

Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

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

Minutes May 18, 2020

Minutes 4/9/20, 4/27/20

FY21 budget

Town Caucus

Liaison Reports

Request for reduction in amount secured by the existing Tri-Party Lender's Agreement re: 81 Russell Street between
Brendon Properties Garrison Place LLC, Norwood Bank and the Town of Carlisle [request of Brendon Giblin]
Master Plan Steering Committee (MPSC) update
ANR Plan: 335 River Rd (Map 1, Parcel 6-7) Jane Elliot, applicant

Chair **Madeleine Blake** called the virtual meeting to order at 7:30pm. Members **Peter Yelle, Ed Rolfe, Adelaide Grady, Jason Walsh, Jonathan DeKock** and Planning Administrator **George Mansfield** were present. Member **Rob Misek** was absent. Rolfe hosted the virtual meeting on a Zoom platform.

Assistant to Planner **Gretchen Caywood**, **Jonathan Hedlund** (Nitsch Engineering, Boston, MA), **Marc Lamere** (Rutland St), **Joey LaPointe** (Brendon Homes LLC), **Joe March** (Stamski and McNary, Inc., Acton, MA) and **Bob Zielinski** (Carlisle *Mosquito*) were also in attendance.

Town Caucus

Chair **Blake** reported on the Town Caucus which had taken place earlier this day. With three Board seats becoming available, **Madeleine Blake** and **Jonathan DeKock** were nominated to the two three-year terms, and **Adelaide Grady** was nominated to the one-year term (which is the remainder of former member **Jonathan Stevens'** term).

DeKock pointed out that with all the unique logistics necessary for holding this outdoor Town Caucus during Covid-19 restrictions, he thought the Town Clerk and her staff did a fine job arranging and running the event.

Request for reduction in amount secured by the existing Tri-Party Lender's Agreement re: 81 Russell Street between Brendon Properties Garrison Place LLC, Norwood Bank and the Town of Carlisle [request of Brendon Giblin]

Joey LaPointe (Brendon Properties) and **Joe March** (Stamski and McNary, Inc.) were present to discuss this bond reduction request and to review the list of outstanding work and other matters concerning this project.

LaPointe referred to two issues that have been under discussion: eradication of Japanese knotweed in the restored wetland at the site and concerns with the newly installed berm along Russell St. He explained that **Brendon Properties** believed that this portion of the development has been completed, and that the berm along Russell St. had been seen as appropriate. He added that at a recent meeting with the Conservation Commission (ConsCom) the amount of \$6,350.00 had been agreed upon for removal of the knotweed to complete the wetlands restoration.

Chair **Blake** asked about the elevation of Russell St. along the frontage of the site, which is the area of roadway that the applicant had agreed to redesign to accommodate a 100-year storm. **March** explained that when the larger culvert was installed, the pavement was to be set at a specific elevation but was installed slightly lower (by less than a foot). **LaPointe** explained that therefore a berm was installed along the inlet side of the culvert to create the planned elevation, therefore allowing the design to accommodate a 100-year storm. **LaPointe** added that the new culvert and box are installed at the correct elevation.

Chair **Blake** pointed out that there is a ditch in front of the berm, and that the blacktop edge is exposed in this area, and she asked **LaPointe** if this will be addressed. **LaPointe** agreed that this area will be loamed and seeded.

Chair Blake asked PB consulting engineer Jonathan Hedlund for his input on this matter. Hedlund had reviewed the as-built plan for this project, and he reviewed his comments and questions with LaPointe, providing an annotated as-built plan with his comments. Hedlund asked about berm construction and whether it would require maintenance. March and LaPointe explained that the riprap and stone berm won't need maintenance and would only be altered by a 100-year storm (due to its elevation). Hedlund asked that the berm information be added to the as-built plan, noting that once the plan is revised to reflect the full conditions, he will examine the site. Planning Administrator Mansfield suggested that the Board may want to ask ConsCom if they have any issues with the berm, since it is within the 100-year flood zone. (Yelle left the meeting at this point.)

