

Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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Minutes

May 13, 2019

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Annual Town Meeting and Election

Continued public hearing on application for Special Permit for a Residential Open Space Community (ROSC) for development of the 44.9 ac. Parcel 10-4-X (between 767 and 871 Bedford Road) [NOW Communities, LLC, Concord, MA, applicant]

Review of Request for Proposals for a Master Planning Consultant [Request of Master Plan Steering Committee] Request of extension of time to exercise the Common Drive Special Permit for two lots (Map 15, Parcels 26-0 and 27-A) at 48 Bingham Road (Approved 1/8/18) [Permit expired 2/12/19 {Request of Stacy Scott}]

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

Vice Chair **Jonathan Stevens** called the meeting to order at 7:30 pm in the Clark Room of Town Hall. Members **Ed Rolfe**, **Jason Walsh**, **Madeleine Blake**, **Peter Yelle**, Associate Member **Tom Lane**, and **Planning Administrator George Mansfield** were present. Member **Rob Misek** arrived at 7:35 pm, and Chair **Peter Gambino** was absent.

Assistant to Planner Gretchen Caywood, Dan Gainsboro (NOW Communities, LLC, Concord, MA), Dan Carr (Stamski and McNary, Inc., Acton, MA), Jonathan Hedlund (Nitsch Engineering, Boston, MA), Janne Corneil (Acton St), David Freedman (Hutchins Rd), and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

Minutes

The Planning Board (PB) reviewed the draft Minutes from the 4/22/19 meeting. Blake moved that the PB approve the Minutes as drafted, Rolfe seconded the motion, and it was approved unanimously (5-0, 2 absent at this point).

Annual Town Meeting and Election

(Misek arrived at this point.)

Vice Chair Stevens reminded the Board that the Town Moderator, Wayne Davis, has scheduled a “post-Town Meeting (TM) review” for 6/4/19 at 7:30 pm in the Clark Room for anyone involved in TM and has suggestions for where/ how to improve the TM process in the future.

Blake said she planned to attend and had some suggestions on how to streamline TM overall, such as creating an overall maintenance budget that would allow voting of facilities maintenance items all at once, with parameters set to allow discussion of larger ticket items, such as the Police Station renovation. She suggested a priorities list to allow items below a certain financial threshold to take place. Planning Administrator Mansfield pointed out that some towns use a five year “Capital Improvement Plan” with estimated costs identified, but not yet appropriated, so that residents are aware of these numbers, and regular maintenance can take place. Mansfield added that a General Bylaw amendment to Sec. 3.10 would need to be developed in order to specify this in more detail as a function of the Long-Term Capital Requirements Committee. He added that the Master Plan (MP) could look at this as a possibility.

Misek suggested that something similar to this be done for recurring TM items as a whole, and he pointed out that there seems to be no running tally of what has been approved by TM for many categories, the existence of which would help people determine how to vote on a new article.

Vice Chair Stevens pointed out that this indicates more planning is necessary: every Town Committee should have its own long term and short term plans that are shared with other Boards and Committees so that no requests

made at TM would be unexpected. He added that the Master Plan (MP) should address prioritization of Town projects.

Concerning the two warrant articles for a total ban and a partial restriction on recreational marijuana facilities, Vice Chair Stevens pointed out that the vote at the Town Election was 64% in favor for both the full ban question and the partial restriction question, and so both questions passed at Town Election. At TM, both warrant articles received a 58 to 59% majority vote, however a 2/3 (supermajority) vote at TM is required to amend a Zoning Bylaw. Therefore, neither Article passed TM, so neither a ban nor a partial restriction is in place at this time.

