

Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

Minutes July 11, 2022

Minutes

Preliminary Plan discussion regarding a proposal for a Conservation Cluster on West Street, lots 18-5-0 and 18-6-X (request of John Reichenbach)
Update from Affordable Housing Trust on development of new Housing Production Plan
Discussion of Officers, Appointees and Liaisons
Discussion of Planning Board staffing

Co-Chair **Court Herschelman** called the remote meeting to order at 7:08 pm. Members **Adelaide Grady**, **Sara Smith**, **Joe Gushue**, and **Eric Adams** were present. Member **Peter Yelle** was absent. Co-Chair **Madeleine Blake** joined the meeting at 7:15 pm. The meeting was hosted on a Zoom platform.

Assistant to Planner Gretchen Caywood, Nathaniel Cataldo (Stamski and McNary, Inc., Acton, MA), John Reichenbach (West Newton, MA), Kate Reid (Carleton Rd), Dana Fouche (Westford St), Steve Tobin (Partridge Ln), Sarah Hart (Fifty Acre Way), Angela Richardson (West St), Beverly Shorey (Tophet Rd), Janis and Tim Gordon (Westford St), and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

Minutes

The Board reviewed the draft Minutes from the 6/13/22 PB meeting. Co-Chair Herschelman followed up with the Assistant regarding the status of a few items from the last meeting, after which Adams moved that the PB approve the Minutes as drafted, Co-Chair Blake seconded the motion, and it was approved unanimously (6-0) by roll call vote.

Preliminary Plan discussion regarding a proposal for a Conservation Cluster on West Street, lots 18-5-0 and 18-6-X (request of John Reichenbach)

Landowner and applicant John Reichenbach was present for this informal discussion, and his engineer Nathaniel Cataldo presented the concept plan for the proposed 6-lot conservation cluster which would include the existing house and lot at 75 West St. Cataldo explained that this plan has been revised from the original plan discussed at a pre-submission meeting with land use staff, adding the required roadway turnouts at every 300 ft, and moving the proposed cistern location closer to West St, as requested by the Fire Chief. The combined land area of the two parcels proposed for this project is 17.25 acres, with the proposed CD to serve 5 lots and the 75 West St lot maintaining its existing private driveway. The CD will require one wetland crossing to serve the last three lots due to an intermittent stream. The plan does provide for the required 30% open space which will be granted to the Town or to a non-profit, if preferred. Each lot will have its own private well and septic system. Cataldo pointed out the reduced need for impervious surface, stream crossings and curb cuts through the use of a CD as opposed to private driveways for all lots. Cataldo said that the entire proposed CD design was checked to assure that a fire truck can access all of the CD and navigate the turns readily, with a turning template plan to be included with the Special Permit application.

Co-Chair Blake asked for questions from the Board. Gushue asked about some of the well locations and wetland areas, noting that Lots 3 and 4 have wells at the edge of buffer zones, and about 50 % of each of these two lots is in a wetlands buffer zone. He asked if locating a septic system is going to be feasible on these lots given this as well as the house locations. Also, he noted that stormwater management area on Lot

4 is within the wetlands buffer zone, and that lots 5 and 6 have overlapping well drawdown areas which also overlap into adjacent lots. Gushue expressed concern as to whether the adjacent wells will be affected.

Cataldo explained that they have detailed design footprints for each lot, and these demonstrate viability for siting all infrastructure. Also, for Lot 3 and Lot 4, the septic system leach field is 100 ft from the well and from wetlands. Cataldo added that the stormwater management feature is required to be at least 50 from the bordering vegetative wetland (BVW), but can be located in the buffer zone. The wells can be within 50 ft of the buffer zone, just not in the wetland itself. Concerning Lots 5 and 6, Cataldo noted that there was a small area of overlap of these well radii into neighboring lots, but at the very back of those lots where a setback is required for any feature installation. It was pointed out that all lots were soil tested and perc tested, with very good results, and that drawdown should not be an issue. It was also noted that the ConsCom and BOH departments have been provided with these plans, with the Conservation Administrator in attendance at the pre-submission conference with land use staff, and they will be providing further input on the preliminary plan.

Grady suggested meeting with the Trails Committee for their suggestions on trails connections. TrailsCom Chair Steve Tobin noted that there is a 9-acre landlocked parcel adjacent to the subject property that is owned by CCF, and to which a connecting trail would be desirable.

Co-Chair Blake asked Cataldo if they had investigated the possibility of shifting the proposed lot locations to the east to allow for a larger open space area to the west, and Cataldo explained that this would result in the intermittent stream being located in the center of a building lot. Reichenbach added that the location of the existing septic system on Lot 1 (75 West St) also limits that possibility. Blake asked about the planned timeline for furthering this project, and Reichenbach explained that there is no set timeline, and so a full application submission is not imminent. Co-Chair Herschelman asked that the septic and well locations re Lot 1 be shown on a revised plan.