Trails Committee Chair Marc Lamere was present to discuss planning and construction of trails access off Rutland St., and he reviewed the history of adding a trail into the design of this Senior Residential Open Space Community (SROSC), having been a PB member when this development was permitted by the Board. Since the only allowable location for creating trail access is from the Russell St frontage, he explained that the presence of the berm will require alteration of the design of the proposed trail access, and so his Committee needs to know what the specifics of the berm area will be. Lamere suggested to the PB that the cost estimate of remaining work should include half the materials cost for the trails access - a matter agreed upon by the developer within the hearing. Lamere added that the ConsCom has issued an Order of Conditions (OOC) for this work. He quoted the material cost for stairs, a bridge and a boardwalk at about \$2200, and noted that design changes, if needed, may affect the materials cost slightly, but will not affect the OOC.

Chair Blake asked the Board for questions. DeKock expressed two concerns: whether the berm is too small and could be easily disrupted by a plow (suggesting that the PB's engineer visit the site), and design concerns regarding step(s) to the berm. There were no other questions from the Board. Rolfe asked that a modified as-built be provided for Hedlund's review and feedback for the next meeting.

Hedlund reviewed the list of remaining work with LaPointe, and Walsh asked for several specific details to be shown on the as-built plan. He confirmed from LaPointe that the drainage system at the site was last cleaned in the fall, and LaPointe agreed to a final clean out of the system.

DeKock asked how the invasive knotweed will be handled, and LaPointe explained that an environmental company will spray three times (spring, fall and next year) and that ConsCom has approved this plan.

The Board discussed whether half the materials cost for trails access should be added to the list of remaining work for this project. LaPointe said that while he understands a hold back of funds for wetlands restoration and as-built completion, he does not understand adding items to the list at this time. Planning Administrator Mansfield explained that the list of remaining work mistakenly noted the as-built as complete, and he suggested that the developer should decide if he wants to use the existing bond to cover half the materials cost for trails access.

Chair Blake asked LaPointe to provide a revised as-built plan to Hedlund and the PB staff well before the next meeting, in order that Hedlund can visit the site and report back to the PB in writing before the next discussion. It was agreed to continue this discussion at the June 8 PB meeting.

All documents related to the discussion of this matter are available at the Planning board office.

Next meeting dates

The Board agreed upon the following upcoming meeting dates (in addition to June 8, which had been previously scheduled):

June 22

July 13

August 10

All meetings are at 7:30 pm on Mondays.

Master Plan Steering Committee (MPSC) Update

Chair Blake, also a member of the MPSC, had provided a draft “MP Vision and Goals” document prepared by the MPSC to the Board in advance of the meeting for their consideration. She explained that the MPSC had hoped to conduct a second Town survey this spring, but the public input aspect of the MP is on hold until the fall due to Covid-19 restrictions, with other work on the MP continuing.

Chair Blake explained that the April invoice has been submitted by Civic Moxie in the amount of \$5871.00 and asked if the Board would authorize her to approve this on its behalf. Rolfe moved that the PB authorize Chair Blake to sign approval of the April invoice from Civic Moxie in the amount of \$5871.00, Walsh seconded the motion, and it was approved unanimously (5-0) by roll call vote.

FY21 budget

Chair Blake reported on the PB budget meeting with the Finance Committee (FinCom), noting that Mizek had explained to the FinCom that a 5% budget cut would necessitate cutting personnel hours for the PB office, and that unlike a number of other Town Hall departments, 100% of PB staff time must be paid from its General Budget, with no other revenue options allowed for the PB by statute. She added that the FinCom reiterated that the 5% budget cut calculation is only an exercise at this point.

Minutes

The PB reviewed the draft Minutes from the 4/27/20 meeting. Walsh moved that the PB approve the Minutes as drafted, Grady seconded the motion, and it was approved unanimously (5-0) by roll call vote. The PB reviewed the draft Minutes from the 4/9/20 meeting. Grady moved that the PB approve the Minutes as drafted, Walsh seconded the motion, and it was approved unanimously (5-0) by roll call vote.

ANR Plan: 335 River Rd (Map 1, Parcel 6-7) Jane Elliot, applicant

Planning Administrator Mansfield explained that this plan seeks to divide an existing 7.23-acre parcel into two lots: one 4.9-acre lot (Lot A) containing the existing home and outbuildings, and one 2.32-acre lot (Lot B). He explained that the stone wall along part of the frontage that had been omitted in the initially submitted plan has now been added, and so this plan now meets all requirements of the Board’s ANR Regulations, and may be accepted for filing, and subsequently endorsed.

