



Town of Carlisle

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Office of
PLANNING BOARD

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MINUTES

January 26, 2004

2003 Town Report

Budget

Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]

Continued Joint Public Hearing with Carlisle Tree Warden of request to review removal of approximately 100 feet of stone wall and one or more 30-inch pine trees within the right of way adjacent to 511 Brook Street, under provisions of the Scenic Roads Bylaw (Art. XII & MGL Ch. 40, s.15C) and the Public Shade Tree Act (MGL Ch. 87, s.3) [Request of Scott Henderson]

Review of application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for 8 condominium units of attached housing on three existing lots, to be known as "Carlisle Woods," on Carlisle Street, adjacent to 926 Maple Street (Map 24, Parcels 18, 19 & 20), 2 units to be offered as affordable housing. (Application of Massapoag Real Estate Development Corp, referred by Board of Appeals)

Town Meeting Warrant

Request for support of proposal for the Town to purchase "Parcel A" off South Street (Map 5, Parcel 7), a.k.a. the Benfield property, utilizing approximately \$2 million of Community Preservation Act fund (Request of Community Preservation Committee)

Employee Performance Evaluations

Preparation of Community Development Plan to meet requirements of Executive Order #418 [Thomas Planning Services and McGregor & Associates]

Consideration of proposing amendments to the Personal Wireless Communication Facilities bylaw (sec. 5.9 of the Zoning Bylaws)

Chair Louise Hara called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board members David Freedman, Tom Lane and Phyllis Zinicola were present along with Associate Planning Board members Rich Boulé and Ray Bahr. Members Rich Colman and Dan Holzman arrived at 7:40 following approval of the minutes. Member Michael Abend was not in attendance this evening. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were present. *Mosquito* Reporter Ali Walsh was also present.

Minutes

The minutes of 12/08/03 were reviewed. Lane made one correction and Freedman then moved to approve the minutes of December 8, 2003 as amended. Zinicola seconded the motion and it carried 4-0. The Board also reviewed executive session minutes of the same date. Freedman moved and Lane seconded a motion to accept the executive session minutes of December 8, 2003 as drafted. The motion carried 4-0.

2003 Town Report

Mansfield will complete the draft of the Planning Board Report this week and forward it via e-mail to PB members for comment. The report is due in the Town Administrators office by January 30th.

Budget

The Board reviewed Lane's draft of the Planning Board's proposed FY05 budget including guideline, level services and growth budgets. The growth budget included \$10K for continued community development planning in order to produce a master plan. Another \$6000 was included to continue GIS work in order to provide additional data layers and acquire software for in-house use. Hara suggested that the growth budget should include funds for additional wireless consultant work in order to present bylaw amendments at Town Meeting. After some discussion, the Board agreed that

such consultant work should be paid from the Board of Selectmen's budget in order to avoid the appearance of conflict of interest. The Planning Board estimated that the BOS should budget \$5000 to prepare and present a wireless plan and possible bylaw amendment at Town Meeting. Colman suggested that the importance of continuing the GIS work should be emphasized to the FinCom, since the Town's initial \$6000 outlay for this project would be useless without the proper hardware and software. Board members discussed the \$6000 budget for GIS and agreed that it should be included in the level services budget rather than growth budget because it is required in order to utilize work already completed.

Hara and Freedman agreed to attend the BOS meeting tomorrow to encourage them to pay deposition costs for Broadcast Signal Lab and Goldsmith Prest & Ringwall, in order to allow the Town to move forward with its wireless plan.

Zinicola noted that the Massachusetts Housing Finance Agency announced today that it is making \$3 million available to towns in order that they may develop housing plans.

Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]

The PA reported that he and ConsCom administrator Sylvia Willard discovered errors in the location of the wetland/flood hazard districts as shown on the draft GIS maps and Applied Geographics will correct these mistakes.

Continued Joint Public Hearing with Carlisle Tree Warden of request to review removal of approximately 100 feet of stone wall and one or more 30-inch pine trees within the right of way adjacent to 511 Brook Street, under provisions of the Scenic Roads Bylaw (Art. XII & MGL Ch. 40, s.15C) and the Public Shade Tree Act (MGL Ch. 87, s.3) [Request of Scott Henderson]

The applicant was present. Abutter Mitchell Weiss of 523 Brook Street was also present.