Continued public hearing on application for Special Permit for a Residential Open Space Community (ROSC) for development of the 44.9 ac. Parcel 10-4-X (between 767 and 871 Bedford Road) [NOW Communities, LLC, Concord, MA, applicant] (To be continued without testimony at the applicant's request)

Vice Chair Stevens opened this continued public hearing and reminded those in attendance that at the opening of this hearing, Associate PB member Tom Lane, in attendance this evening, was appointed as a voting member for this application at the opening of the public hearing. Stevens also pointed out that Chair Gambino is recused from this hearing as he is an abutter to the subject property, and that Misek is no longer eligible to vote on this application, having missed two sessions of the public hearing.

Dan Carr (Stamski and McNary, Inc), engineer for the applicant, updated the Board on recent activities concerning this application, explaining that they have met twice with the Conservation Commission (ConsCom), and with Acting Fire Chief Rubenstein. Carr noted that he has responded to Nitsch's review letter on this project, and that they have received a review letter from the Board of Health which they are responding to now.

Carr reviewed the information that he had submitted to the PB in response to Nitsch's engineering review letter of 3/19/19, to the PB and Conservation Commission (ConsCom) hearings, and to a meeting with the Acting Fire Chief. Concerning the Fire Department requests, he noted that two additional parking spaces will be provided for the units that use the car barns for parking, with the plan now providing 2 spaces per unit, plus an additional 8 guest spaces for a total of 26 parking spaces. Carr added that the trailhead parking spots have been relocated to allow the end of the road to be used as a turnaround for a fire truck. Street numbers will now be shown instead of unit numbers, and a directory sign for the units around the common is now proposed. The fire cistern detail has also been revised per the Fire Department's request, and a 5-minutes maximum parking sign is proposed for near the mailbox/fire cistern.

Carr explained the plan revisions in response to requests at the hearings. In response to a Trails Committee request, an easement will be provided for the trails, and not a specific trail location, in order to allow flexibility for the Trails Com to site the trail at the best possible location within the easement along its length. A firetruck turning template plan was also provided, demonstrating turnaround ability at all key locations of the site. The Landscape Plan has been revised to include the 100-ft. buffer zone, as well as some amendments to proposed plantings and specific notes of instruction, per the ConsCom's request. Also, there are proposed plantings at the four edges of the culvert to mitigate for the area shaded by the crossing itself.

Carr said that the applicant has now proposed a different configuration of the proposed septic system leach field which will save considerable fill for the project. He explained that the new 3-zone design will more closely follow the topography of the land than the prior 4-zone proposal, and that revised cut and fill calculations indicate 3078 cu yds. of fill required for the revised leach field rather than the previous design's requirement of 5000 cu. yds. Carr confirmed that the Board of Health has approved this revision. Dan Gainsboro (NOW Communities, LLC) pointed out the resulting expected drop to an estimated 120 trucks delivering fill rather than 300, and Vice Chair Stevens saw this as a strong plus for this proposed development.

Carr next reviewed Stamski & McNary's response to the points in Nitsch's peer review letter concerning the application materials. He said that the revised plans address all Nitsch's comments regarding addition of legends, elevation benchmarks, and data tables to the plans, as well as other items. He noted that there is no natural gas or propane proposed to serve the units, as they will be heated and cooled using air sourced electric heat pumps, but

that the water/septic system will require emergency power backup, and this will be proved by a propane generator. He added that the roof drains are now shown around the buildings, connected to their respective drywells.

Carr pointed out on the revised plans that all proposed units are located at least 200 ft., from all existing residential buildings, thereby allowing the reduction in the required setback distance of the new units to the rear and side lot lines to a 50 ft. minimum, and to the OS of less than 50 ft., if necessary, per Sec. 5.12.4.16 of the Zoning Bylaws. He noted that proposed Unit 2, located on the south side of the proposed roadway and near the Bedford Rd entrance, will be 31 ft. from the OS at its closest point in these plans, adding that all other units are at least 50 ft. from the OS.

