

# Town of Carlisle

MASSACHUSETTS 01741

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Office of  
**PLANNING BOARD**

## Minutes August 8, 2022

### Minutes

### Budget

**Discussion of possible Scenic Road designation for Martin Street**

**Establish Screening Committee or other hiring process for new Town Planner position**

**Update on 75 West Street conservation cluster preliminary plan**

**Discussion of Planning Board staffing**

**ANR plan: Map 20, Parcel 4-X and 225 Lowell St (Map 21, Parcel 6), Bay State Investment Trust**

Co-Chair **Madeleine Blake** called the remote meeting to order at 7:00 pm. Co-Chair **Court Herschelmann** and Members **Peter Yelle, Adelaide Grady, Sara Smith, and Eric Adams** were present. Member **Joe Gushue** was absent. 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), Angela and Dana Smith, Tracy Luiselli and Laura Canina (all of Martin St.) and Bob Zielinski (*Carlisle Mosquito*) were also in attendance.

### Discussion of possible Scenic Road designation for Martin Street

Co-Chair Blake noted that several Martin St residents were in attendance, and she thanked them for their interest in this discussion. Blake explained that a member of the Carlisle Historical Society (CHS) had presented this request at a recent PB meeting, providing documentation and pointing out that Martin St is actually one of the oldest roads in Carlisle, having an historic house at the end of the road and being located adjacent to the cranberry bog, with stone walls flanking either side of the road and with many trees. Co-Chair Blake added that the PB seeks resident input before seeking a warrant article and making a recommendation to Town Meeting (TM) in the fall. Blake reviewed the criteria for scenic road designation, which may be found in Sec. 2.1 of the Board's Rules and Regulations at:

<https://www.carlislema.gov/DocumentCenter/View/281/Scenic-Roads-Rules-and-Regulations-PDF> . Blake then asked for resident input.

Tracy Luiselli stated her preference for any measures that will preserve the road, and particularly not allow it to be widened. Laura Canina agreed, and asked whether the old invasive vines in the stone wall on the cranberry bog side of the roadway will be removed by the Town or whether this is something resident volunteers can do. Co-Chair Blake confirmed the latter. With no other comments forthcoming, Adams moved that the PB ask the Select Board to sponsor a warrant article at fall TM to designate Martin St as a Scenic Road, Smith seconded the motion and it was approved unanimously (6-0) by roll call vote. Assistant Caywood will notify the Town Administrator and Select Board and request a warrant article for fall TM.

### Update on 75 West Street conservation cluster preliminary plan

Co-Chair Blake reported on the 7/23/22 site walk which she and Co-Chair Herschelmann attended, and at which landowner John Reichenbach, Trails Com Chair Steve Tobin and CCF Member Steve Hinton were present. Blake explained that Tobin and Hinton thought it would be feasible to place a trail connecting to the adjacent 9-acre CCF parcel by following along the southern edge of the proposed conservation cluster, but noted that more width than the proposed 20 ft . would be helpful. Reichenbach, Cataldo (applicant's engineer) and the board discussed possible options for creating more width for the trail installation. Yelle

suggested leaving the proposed plan as it is, asking if a wider trail easement is necessary. Adams suggested allowing for 40 ft of width where possible, and narrowing to 20 ft where necessary. Reichenbach and Cataldo offered to revisit the plan and see what would be possible, with Cataldo suggesting adding as much space along Lot 6 as possible, then utilizing an easement where necessary.

Co-Chair Blake reported that she and SB Member Reid met with Reichenbach regarding his indication at the last meeting that he and his brother may be willing to sell this site to the Town. Blake asked that this matter be included on the 9/12/22 meeting Agenda.

#### **Discussion of Planning Board staffing**

Co-Chair Blake reported that this position was advertised in late July, with applications accepted until 9/1/22. Blake asked for members interested in being part of a screening committee which would review applications and recommend 2 or 3 finalists to the Board, noting that Building Commissioner Jon Metivier and the new Town Administrator Ryan McLane will be on this committee. She explained that although a screening committee for job applicants is subject to Open Meeting Law requirements, the screening process can be conducted in executive session to protect the confidentiality of applicants. The entire Planning Board will conduct interviews of the finalists in an open session public meeting.

Smith moved that the Board establish a Screening Committee for the purpose of recommending Finalists for the Town Planner position to the Board, Adams seconded the motion, and it was approved unanimously (6-0) by roll call vote. On discussion, Yelle moved and Grady seconded the appointment of Eric Adams, Building Commissioner Jon Metivier and incoming Town Administrator Ryan McLane to the Town Planner Screening Committee, and the motion was approved unanimously (6-0) by roll call vote. On further discussion, Yelle moved and Co-Chair Blake seconded the addition of Grady and Smith to the Town Planner Screening Committee, and the motion was approved unanimously (6-0) by roll call vote.

#### **ANR plan: Map 20, Parcel 4-X and 225 Lowell St (Map 21, Parcel 6), Bay State Investment Trust**

Assistant Caywood explained that this ANR plan proposes to convey the small Parcel X from Lot 20-4-X to the 225 Lowell St lot. The owners of the 225 Lowell St lot would like to locate as much of the existing path on their own land as possible, and are interested in acquiring Parcel X. Caywood noted that the ANR plan does meet the requirements of the Board's Rules and Regulations for ANR plans.

Grady moved that the PB endorse as [subdivision] approval not required the plan of land prepared by Stamski and McNary, Inc., dated 6/20/22 prepared for Bay State Investment Trust and showing Lots 20-4-X and Lot 21-6. Adams seconded the motion and it was approved unanimously (6-0).

#### **Minutes**

The Board reviewed the draft Minutes from the 7/11/22 PB meeting. Grady moved that the PB approve the Minutes as drafted, Adams seconded the motion, and it was approved unanimously (6-0) by roll call vote.

#### **Liaison Reports**

Smith provided an update on the Historical Commission's (CHC's) recent meeting, at which there was a discussion of how to notify new residents in the Historic District (HD) of their responsibilities as homeowners in the HD. The possibility of integrating new home sales data into the GIS database was discussed.

Grady reported on the community Preservation Committee (CPC), and its discussion of whether to accept CPC applications for fall Town Meeting, noting that it could be a way to kick start the process of CPC applications for spring TM. Grady noted that this CPC seeks to take a proactive role in pursuing applications.

#### **Upcoming meeting dates**

With the September meeting already set for September 12, the Board agreed upon October 24, November 14 and December 12 as meeting dates (7 pm). The Board agreed to hold the date of October 3 as a possible date for interviewing Town Planner candidates. The Board also agreed to meeting in person once a quarter, with other meetings being remote.

Co-Chairs Blake and Herschelman offered to work on the logistics and equipment for hybrid meetings.

At 8:20 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):

- Martin Street Scenic Road Designation Request, submitted by Carlisle Historical Society on 3/2/22
- Email from Madeleine Blake to Gretchen Caywood re: "Town Planner Job Posting" dated 8/2/22
- ANR Plan of Land in Carlisle, MA for Map 20, Parcel 4-X and 225 Lowell St (Map 21, Parcel 6), dated 6/20/22, prepared by Stamski and McNary, Inc. (Acton, MA) for Bay State Investment Trust