Smith commented on the length of the proposed CD, and Co-Chair Blake noted that the common portion is over 1000 ft, extending past the proposed cul-de-sac, and will require waivers from the PB Regulations on both points. Gushue asked about the curve in the middle area of the proposed CD, and Cataldo explained that this is mainly due to the topography in that area, but offered to see if some "straightening" is possible.

Co-Chair Blake asked for other comments, and Housing Trust Chair Kate Reid said that the Trust would be interested in the existing house at 75 West St. Reichenbach said he would be willing to sell it to the Town at a reduced price. Co-chair Blake, Reid and Reichenbach planned to meet near term to discuss the possibility of some affordable housing at this location.

A near-term site walk was discussed, which residents will be invited to attend once scheduled. Abutters Janis and Tim Gordon expressed some concern about the proposed 100-ft well radii for Lots 4 and 5 overlapping slightly onto their lot, and planned to address this with the BOH office. (Vice-Chair Herschelman left the meeting at this point.)

Update from Affordable Housing Trust on development of new Housing Production Plan

Affordable Housing Trust (CAHT) Co-Chairs Kate Reid and Beverly Shorey were present, and Reid provided this update, and had provided several documents to the Board in advance of this meeting. The current Housing Production Plan (HPP) expired in 2020. Reid said that they are producing a new plan with assistance from the Metropolitan Area Planning Commission (MAPC) regarding technical aspects of the report, to help assure that both the Town and State will have confidence in the report. The CAHT applied for and received a grant of \$25,000.00 from the MAPC, with CPC funds funding the balance of this work. Reid described the membership of the Steering Committee, which includes PB member Grady, and which is conducting the planning aspects of this work. The CAHT and MAPC are providing the technical aspects of data collection. Reid then highlighted the work done to-date.

Reid explained that the MAPC has selected “Context Communities” to which Carlisle will be compared across several key indicators to help understand the demographics and housing of the town. The consultants have also gathered considerable demographic data on the town. For the most part, Carlisle’s housing stock is “big, expensive and owner-occupied,” Reid noted that only 2 family units of 59 affordable housing units are for families. With basically no family affordable housing in town, Reid noted that there are over 360 households that are income eligible (not considering assets). Reid said that there will be a second public forum on affordable housing, which she asked PB members to attend.

Reid reviewed the draft goals for the 2022 HPP, which include: creating community awareness of the affordable housing/ housing diversity need, producing and preserving State registered affordable housing, taking affirmative actions to further fair housing options, and expanding/leveraging infrastructure for smart growth.

Board members made suggestions regarding the goals. Grady pointed out that affirming further fair housing should involve not only creating systems for marketing of new housing to reach diverse individuals, but creating situations where negative affirmation of fair housing can be undone. Adams asked that there be specific examples developed for each of these goals, and Reid explained that this is the next step, along with recommendations around each goal. Reid noted that one recommendation concerning fair housing could be that the CAHT begin fundraising efforts. Co-Chair Blake spoke to the importance of increasing community awareness, especially since Carlisle is not well aligned with the State’s 10% affordable housing policy, and this makes it harder to get the message across.

Grady pointed out that with an average home price of \$1.25M in Carlisle, how many that live here could afford to buy a home here now? She stressed that diversifying housing options is key, and requires providing appropriate zoning to enable these options.

Reid stated the current goal of a completed draft report by sometime in October, after the second community forum in September.

Planning Board Staffing

Co-Chair Blake explained that Building Commissioner Jon Metivier’s role of Interim Planning Administrator ended on 6/30/22, and that she is in the process of getting approval for the new Town Planner position, with the Planning Administrator position being eliminated. Blake had met with FinCom to discuss this position on 6/27/22, and she noted that FinCom is in favor but asked that this wait until after the new Town Administrator is hired (late summer). Co-Chair Blake felt that this hiring process should move forward right away, and so is meeting with the SB tomorrow night, with the goal of coming back with a process and timeline. Blake noted that an applicant screening committee will need to be formed.

Discussion of Officers, Appointees and Liaisons

On discussion, Grady moved and Adams seconded a motion to appoint Co-Chair Blake to MAGIC (Minuteman Advisory Group for Interlocal Coordination) and Smith to the Historical Commission representing the PB. The motion was approved unanimously (6-0) by roll call vote.

At 8:45 pm, Grady moved and Smith 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):

- Letter from Stamski and McNary Inc. dated 5/26/22 re: “Conceptual Plan, West St”
- Preliminary Plan of West St Conservation Cluster, revised 7/5/22
- 75 West St Preliminary Plan summary, J. Metivier 5/20/22
- Housing Production Plan, Context Communities, dated 10/4/2021
- Draft 2022 Housing Production Plan goals
- Demographic Takeaways, for Housing Production Plan
- Housing Production Plan Progress Report
- List of PB officers, appointees and liaisons for FY23