Grady moved that the PB endorse the plan of land in Carlisle, MA, dated 2/10/20, last revised 3/23/20, showing land at 335 River Rd, prepared by Stamski and McNary, Inc. for Jane Elliot. Walsh seconded the motion, and the motion was approved unanimously (5-0) by roll call vote. With Town Hall closed at this time, Assistant Caywood offered to contact the PB members to arrange a time to endorse the plan on Town Hall grounds.

This ANR plan is available for viewing at the Planning Board office.

At 8:54 pm, Grady moved to adjourn the meeting, Walsh seconded, and the motion was approved unanimously (5-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board

Carlisle Forward Vision & Goals Statement

DRAFT_ May 6, 2020

Outline:

1. Vision
2. Values
3. Priorities
4. Plan Drivers
5. Goals
6. Actions

1. Vision for Carlisle in 2030

Carlisle seeks to preserve its rural character as a small New England town with abundant natural and historical resources while providing town services in a fiscally responsible manner and enhancing its vibrant sense of community.

a. Essential components of a vision for Carlisle include:

- Maintaining the community's rural small-town feel;
- Capitalizing on the town's natural and agricultural lands and historic and cultural resources;
- Continuing the community's enduring support for quality schools and educational opportunities including for all;
- Prioritizing investment, maintenance and revitalization of public facilities and infrastructure;
- Strengthening environmental and fiscal sustainability;
- Increasing diversity of housing and transportation options;
- Improving or expanding available amenities and services to the community.

b. Specifically, Carlisle in 2030 will have the following attributes:

- Carlisle's town character is maintained by protecting and nurturing historical and cultural resources, by actively maintaining open space and agricultural land use, and by preserving a vibrant town center.
- Carlisle maintains a first-rate school system (i.e. one that continues to focus on learning for mastery and critical thinking and fosters the physical and mental health of Carlisle's youth).
- Carlisle actively fosters a diverse community by providing services and supporting initiatives that ensure a high quality of life.
- Carlisle strengthens its healthy community focus by continuing to invest in safe streets and paths and connected access to walking trails and recreation.
- Carlisle promotes actions to increase resilience to climate change. This includes protecting natural ecosystems and reducing the town's carbon footprint, as well as efforts to encourage residents to drive electric vehicles, use solar energy, and reduce water usage.
- Carlisle is committed to fiscal sustainability and self-reliance, giving priority to investments that yield greater efficiency and provide lasting value. Every expense and procedure is examined based on necessity and efficacy.

- Carlisle’s housing mix increasingly attracts young families and provides seniors with opportunities to downsize or age in place, without compromising the Town’s commitments to open space or neighborhood character.
- Carlisle preserves and maintains town-owned infrastructure and properties and seeks opportunities for adaptive re-use of unused town-owned buildings.
- Carlisle zoning/land use policies support expanded economic activities in keeping with community character and values, to increase the town’s revenue base and provide desired amenities and services to its residents.

2. The Vision in Practice – Community Values for a Systems Approach

Community values specific to Carlisle were identified as being important to all planning decisions, regardless of planning approach. It is intended that these criteria be used to evaluate the outcomes of decision-making to ensure that the recommendations in the plan and in future implementation actions are aligned with community values.

- Carlisle Character** – The plan defines land use policy that preserves the natural, agricultural, historical and cultural resources of the town, while enabling appropriate growth or ‘densification.’
(Metric: Land, housing units)
- Fiscal Responsibility** – The plan offers a framework for long term financial planning and short term prioritization of costs and investments
(Metric: Cost, revenue, tax rate)
- Inclusive Community** -The plan addresses the social and educational needs of Carlisle residents of all ages.
(Metric: Social value, cost)
- Environmental Stewardship** – The plan promotes conservation of resources, including energy, water, materials, and waste, and seeks to mitigate and adapt to climate change.(Metric: Social value, cost)
(Metric: CO2e)
- Connectivity** – The plan enhances physical, geographic, digital and social connections across and amongst the community.
(Metric: Walkability, VMT’s)

