

# Town of Carlisle

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Office of  
**PLANNING BOARD**

## **Minutes May 23, 2022**

### **Minutes**

### **Bills**

**ANR Plan: 175 and 163 Brook St (Map 13, Parcels 5-B5 and 4-6), Cranberry Knoll Trust, applicant**

**Welcome and update for new members**

**Discussion of Officers, Appointees and Liaisons**

**Discussion of Planning Board staffing**

**Interim Planning Administrator report**

Co-Chair **Madeleine Blake** called the meeting to order at 7:00 pm in the Clark Rm at Town Hall. Co-Chair **Peter Yelle** and Members **Sara Smith**, **Joe Gushue** and **Court Herschelman** were present. Member **Adelaide Grady** arrived at 7:10 pm. Member **Eric Adams** was absent.

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

### **ANR Plan: 175 and 163 Brook St (Map 13, Parcels 5-B5 and 4-6), Cranberry Knoll Trust, applicant**

Assistant Caywood described that this ANR plan proposes to convey the small Parcel X from the lot for 175 Brook St to the lot for 163 Brook St. The owner of 163 Brook St wishes to purchase this parcel, as it will allow his existing shed to be fully on his lot. Interim Planning Administrator Metivier confirmed that the revised lots will remain conforming lots. Assistant Caywood confirmed that the plan contents meet the requirements of the Board's Rules and Regulations for ANR Plans.

Herschelman moved that the Board endorse the plan of land in Carlisle, MA for 175 and 163 Brook St, prepared for Cranberry Knoll Trust by Stamski and McNary, Inc. (Acton, MA) dated 4/19/22 as [Subdivision] approval not required. Smith seconded this motion, and it was approved unanimously (5-0). The Board endorsed the Mylar of the plan.

### **Welcome and update for new members**

(Grady arrived at this point.) Co-Chair Blake welcomed new members Herschelman and Gushue to the Board, and members and staff each provided brief introductions to the new members. Co-Chair Blake reviewed the upcoming meeting schedule for the summer: June 13 (remote), July 11 (remote), and August 8 (remote, if still authorized by the State).

### **Interim Planning Administrator report**

Interim Planning Administrator Metivier reported that there will be an upcoming scenic road consent request to alterations regarding the newly created 75 Acton St lot, which is under development. Metivier explained that at a recent site visit he reminded the owner (Stephen Defoe) of this requirement, which he had made Defoe aware of just after his purchase of this property. The Defoe's have now contacted the department and will be submitting this request.

Metivier also reported that a first portion of the PB's documents have been electronically scanned by Morgan Records Management, and that he is reviewing the contents.

### **Discussion of Officers, Appointees and Liaisons**

Co-Chair Blake and the continuing Board members explained their experiences with the Appointee and Liaison roles for the new Board members' benefit. She asked all members to think about which of these roles they might be willing to assume prior to the next Board meeting on 6/13/22, so that decisions can be made. Co-Chair Blake said that a succession plan is needed for the Officer roles, explaining that a change in the responsibility of the Chair role is in order.

Grady pointed out that with the implementation of the Master Plan (MP) and the Housing Production Plan (HPP) there will be interesting projects coming along.

### **Planning Board staffing**

Co-Chair Blake provided background to the new members on the development of the job description for Town Planner. Blake explained that the Town is moving into a time when proactive land planning is very important, and so the Planning Administrator position has been shifted to that of Town Planner. Co-chair Blake explained that Interim Town Administrator Ledoux handles the personnel function now, and has indicated his support of the position in writing. Next step is to go before the SB and then FinCom with the request.

Gushue asked what the work plan is for this position from the first day, and Co-Chair Blake explained that development of an in-depth understanding of Carlisle will be the first step toward generating recommendations. The role will also encompass GIS work, near-term MP tasks, working with other groups to develop zoning bylaws, and look into electronic permitting. Interim Planning Administrator Metivier suggested that the new position should focus on revising the zoning bylaws early on, with more of a focus on proactive planning, and shaping the bylaws to execute the MP. Co-Chair Blake explained that other work goals include MVP work for the Planner, and revisions to regulations that incorporate design relative to new rainfall totals.

### **Minutes**

The Board reviewed the draft Minutes from the 5/9/22 PB meeting. Smith moved that the PB approve the Minutes as drafted, Gushue seconded the motion, and it was approved unanimously (6-0) by roll call vote.

At 8:10 pm, Grady moved and Yelle 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):**

- ANR plan for 163 and 175 Brook St in Carlisle, MA prepared by Stamski and McNary, Inc. dated 4/19/22
- Memo to Select Board from Steven Ledoux re: Town Planner Position
- Draft Town Planner job description
- List of PB officers, appointees and liaisons from FY22