

Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

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Minutes October 24, 2022

Minutes

Discussion with Sustainability Coordinator Sue Thomas

Discussion of potential Planning Board roles/responsibilities relating to the Master Plan

FY24 Budget

Update on Town Planner hiring process

Co-Chair **Madeleine Blake** called the remote meeting to order at 7:00 pm. Co-Chair **Court Herschelmann** and Members **Peter Yelle, Sara Smith, and Joe Gushue** were present. Members **Adelaide Grady** and **Eric Adams** were absent. The meeting was hosted on a Zoom platform.

Assistant to Planner Gretchen Caywood, Sustainability Coordinator Sue Thomas, and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

Discussion with Sustainability Coordinator Sue Thomas

Board members each briefly introduced themselves and summarized their backgrounds for the new Sustainability Coordinator, Sue Thomas. It was noted that this new position is a part-time shared position with Westford and is funded for one year via a grant received by the Town of Westford. Thomas summarized her varied background, including the last 20 years of municipal work of various types. More recently, Thomas founded Westford's Climate Action Committee, and served on a committee developing Westford's 'Road Map to Net Zero.'

Thomas described the charter of her Environmental Sustainability Committee, which includes developing a workplan that is synergistic with the Master Plan (MP), developing a FY24 budget to support the workplan, and developing a website that can be utilized as a resource for sustainability information by the residents of Carlisle. (For more information on this Committee, please visit this link:

<https://www.carlislema.gov/1031/Environmental-Sustainability-Committee>) She noted that the FY24 budget proposal from the Committee will also look at the Sustainability Coordinator position going forward, whether split between towns or with Carlisle alone, and she pointed out that these funds would not come from the PB budget. Thomas explained that the Committee's work requires both energy and ecological/environmental expertise, and that both longtime Town residents and those with professional expertise can be of support to the Committee.

Thomas suggested that an action plan be developed for the MP, followed by seeking grants to fund the action items. Her Committee is also developing an Earth Day festival at which there will be a wide array of resources around town with information on what residents can do personally to be sustainable as well as information on the big picture approach.

Co-Chair Blake asked Thomas how she envisioned working with the new Town Planner when that position is filled. Thomas said that she plans to work for the Town Planner, and that, as with her Westford Clean Energy and Sustainability Committee, Carlisle's Sustainability Committee will have liaisons to the PB and other committees. The Facilities Committee has suggested that sustainability projects incorporate not only the stretch code, but LEED capabilities. She noted that she has shared Westford's document on this with the Facilities Committee, and will also do so with the PB, with the goal of the entire Town infrastructure addressing how they can incorporate these principles into their projects.

Co-Chair Blake explained that she would like Thomas to work on an action grant, as this has not been undertaken yet due to a lack of resources. Blake suggested that a culvert assessment, a move to green infrastructure, and revision of the Zoning Bylaws and PB regulations to incorporate the latest environmental standards (such as rainfall amounts for drainage calculations) are priority matters. Blake asked Thomas if she would consider whether her Committee could function as the MVP Implementation Committee, as the MVP Core Committee meets only once per year. Thomas agreed to talk to her Committee about this idea. Blake and Thomas discussed that ARPA funds may be utilizable for a culvert assessment.

The Board thanked Thomas for the discussion.

Discussion of potential Planning Board roles/responsibilities relating to the Master Plan

Co-Chair Blake explained that the SB has asked Town Administrator Ryan McLane to establish lead parties for each of the 86 recommendations put forward in the MP, and that she had reviewed these recommendations to assess ones for which the PB might be the lead. A list of the 13 recommendations selected by Co-Chair Blake was provided to the PB in advance of this meeting.

On discussion, the Board agreed with Co-Chair Blake's assessment that investigation into an alternative or additional type of open space residential development bylaw is a high priority recommendation, as is pursuing regulatory changes to promote housing diversity and allow development of "missing middle" housing in specified areas of town. Reviewing and revising all local bylaws and policies for consistency with the MP was seen as somewhat longer term, along with pursuing a commercial/mixed use zoning district study for Town Center.

The Board discussed getting more involved with providing input on the HPP update under development, give our input on each of the HPPs goals. Co-Chair Blake also noted that the Assistant has proposed revisions to each of the Board's various types of regulations for special permits toward process clarification and toward a fully electronic application process. Blake suggested that the Board discuss these revisions early in 2023, noting that she will complete her revisions of the Fire Protection Regulations for inclusion in the discussion. Additional regulation updates will then be undertaken, particularly toward addressing climate change in the development design and implementation.

Co-Chair Blake suggested that once the Board has received the Town Administrator's summary guidance on MP items for which he feels the PB should be the lead, this can be discussed again at a PB meeting having that input.

FY24 Budget

Assistant Caywood summarized the FY24 budget process information that had been provided by the Town Administrator:

- SB meeting with FinCom 10/25/22 – ID budget goals and develop initial budget requests that will be sent out in early November.
- Initial requests for operating and capital budget items along with any proposed warrant articles regarding these are due early December.
- Treasurer and TA assemble first draft of budget (to be close to the final requested budget)
- FinCom to meet with all requestors in January - this allows a bit more time than last year's process.

Co-Chair Blake suggested putting excess funds from the planning general budget toward a GIS consultant, but noted that input from the new Town Planner on what type of GIS work is needed should be incorporated into this decision.

Minutes

The Board reviewed the draft Minutes from the 9/12/22 PB meeting. Gushue moved that the PB approve the Minutes as drafted, Smith seconded the motion, and it was approved unanimously (4-0) by roll call vote. (Yelle had left the meeting.)

Bills

The Board discussed an invoice for peer review construction administration services on the Stillmeadow Farm project, and reviewed detailed cost information provided on behalf of this invoice. On discussion, Co-Chair Herschelman moved that the Board authorize this invoice for payment, Gushue seconded the motion, and it was approved unanimously (4-0) by roll call vote. Members of the Board asked to receive the Scope of Services contract from the peer review firm (Nitsch Engineering) as well as any engineering reports to-date. Assistant Caywood will send these to all Board members.

Co-Chair Blake informed the Board that since the last Board meeting she has authorized up to \$1,000 from the PB general budget to retain wireless consultant David Maxson, who has been retained by the Board previously for wireless application review. Blake further explained that due to the timing of an incoming application, it became necessary for her to take this step. The Board expressed its agreement with this authorization.

Update on Town Planner hiring process

Co-Chair Blake will be emailing a list of candidate interview questions to Board members tomorrow, toward Thursday's interview of the prospective Town Planner. The interview itself will be a public meeting, and if the candidate is offered the position and accepts, negotiations will be conducted in Executive Session.

At 8:20 pm, Smith moved and Herschelman seconded the adjournment of the PB meeting, and the motion was approved unanimously (4-0) 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):

- Carlisle Master Plan: <https://www.carlislema.gov/DocumentCenter/View/3969/Carlisle-Master-Plan-2022-FINAL-DRAFT?bidId=>
- "Preliminary list of MP items for which Planning Board may have responsibility," dated 10/24/22
- Nitsch Engineering invoice for construction administration for Stillmeadow Farm project, dated 10/5/22
- Supporting detail information for Nitsch invoice, dated 10/19/22