Carr explained that there had been a question from Nitsch Engineering about fire trucks passing over the reinforced turf planned for around the common green, and he noted that it was never the intention for that area to be used by fire trucks, noting that this was for ambulances only. Carr referred to the fire truck turning template plan, which also includes an ambulance turning template plan for the grass pavers/walkways. Yelle asked that the load limit of the brass pavers be noted on the plans, along with the ambulance dimensions used for calculation purposes. Gainsboro explained that grass pavers have been used at Concord Riverwalk very successfully, and are also being used in a Devens, MA project. He noted that they do need a few seasons to become established. Carr confirmed that the grass pavers can be plowed for snow removal.

PB review engineer Jonathan Hedlund asked about possible high groundwater issues, and Carr explained the specific measures proposed for protecting from high groundwater, including foundation drains for each unit which will connect to a common line that will tie into a subdrain system. Hedlund confirmed that his firm's initial questions have been answered satisfactorily, and that he is in the process of reviewing the revised submission.

Gainsboro informed the PB that the ConsCom had requested a Construction Sequence Plan, a copy of which has been provided to the PB. He added that he and George Dimakarakos (Stamski and McNary, Inc.) plan to meet with the contractors and review the overall construction approach, and that he will be able to provide a detailed Construction Management Plan after that meeting.

Vice Chair Stevens asked Carr to summarize the Traffic Study data. Carr explained that the sight distances both north and south at the proposed entrance exceed the required minimum, and that traffic data was collected for each direction during 3 timeframes: weekday mornings, weekday evenings, and midday Saturday. He summarized that the project-related traffic increases are projected to range between 6 to 13 vehicles during peak hours, representing a percentage increase ranging from 0.7 to 3.2% of overall traffic, and therefore minimal increases are expected to result from the ROSC. Vice Chair Stevens reported that the Police Chief has responded that he has no issues or concerns with the Traffic Study results.

Gainsboro had previously explained that the name Woodward Lane is under consideration for the roadway within the development, but Vice Chair Stevens explained that the Fire Chief has expressed concerns about using this name, as it is too close to other roadway names in town, which can pose problems when out-of-town emergency assistance is utilized. Gainsboro agreed to propose another roadway name. It was confirmed that the name Woodward Village is still appropriate for the development.

Carr reviewed the area to be cleared on the site, and reviewed the proposed plantings with the Board, noting that a list of proposed plantings is included on the landscape plan. Concerning the large number of trees to be removed within the site because of the proposed grade changes, the Board discussed a possible waiver of the requirement of its Rules and Regulations that all trees over 10-in. in diameter be shown and marked on the plan. Vice Chair Stevens asked for a straw poll of the Board's opinion on such a waiver, and results indicated the Board would be in favor of a waiver to this requirement.

The Board also considered whether the \$500 application fee for the preliminary plan could be applied toward the special permit application fee, as is permitted per the Board's Rules and Regulations at the discretion of the Board. Blake moved that the PB apply the \$500 Preliminary Plan fee for this ROSC to the special permit application fee, Vice Chair Stevens seconded the motion, and it was approved unanimously (7-0).

Yelle referred to a letter submitted by Bert Willard (Bellows Hill Rd) encouraging the Board to require lighting for this new development that is dark sky friendly. Gainsboro explained that all proposed lighting is rated as dark sky friendly, and that this requirement is indicated on the plans.

The Board and the applicant reviewed outstanding items for this project. Gainsboro had submitted a draft Covenant for Open Space Maintenance for Woodward Village, and noted that he needs to submit a draft Conservation Restriction document, Homeowners Association document and Construction Management Plan. The Board planned to discuss the Covenant at the next hearing session. Vice Chair Stevens asked that the Planning Office staff provide these draft documents to Town Counsel (TC) for review once all draft documents have been provided. Planning Administrator Mansfield asked the applicant to provide all documents by June 1.

Freedman informed the Board that the applicant has agreed in writing to the terms of the newly amended ROSC Zoning Bylaw which requires an easement for piping and other infrastructure related to a town water supply which may be located on other lots and serve other property, with the Selectmen to sign this document tomorrow night. Planning Administrator Mansfield confirmed with the applicant that this easement language will also be contained in the deed for the open space (OS).

