



Town of Carlisle

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Office of

PLANNING BOARD

MINUTES

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Minutes

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Executive Session to review minutes of November 8 and November 22 executive sessions

PB Chair **Louise Hara** called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board members **Rich Boulé, David Freedman, Kent Gonzales, Phyllis Zinicola, Ray Bahr** and **Peter Stuart** were present, along with Planning Administrator **George Mansfield**. PB Administrative Assistant **Helen Boos** was also present, as well as **David Ives** of the *Mosquito*.

Minutes

The minutes of the last meeting were reviewed. Freedman **moved to accept the minutes as amended of December 13, 2004**. Boulé seconded the motion and it carried 7-0.

In response to an email sent by the PB Administrative Assistant, PB members agreed that a quicker turnaround for PB meeting minutes would be helpful. Therefore, the new review process for the minutes will be implemented as explained in the memo of 1/7/05.

Upcoming Events

The PA called attention to several upcoming events that PB members might want to attend:

- Conservation Commission's "Conservation Coffee" January 11
- MAGIC meeting Monday January 24
- Rappaport Institute of Greater Boston
- Boston College Citizens Seminar

Request for release of Lot F from covenant for Great Brook Estates Definitive Subdivision Plan, 195 Rutland Street (Map 26, Lot 18F) [Request of Ira Gould]

Members reviewed the following documents: the applicant's request for this release; calculations of estimated amount of work remaining on this subdivision. Applicants **Ira Gould** and **Betsy Goldenberg** were present. Gould presented the details of the property (a conservation cluster of lots off Tanglewood Way). They still own two lots at Great Brook Estates: Lot 1A and Lot 2A (formerly the May Residence). Lot 2A has previously been released.

Gould pointed to a letter dated April 14, 2004 listing what remained to be completed at that time at an estimated cost of \$93,000. Since then, many items have been completed, leaving an estimated cost to complete of \$65,000 to \$70,000.

In response to a question from the Board, Gould said that the culvert under the driveway to Lot C is to be done at the time of the final paving, along with other catch basins on either side of the driveway, in order to minimize the disruption to the driveway. Gould said that all other drainage structures called for in the repair plan have been installed and have ameliorated the previous problems, but the culvert and catch basins will be installed nevertheless.

In response to a question from the PA, Gould said that Lot F is one of the cluster lots with access off the cul-de-sac and not off Tanglewood Way.

Noting that the value of the remaining unreleased lot clearly exceeds the cost of subdivision completion, Freedman **moved to approve the release of Lot F from the covenant for Great Brook Estates Definitive Subdivision Plan, 195 Rutland Street (Map 26, Lot 18F)**. Boulé seconded and the motion carried 7-0.

To help him expedite the paperwork process, members arranged for signatures and notarization by the following morning, so that Gould could pick up his copy as soon as possible.

Long-term Capital Committee --- membership

The meeting time for this Committee (11:00 a.m. on Mondays) continues to be a problem. Hara expressed the value of having a PB member on this committee. She and Freedman are the only members available at that time. Hara agreed to take Bahr's place, and Freedman agreed to attend as an alternate.

PB members expressed concern that the amount of work requiring PB members to be in Carlisle during normal workday hours is beginning to put an undue burden on the only two Board members who are regularly in Town then.

Bahr moved to remove Bahr from membership of Long-Term Capital Committee, to be replaced by Hara, with Freedman as an alternate member for the remainder of the term. Zinicola seconded and the motion carried 7-0.

The PA will send a memo to the Selectmen (and CC the Committee) about the change, and also to express the difficulty of daytime meetings, which put a tremendous burden on PB members who work in Town, and the hope that the Selectmen will do whatever is possible to help facilitate evening meetings.

Annual Town Report

PB members reviewed last year's format and agreed to use it as a model for this year's report.

Review Engineer selection

As discussed at the 12/13/04 meeting, the PB has two active review engineers and would like a third. The PA will check references and invite two companies to present their qualifications at the next meeting on 1/24/05.

OS&R Plan

Members reviewed the draft of the document to be submitted to the OS&R Rewrite Committee on 1/11/05. The document summarized the Planning Board's activities in regards to OS&R over the past 5 years and initiatives for the next 5. Members had no changes.

Benfield Parcel A Planning Task Force update from Phyllis Zinicola

Zinicola reported on the most recent meeting with neighbors to discuss the pros and cons of the ball field location (placed at back of parcel versus front of parcel); however, abutters on different sides of the parcel differed in their preference. As a next step, the Task Force is planning to prepare a list of objectives to present at the next meeting with neighbors (such as minimizing costs, minimizing disturbance of the site, etc.), and then discuss pros and cons within this framework. On 1/18/05, a Traffic Engineer will submit a report, which may have a huge impact in determining which configurations will work best. Zinicola also reported that the architect, John Winslow, has done a great job of listening carefully to everyone's input and also designing some very attractive-looking homes in the four or five different layouts. In response to PB members' request, Zinicola said she would try to get copies of these proposed plans.

