announced to the PB and SB that Barrett Planning Group (BPG) is the unanimous choice of the Selection Committee for the P/PM consultant to the MPSC. He introduced Alexis Lanzillotta from BPG who will be the PM for the MP work. MPSC members and staff introduced themselves and their roles on the Committee. Jack explained that the firm's Principal, Judy Barrett, is an experienced and highly regarded planner, and that with BPG we have achieved our goal to hire a P/PM.

Jack reviewed his vision of the main aspects of the P/PM role, including supporting the work of the MPSC Chair, support in schedule management, helping the Elements Captains further their work, assisting with community engagement, and getting input from other staff at BPG. Jack turned the discussion over to Alexis at this point.

Alexis provided background information on BPG and its range of expertise and experience. She complemented the MPSC on the level of project detail in the RFQ, noting the reference to the use of an online PM tool. She explained that her firm regularly utilizes a tool called ASANA which is designed for online PM. Alexis pointed out that BPG has been continuing with public engagement on projects throughout the pandemic and they have developed some interesting approaches to conduct public outreach. Jack described the public outreach events that the MPO Subcommittee has been working on, such as a presentation on the Town's planning options going forward, and additional surveys for public input. Janne explained that the content for the options presentation is under development. All agreed that there needs to be a presentation of the options information to the public so it can be understood in context, and not just a "handing out" of the information. Barney offered to send Alexis the outline of outreach ideas, and noted that she and her group would like to discuss some timing and methodology questions with Alexis concerning the options presentation.

Jack pointed out that BPG has very valuable experience "parachuting in" to in-process MP work, in Lincoln and Groton for example. Alexis recounted her experience with the Pioneer Valley Planning Commission which was well underway with their MP prior to BPG coming onboard. She reiterated how impressed she is with how much the volunteer MPSC has achieved toward the MP so far, and she asked for questions from the members.

Kerry explained that one of the main goals is to broaden the involvement and input from the public, suggesting that Alexis and BPG can help in that area. John noted that there have been about four hundred resident participants so far, and that they are looking to broaden that input. Alexis suggested thinking of ways to involve high school and middle school students as a great way to broaden input. She also suggested a possible separate survey for students, and added that the school can be a great way to get information to the parents.

Alexis asked if there has been much interaction with Town staff to determine what level of staff involvement in the MP is feasible. Barney explained that the TH staff is very small, and that there have not been any discussions yet on how a plan would be implemented or who would be implementing it. Jack added that longtime Planning Administrator George Mansfield provided valuable input on the MP Scope Advisory Group and may be a valuable resource.

Barney explained to Alexis that the housing topic is difficult to tackle. While there is interest in a broader range of housing options, and options for older residents in particular, they are finding this topic hard to analyze in a community like Carlisle. Alexis said that this is a common difficulty in developing an MP, and offered to assist.

Jack thanked Alexis for the helpful discussion, and asked for brief update reports from the topic captains.

Janne reported that the Vision and Values statements are near finalized, and it is key that the analysis and evaluation of options is value driven. She suggested that Alexis might meet with Nancy on this topic. Janne briefed Alexis on the GIS database and mapping tool under development, explaining that it is a current parcel database that will allow us, via GIS data layers, to show various options for change for the town by illustrating the patterns with the GIS layers.

John reported that he has met with FinCom on the town's facilities needs, and he discussed the possible range of necessary expenditure over the next decade for the range of facilities options. He added that the analysis is 70-80% complete. John noted to Alexis that the town has very significant facilities and financial constraints. Barney reported that the SB have discussed the mission and purpose of a Public Facilities Committee that is to be established. She explained to Alexis that the facilities assessment is being driven by the current Police Station which can no longer be renovated to meet State standards. The Committee will look at options for Police and Fire, and that this could limit future facilities projects over the next decade.

Mary-Lynne summarized that the MPO has put out 2 videos on the MP as well as many Facebook posts in the past few weeks, and that they have been growing their overall mailing lists. Nancy has written a 2020 MP report for inclusion in the Town Annual Report. She added that a few other MPSC members have offered to participate in videos for the public, and that she would like to do a video focused on BPG. Barney added that the Town Moderator has agreed that the MPO can include a piece on the MP in the ATM Warrant. Mary-Lynne had also spoken with Carlisle Mosquito editor Betsy Fell who will do a feature on BPG for the paper.

Bob reported that he has finished his review of the OS&R Plan, and that while the OS&R Committee ideally wants all undeveloped land protected, it understands that a balance is needed between development and OS and that ultimately it will be a Town decision. He had asked OS&R Chair David Freedman for evidence that residents want more open space, and David responded that land acquisition and preservation has always been approved at TM.

Concerning housing, Kate said that she has been waiting for the P/PM hire and will utilize the GIS data when available for studying housing. She welcomed help from BPG.

Jack updated Alexis on Kerry's analyses of 8 similar towns in terms of what they have done to address issues they have in common with Carlisle (housing, zoning), noting that this will be helpful in making decisions. Kerry noted the importance of economies of scale, something that Carlisle does not have. He said that shared services with other towns should be investigated to the extent practicable, and that a survey could include questions on this.

Bob pointed out that in some areas of the country, communities are working on zoning ordinances to assure that development takes place more environmentally, such as requiring fossil-free new construction. He referred to the recent MA Climate Roadmap signed by Governor Baker.

With reports concluded, Jack asked for any questions from attendees. Deb pointed out that for any new construction, the materials used take energy to manufacture, and therefore new construction is environmentally expensive.

## **Minutes**

Master Plan Steering Committee  
April 14, 2021 Minutes  
Approved May 12, 2021

The MPSC reviewed the draft Minutes of the 2/10/21 meeting. Barney moved and Kerry seconded the approval of the Minutes as drafted, and the motion was approved unanimously (8-0) by roll call vote. The MPSC reviewed the draft Minutes of the 3/17/21 meeting. Kate moved and Kerry seconded the approval of the Minutes as drafted, and the motion was approved unanimously (8-0) by roll call vote. (Janne had left the meeting at this point.)

The meeting was adjourned at 8:42 pm.

Respectfully submitted,

Gretchen Caywood