

# Town of Carlisle

MASSACHUSETTS 01741

Office of

## PLANNING BOARD

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### Minutes May 9, 2022

#### Minutes

#### Planning Board membership/Town Election

#### Discussion/update and vote regarding acceptance of Master Plan

#### Review of Construction management Plan and Stormwater Pollution Prevention Plan for Stillmeadow Farm project

#### Discussion of Planning Board staffing

Co-Chair **Madeleine Blake** called the meeting to order at 6:30 pm on the patio at Town Hall. Co-Chair **Peter Yelle** and Members **Ed Rolfe**, **Jason Walsh**, **Adelaide Grady** and **Sara Smith** were present. Member **Rob Misek** was absent.

Interim Planning Administrator Jon Metivier, Assistant to Planner Gretchen Caywood, Jack Troast (Concord St), and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

#### Discussion/update and vote regarding acceptance of Master Plan

Master Plan Steering Committee (MPSC) Chair Jack Troast was present for this final discussion of the draft MP. He thanked the Board for its continued support, guidance and comments throughout the MP development process. Co-Chairs Blake and Yelle thanked Troast for his willingness to volunteer as Chair of the MPSC since Fall 2020, and, as Smith added, “getting this Master Plan over the finish line.”

Grady pointed out that the completion of the MP was largely a volunteer effort, with the utilization of a consultant project manager, and she added that in her opinion the resultant MP is an actionable document. The Board noted the many ways in which this MP exercise has generated considerable new information for the Town, including extensive GIS maps and information, detailed financial models and projections, and a body of environmental data.

Rolfe moved that the Carlisle Planning Board accept the Carlisle Master Plan, Walsh seconded the motion, and it was approved unanimously (6-0).

#### Review of Construction Management Plan and Stormwater Pollution Prevention Plan for Stillmeadow Farm project

Interim Planning Administrator Metivier summarized the recent pre-construction meeting for this project, at which Planning and Conservation staff, project manager and contractor representative and the agent for the new property owner were in attendance. Metivier confirmed that the project manager has contact information for all abutters to the project, as well as a plan for keeping them informed of the construction work. At this meeting, the Construction Management Plans (CMPs) and the process for installation of the cistern on West St were among the items discussed.

The Board had been provided each of the four CMPs (one for each common driveway installation) prior to the meeting for review. With no questions on the plans, Walsh moved and Rolfe seconded the Board’s acceptance of the Construction Management Plans for the Stillmeadow Farm project. It was noted that the Board’s peer review engineer had reviewed the Stormwater Pollution Prevention Plan and has no issues with that plan, which has now been approved by the EPA.

#### Planning Board membership/Town Election

Co-Chair Blake noted that tonight is the last PB meeting for retiring members Rolfe, Walsh and Misek. She thanked them for their volunteer service to the Board and the Town. Blake added that both Walsh and Misek have offered to continue in the role of Associate Members, after being appointed by the SB, as current Associates Tom Lane and Rich Terry's terms are ending as well.

Blake noted that there are now three candidates for the ballot: Joe Gushue, who was nominated at the Town Caucus, and Court Herschelman and Eric Adams, both write-in candidates.

**Planning Board staffing**

Co-Chair Blake reported that she will be in attendance at the 5/24/22 SB meeting to present the job description for Town Planner.

**Minutes**

The Board reviewed the draft Minutes from the 4/11/22 PB meeting. Rolfe moved that the PB approve the Minutes as drafted, Walsh seconded the motion, and it was approved unanimously (6-0) by roll call vote.

At 7:11 pm, Misek moved and Rolfe seconded the adjournment of the PB meeting, and the motion was approved unanimously (6-0) 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):

- Construction Management Plans (4) for the Stillmeadow Farm project
- Email from Dan Carr to Gretchen Caywood dated 5/6/22 re: Link to Stormwater Pollution Prevention Plan