Request for additional extension of time to complete Wilkins Lane Definitive Subdivision Plan (Map 29, Lots 28B1, 6-39B, 7C-2 & 7C-3) [Request of William Costello]

Costello had requested an extension until February 28, 2005, but members determined that the amount of work to be completed, and the winter weather, would necessitate more time than that.

Freedman **moved to extend time to complete Wilkins Lane Definitive Subdivision until May 31, 2005.** Zinicola seconded and the motion carried 7-0.

The PA will draw up those documents.

Request for comments on "Emergency Access Plan" prepared for Costello property including and adjacent to 216 Cross Street and Bingham Road

PB members reviewed the plans. Overall, the members recommended a conceptual discussion at a future PB meeting between Costello, the abutters, and the Fire Chief to discuss the details, and that the developer participate in efforts to inform abutters of the details prior to the conceptual meeting.

Discussing specific details, PB members expressed the need for topographic indications on the plan before they can make more fully informed judgments of the plan, but expressed concerns about placement of roads, road width, type of berm, whether the landing of the central road is long enough, possibility of connecting open spaces via trail/footpath, and turning radii of cul-de-sacs.

Of particular concern are the roads running in such close proximity to the border of the property. Specifically, according to regulations, the proposed cul-de-sac on one side of the property is too close to the border, as is the road on the other side of the property. Turning radii of cul-de-sacs and entry roads may be fire safety issues.

Request from Selectmen for amendments to Scenic Road Rules and Regulations

Members agreed to remove this item from the agenda until further notice (awaiting response from Selectmen).

Request for review of the Comprehensive Permit Application for “Carlisle Woods,” adjacent to 926 Maple Street at Billerica town line, application of Massapoag Real Estate Development Corporation (Request of Zoning Board of Appeals)

Bahr and Boulé (and possibly Hara) agreed to attend the next BOA meeting on Thursday 1/20/05 at 8 p.m.

The PA reported on Billerica’s Traffic Management Study, which recommended that the road be realigned to improve safety in both Billerica and Carlisle, and the Board wondered how this could be done. In response to a question from Boulé, Freedman reported that Town Counsel Hucksam had said that the standard requirement that a property have frontage on a public way does not apply here.

The Planning Board has not received any revised plans for the proposed development. The PB reiterated its concern for safety of children, access routes, access for emergency vehicles, and grading and paving issues affecting run-off to abutters’ properties, wetlands, and Maple Street.

Development of additional GIS data layers and technical support [Applied Geographics]

The Board discussed what the GIS data, as we have it now, can be used for. Hara reported that we could query the system on lot information or anything that is directly related to the Assessors’ database. Flood hazard zones and wetlands areas need to be corrected. The PA reported that the data for the CDs (common driveways) is nearly done but has not been sent to Applied Geographics yet, pending completion of a few CDs with discrepancies.

The PA reported that these discrepancies are an issue because quite a number of CDs were not built according to plan, and Bernsee does not know how to resolve the discrepancies. It was decided that discrepancies between the plan and what was actually built can be noted on the GIS layer to read, “Location not according to plan.” This way, someone who views a property on GIS would see the notation and know to check with the documents on file to see exactly what had been planned and approved.

The timeline for GIS work was discussed: there at least two or three weeks of work that Bernsee needs to complete. Then her work on the CDs will be submitted to Applied Geographics. Bernsee would still be needed to coordinate Applied Geographics’ completion of their contracts. In two or three months, the PB should be in a position to assess if they will be able to use its GIS database to help complete the EO418 work and prepare a DHCD-approvable affordable housing plan.. Beyond that, the PB can begin to explore other uses for GIS, such as documenting the upcoming Historic Commission survey.

There are enough funds to continue Bernsee’s work through June if necessary. Freedman **moved to extend Bernsee’s contract until February 28, 2005**. Boulé seconded and the motion carried 7-0.

The PA reported that office space for GIS work continues to be a problem. Bernsee has been using the auxiliary desk and workstation in the Conservation Commission office but is finding that the software version is a problem, and the desk space is not always free because of the ConsComm work being done there. The PA and Bernsee had considered borrowing space from Bob Koning at the Building Department on Mondays, Wednesdays and Fridays when the office is closed, which might be a good option except for interruptions from builders needing permits. The PA will discuss with Bob Koning whether Bernsee can use the workstation and the space, and Freedman offered to make a large sign to inform builders of the Building Department’s hours to help minimize interruptions.

The PA reported Bernsee’s need for a newer version of Microsoft Office. Bahr reported that he has contacted Microsoft to find out if the Town can “piggyback” on the State’s contract with Microsoft for a price discount. He is waiting to hear a response. In the meantime, the PA has purchased an upgrade of the software on sale at Staples (office supplies retailer), which can be returned (if unopened) within fourteen days if it turns out that purchasing through the State is cheaper.