The Board referenced its discussion of January 12, 2004 as the basis for continued discussion this evening.

The plan was presented again and the Board asked Weiss which type of facing he preferred for the retaining wall. Weiss said he and his wife prefer the "split face granite" facing.

Freedman moved to send a letter to Henderson with a copy to the Board of Health consenting to removal of approximately one hundred feet of stone wall and three trees within the right of way of Brook Street on condition that remedial stone facing, grading and plantings, including a white pine tree, be implemented as shown on the plan entitled "Retaining wall/landscaping plan, 511 Brook Street," prepared by Scott Henderson dated January 6, 2004, amended on January 26, 2004 to show the selection of split face granite facing. Zinicola seconded the motion and it carried 6-0.

Mansfield agreed to send the letter this week. Colman moved to close the public hearing. Holzman seconded the motion and it carried 6-0.

Review of application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for 8 condominium units of attached housing on three existing lots, to be known as "Carlisle Woods," on Carlisle Street, adjacent to 926 Maple Street (Map 24, Parcels 18, 19 & 20), 2 units to be offered as affordable housing. (Application of Massapoag Real Estate Development Corp, referred by Board of Appeals)

No Planning Board member was able to attend the last Zoning Board of Appeals meeting. Mansfield noted that the Mosquito reported that discussion at that meeting revolved around the question of legal access to the parcel and Town Counsel Richard Hucksam stated that the applicant does in fact have legal access. The Board of Appeals has hired David Ross Associates to determine if Carlisle Road is entirely within Carlisle or partly in Billerica. BOA member Hal Sauer left a message at the Planning Board office this week indicating that they are moving forward to hire a facilitator through the Massachusetts Housing Partnership. The PA noted that the next BOA meeting is scheduled for February 5, 2004, but he was not sure if The Massapoag 40B application was on the agenda.

Annual Town Meeting Warrant

The Board agreed that a wireless bylaw amendment would not be ready for Annual Town Meeting. Freedman noted that the Scenic Road Bylaw simply lists the streets included under the bylaw. He asked Colman why the bylaw proposed by the Planning Board in 1996 was turned down at Town Meeting. Colman recalled that Town Meeting found most of the proposed bylaw acceptable, but did not agree with the imposition of a \$20/day fine. After some discussion, the Board agreed to propose a scenic road bylaw without fines simply to provide a mechanism for review, and asked the PA to request a placeholder for this warrant article.

Request for support of proposal for the Town to purchase "Parcel A" off South Street (Map 5, Parcel 7), a.k.a. the Benfield property, utilizing approximately \$2 million of Community Preservation Act fund (Request of Community Preservation Committee)

The following members of the public were in attendance for this discussion: Greg Peterson of 63 Indian Hill Road, Steve Hinton of 684 East Street, Sally Swift of 161 River Road, Alex Parra of 31 Bellows Hill Road, Steve Spang of 59 Fiske Street, Ken Harte of 64 Estabrook Road, Jay Luby of 84 Woodbine Road, Heidi Harring of 322 West Street and Art Milliken of 116 Estabrook Road.

Zinicola explained that the Carlisle Conservation Foundation recently met with the Community Preservation Committee to discuss the use of CPA funds in purchasing the above referenced property. She explained further that the CPC will make a recommendation on the use of CPA funds and Town Meeting will make the final decision, requiring a 2/3 majority if funds are to be used.

Greg Peterson, member of the Carlisle Conservation Foundation, then came forward with a map to present CCF's preliminary plan for this property. He explained that the property would preserve approximately twenty-four acres for open space and passive recreation. Twenty-one acres, including approximately four acres of wetland, would be set aside for other Town use. The CCF expects yearlong, town-wide discussions regarding use of the twenty-one acres for affordable housing, playing fields, etc. in order to develop a master plan for the site.