Walsh moved that the PB continue this public hearing to 7:45 pm on Monday, June 10, 2019. Rolfe seconded the motion and it was approved unanimously (7-0). Lane left the meeting at this point.

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

- Landscape Plan set entitled “Woodward Village, Bedford Road, Carlisle, MA” prepared by Stamski and McNary, Inc. dated 2/6/18, revised 5/3/19.
- Site Plan set and Landscape Plan entitled “Woodward Village: A Residential Open Space Community, Bedford Road, Parcel 10-4-X, Carlisle, MA” prepared by Stamski and McNary, Inc. dated 2/6/18, revised 4/8/19.
- Letter to Carlisle Planning Board from Dan Carr and George Dimakarakos dated 5/3/19 re: “Woodward Village, A Residential Open Space Community, Parcel 10-4-X, Bedford Rd” [response to peer engineering review]
- Email from Dan Gainsboro to George Mansfield “Update on Woodward Village” [Traffic Study]
- Letter from Bert Willard to George Mansfield dated 4/24/19.

Review of Request for Proposals (RFP) for a Master Planning Consultant [Request of Master Plan Steering Committee]

Vice Chair Stevens explained that he and Master Plan Steering Committee (MPSC) Chair Janne Corneil have reviewed and revised this document, and that Yelle’s comments and input have also been incorporated. Blake also proposed a few revisions for the document to Corneil, and these will be incorporated. Corneil said that her goal is for the RFP to be issued by the end of this week. Corneil and Planning Administrator Mansfield will finalize and review the final document before release.

Misek moved that the PB authorize release of the Request for Proposals for a Master Planning Consultant as amended this evening, Walsh seconded the motion and it was approved unanimously (6-0). Yelle asked Corneil to provide a list of who the RFP is sent to.

The PB scheduled the selection of PB members for the consultant interview committee for its 6/10/19 meeting at 7:40 pm.

Request of extension of time to exercise the Common Drive Special Permit for two lots (Map 15, Parcels 26-0 and 27-A) at 48 Bingham Road (Approved 1/8/18) [Permit expired 2/12/19 {Request of Stacy Scott}]

Planning Administrator Mansfield had explained to the Board that this permit was not exercised prior to its expiration on 2/12/19, and so has lapsed. He pointed out that State statutes allow up to 2 years to exercise special permits “except for good cause,” and he referred to a 4/29/19 email from the applicant in which he requests an

extension. It was noted that neither the applicant nor his contractor was in attendance to discuss this request. The Board placed this item on its 6/10/19 Agenda at 9:00 pm.

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

- email from Stacy Scott to George Mansfield dated 4/29/19 re: “48 Bingham Rd”

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

This ANR plan which creates one new pork-chop lot and retains an oversized standard lot for the existing house and out-buildings had been discussed at a previous Board meeting where Planning Administrator Mansfield had explained that the plan as originally submitted did not make it clear who owned the largest portion of Buttrick Pond. Mansfield’s research had suggested that there may be a Town map error, as prior maps indicate that an abutting lot owns most of the pond. Mansfield explained that this revised plan now shows the abutting property correctly and also locates a culvert that drains Buttrick Pond. It also now shows that the applicant owns only a small southwestern corner of the bond, the remainder being owned by the Town and private abutters. Mansfield further explained that this discrepancy in the first submitted ANR plan was traced to an error on the Assessor’s maps that seemed to occur when converting the maps from paper to GIS format. This has now been corrected with the mapping consultant.

Rolfé moved that the PB endorse the plan of land in Carlisle, MA, for 879 Concord St prepared for Linda Taylor by Stamski and McNary, Inc., last revised 4/30/19 as approval not required. Walsh seconded the motion and it was approved unanimously (6-0).

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) dated 2/19/19, last revised 4/30/19.

At 9:35 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