The PA reported that the Town Administrator is now soliciting FY06 Small Capital requests (\$10,000 or less), and that the Town Administrator also said there are still funds left for FY05. The PB discussed whether a software purchase would qualify. The PA will look into requesting some of the FY05 funds to upgrade the three PB computers to a licensed version of Microsoft Office XP.

Community Development Plan/Priority Development Fund

DHCD Grants: Freedman reported that he spoke to the DHCD and it sounded like the \$50,000 PDF grant to support the Benfield planning process would come through, but that the \$19,600 grant probably would not; that the latter grant requested \$3,600 for GIS, \$10,000 for EO418 consulting \$4,000 for preparing an affordable housing plan, and \$2,000 to help plan for 40R Smart Grown development; that the DHCD said that successful proposals must demonstrate that they will lead directly to affordable housing being built; that DHCD would definitely not fund the creation of affordable housing plans through the PDF; also, that the Smart Growth regulations have not been written yet, so they are not granting any funds for that yet.

In these discussions with DHCD, Freedman said, he tried to make the case for Carlisle’s situation: that while the Town is not able to demonstrate direct housing production, housing development beyond Benfield is not likely to happen without funding for planning; that Carlisle falls between the guidelines (that the Town is not a transportation hub) but that the Board would like “seed money” to help convince the Town that affordable housing development is necessary; and that the PB had turned back \$10,000 of the \$30,000 Carlisle was granted to complete the EO418, which they could have expended on Thomas Planning Services work, but they turned it back in good faith rather than waste it on completing an inadequate document.

Freedman reported there might have been a possibility of getting funds through an EOE grant, but the MAPC inquiry into this had not been fruitful, and that the deadline had already passed.

In the end, he said, the DHCD representatives said they will review this application outside the normal review process to see if any funds can be made available to Carlisle.

EO418 and Affordable Housing Plans: The Chair pointed out that the EO418 plan needs to be completed in any case because the Town needs a certified affordable housing plan to ensure that the Benfield units will be counted toward Carlisle’s total (as protection from future 40B proposals).

The Board discussed a recent meeting as an example of why the work on the housing plan needs to move forward: Developers contacted the Planning Office recently and met with the PA to discuss their proposal for a new 40B development on Concord Street. The developers said they intend to hold meetings with other Town officials separately as well as abutters. The PA reported that, at this point, the developers are proposing using 23 acres for 66 age-restricted units, all two-bedroom; seventeen units would be affordable housing; there would be one entrance onto Concord Street; the units would use a septic system instead of waste-water treatment (having done numerous perc tests); their water source would be wells located as a public water supply.

To discuss the scope and cost of hiring a contractor to help the PB finish the EO418 plan, Freedman will contact Ralph Wilmer (who is a principal at McGregor & Associates, a subcontractor under Thomas Planning Services), who is currently serving as an advisor to the BOA on 40B applications and Marc Racicot of MAPC.

The PB also discussed a potential warrant article for money to complete the EO418 and affordable housing plan. Hara and Freedman reported that at the preliminary meeting with FinCom, they seemed to recognize some of the value of GIS and the need for funding for consultant assistance on developing an affordable housing plan.

Vision Statement and Housing Strategies: PB members discussed the draft Vision Statement. Freedman will work on implementing their comments. The Housing Strategies were also discussed but no clear conclusion was reached.

Budget

Boulé asked the Board for details on the budget for FY06 and explained his timeline for presenting the PB’s budget needs to the Finance Committee in two weeks. Boulé will meet with the PA to develop a package. The Board will have a chance to review the final numbers at the next meeting.

Endorsement of approved Common Driveway plans for Apple Grove Lane and Hobblebush Lane (Benfield parcels B & C), West Street

Four members signed the mylar copies to endorse the plans. The PA will return the endorsed plans to the applicant.

Conservation Cluster regulations

The PA reported on a request from Sylvia Willard of ConsComm to meet with the PB to discuss regulations for conservation clusters.

Executive Session to review minutes of November 8 and November 22 executive sessions

Freedman **moved to go into executive session to review the minutes of the executive sessions held on November 8 and November 22, 2004, not to return to regular session.** Stuart seconded the motion and members were polled: Boulé – aye; Bahr – aye; Hara – aye; Freedman – aye; Zinicola – aye; Stuart – aye; Gonzales – aye.

The minutes of the meeting of November 8 were discussed and amended, then approved as amended.

Zinicola left.

The minutes of the meeting of November 22 were discussed and approved as drafted.

At 11:30 p.m., Freedman **moved to end executive session and adjourn.** Stuart seconded the motion and members were polled: Boulé – aye; Bahr – aye; Hara – aye; Freedman – aye;; Stuart – aye; Gonzales – aye.

Respectfully submitted,

Helen Boos
Administrative Assistant