Peterson stated that a \$1.925 million dollar purchase price has been negotiated for the property and an appraisal is currently being completed. CCF has put 10% down in order to retain the option to purchase for the Town. They have also spent approximately \$60,000 for planning and expect to recoup these costs with the transaction. Peterson stated that approximately \$900,000 is already available to the Town through the Community Preservation Act, with an additional deposit of \$240,000 expected in May 2004. Peterson explained that with a \$500,000 to \$600,000 cash deposit from CPA funds, the balance of the purchase price could be paid through a 15-year bond funded by local CPA receipts. CCF is targeting an April 7th closing date since the option to purchase expires April 21, 2004.

Peterson noted that former Planning Board members George Foote and Michael Epstein worked with the Benfields and CCF to negotiate and prepare a preliminary plan for this parcel. The Benfields have requested that the view from the road be maintained and that no structures be placed in the field near South Street. They also asked that a plaque with the Benfield name recognize their donation to the Town should a playing field be constructed on the site.

Jay Luby offered to take Board members on a site walk of the property.

While the Planning Board generally looked favorably on the plan, they had concerns regarding process, planning and presentation to the Town. Zinicola agreed that specific sites and their uses need not be designated until after development of a master plan for the parcel, yet Town Meeting should either vote in favor of general CPA uses, or specify preferred uses for the property. She suggested that the Town should at least formulate an overall goal for the property prior to Town Meeting. Zinicola also noted that some CPA money would be required to hire a consultant and prepare a plan for this property.

Steve Spang said that the CCF has allowed for one year of public planning after acquisition of the property, and did not think that a goal could be prepared before that time. Freedman noted that in order to do the planning work, Town Meeting must also approve funds to hire a consultant. Without a goal, Freedman stated, it would be impossible to obtain an estimate for such consultant work.

Peterson agreed that the Community Preservation Committee, the Board of Selectmen and the Finance Committee must work together to establish a framework for the planning process. Steve Hinton noted that the BOS already drafted a warrant article requesting \$30,000 for planning for this property. The Planning Board did not think this was a realistic amount and asked how a more realistic estimate could be obtained. Peterson suggested that the Housing Authority and RecCom work with the CPC to determine this amount.

Holzman advised the CCF to look into an affordable housing project built by Manchester Affordable Housing Corp. He noted that they were very successful in developing a difficult parcel of land and also obtained planning money by borrowing on income they expected to receive from the sale of affordable units.

Hara suggested that the CPC, BOS and FinCom should also consider what other opportunities might be lost in the future if all the CPA funds are used for this project.

Mansfield noted that purchasing the property using only CPA funds limits the property to open space, recreation, affordable housing and historical use. He suggested that a funding partnership with CPA and the Town would allow more flexibility in terms of use of this parcel.

Zinicola summarized the discussion as follows: The Planning Board supports the purchase of this parcel for uses including, but not limited to, affordable housing, recreation and conservation, with a high priority placed on affordable housing. Specific use of the acquired land will be subject to a long-term planning process. The Board estimates that \$50,000 will be required to develop a conceptual master plan and an additional \$150,000 will be required later for fully engineered plans. The planning process must be conducted professionally and funds must be allocated for this as well.

Zinicola will bring the Planning Board's recommendations to the CPC and they in turn will prepare a draft warrant article for the Board's review.

Employee Performance Evaluations

Hara asked the staff to e-mail their self-evaluations to the Board, and Board members were asked to provide comments to Hara. Completed evaluations are due to the Town Administrator's office by February 17, 2004.

Preparation of Community Development Plan to meet requirements of Executive Order #418 [Thomas Planning Services and McGregor & Associates]

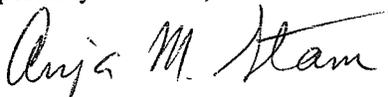
Colman moved to request an extension of the contract with MAPC to June 30, 2004. Holzman seconded the motion and it carried 6-0.

Hara reported that the Steering Committee is working with Carol Thomas to make the housing portion of the EO418 plan approvable by the Department of Housing and Community Development.

Hara also noted that it might be possible to use CPA funds to allow homeowners to build affordable and deed-restricted accessory apartments, as an efficient way of providing affordable housing units in Carlisle.

At 10:40 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,



Anja M. Stam
Administrative Assistant