



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

66 Westford Street
Carlisle, Massachusetts 01741
Tel. (978) 369-9702
Fax (978) 369-4521
e-mail: carlplan@rcn.com

Minutes

November 28, 2005

Minutes 11/14/05

Bills

Budget

Wage and salary structure – Personnel Board

Wireless Bylaw Subcommittee

Town Hall Technology

Development of additional GIS data layers and technical support (Applied Geographics)

Continued Public Hearing on applications for four special permits for a Conservation Cluster, “Greystone Crossing,” comprised of 15 building lots and 5 open space parcels within 47.3 acres located on Cross Street and Bingham Road (Map 7, Parcels 35,36,37,38,47 & 59); and three (3) Common Driveways, “Trillium Way,” “Captain Wilson Lane,” and Greystone Lane, all with access from Cross Street (Request of William Costello, Bingham Road LLC and Carriage Estates Trust)

Review of application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for 56 age-restricted, condominium units of attached housing to be known as “Coventry Woods,” on Concord Street, northeasterly of 515 Concord Street (Map 8, Parcel 10 – 22.8 acres), 14 units to be designated as affordable housing (Application of Coventry Woods LLC and MCO & Associates, Inc., referred by Board of Appeals)

Discussion of implementation of Affordable Housing Plan, Affordable Accessory Apartment study, Inclusionary Zoning, Smart Growth

Request by Carlisle Recreation Commission for informal conceptual discussion of proposed Banta Davis Phase 2 recreation facilities plans, expected to be subject to Site Plan Review under Sec. 7.6 of the Zoning Bylaw.

Request by MAPC for review of final draft of population and employment projections for regional and transportation planning

David Freedman called the meeting to order at 7:32 pm in the Clark Room at Town Hall. Board members **Louise Hara**, **Rich Boulé**, **Peter Stuart**, **Michael Epstein**, Planning Administrator **George Mansfield**, and Associate Member **Brian Larson** were present. **Kent Gonzales** joined the meeting at 7:37 pm. Board Member Ray Bahr was absent.

Gretchen Caywood, assistant to the Planning Administrator, Deputy Fire Chief Jonathan White, 60 Bedford Road, James Ford, Jr., 307 Cross Street, Mark Sleger, LandTech Consultants, Inc., William Costello, 25 Holdenwood Road, Concord, George Dimakarakos (Stamski and McNary), and Bob Zielinski, Carlisle Mosquito reporter were also present.

Minutes

The PB reviewed the minutes of the 11/14/05 meeting, and several changes were suggested. Hara moved to approve the minutes as amended, Epstein seconded and the motion carried 4-0-1, with Peter Stuart abstaining.

Wireless Bylaw Subcommittee

Boulé updated the PB on recent activities stating that the subcommittee did a sole source justification to use Broadcast Signal Labs and that the contract had been sent to BSL, and Boulé was reasonably sure it had been executed. He added that he had received an electronic copy of the bylaw through the Town Administrator. Dave

Maxson (BSL) was at the last subcommittee meeting where the current bylaw was reviewed in detail. Maxson has sent an annotated version of the bylaw, with significant suggested changes, and the subcommittee intends to review it at the next meeting. Boulé informed the PB that the subcommittee has a new member, Peter Yelle, a Cross Street resident and wireless engineer. Stevenson had made Boulé aware of his experience with distributed antenna systems.

Boulé reported that a shared distributed antenna system is seen as the favored approach for Carlisle, and added that Nantucket has been using it. It must be determined as to whether the wireless carriers we are dealing with would be willing to use a shared antenna, as they are sometimes reluctant to give up individual transmission facilities. A major advantage of this approach is that these 3 to 4-foot antennas placed on top of telephone poles operate at approximately one third the power of the taller, unshared antenna wireless approach. This may appeal greatly to the Townspeople.

Boulé added that it may be possible to use a data infrastructure, transmitting internet protocol data via fiber to the box/antenna and thereby use the antenna for other purposes later. Boulé pointed out that Verizon may not allow the use of their telephone poles for antenna placement, but that if so, the antennas could be put around the corner from the pole on a right of way. He added that while multiple antennas are required, six may be enough for the whole town. Boulé also pointed out that some antenna construction company may underwrite this and do it if the Town could provide space and put in a right of way along the roads. It will be necessary to run fiber to the antennas and the cost will be significant, but this approach avoids the use of large, unsightly poles that the Townspeople have been concerned about. Boulé added that the PB should be aware that it will take several years to recover the cost of such a distributed antenna system (shared system by several carriers), as it is more expensive than a large monopole system.

Boulé pointed out that a supplying company would decide where to put the distributed antenna systems, and that this may require a repeat of some of the BSL work (to determine the best locations). Stuart confirmed from Boulé that the Town would decide on which approach (single or distributed antenna) will be used, being put before the Town meeting for a vote. Boulé pointed out that while the current bylaw does allow for a distributed antenna system, it still needs to be updated. Freedman added that the bylaw is presented to the Town by the BOS.

Boulé concluded by adding that warrant article language for the bylaw changes is due March 8, 2006, and that a draft of the bylaw language can be submitted as a placeholder prior to this.

Continued Public Hearing on applications for four special permits for a Conservation Cluster, “Greystone Crossing,” comprised of 15 building lots and 5 open space parcels within 47.3 acres located on Cross Street and Bingham Road (Map 7, Parcels 35,36,37,38,47 & 59); and three (3) Common Driveways, “Trillium Way,” “Captain Wilson Lane,” and Greystone Lane, all with access from Cross Street (Request of William Costello, Bingham Road LLC and Carriage Estates Trust)

Freedman reopened the public hearing and Mansfield displayed the newly revised plans from Stamski and McNary. Mansfield pointed out that Town Engineer Mark Sleger (LandTech) was in attendance, for those new members who did not know him. Having just received the plan revisions, Sleger had not yet reviewed them. Dimakarakos (Stamski and McNary) presented the changes to the plans. He pointed out that the plan changes address the concerns in the November 14th and August 23rd memoranda from LandTech, changes discussed during public hearings, recommendations of ConsComm, and requests of Deputy Fire Chief White.

Dimakarakos summarized that the outlet pipes feeding the detention basins were raised above the 10-year storm elevation level in all but one case, where a driveway realign would be required to do this, thereby moving the driveway away from its preferred location. Dimakarakos pointed out that an additional sediment sump pump has been added to this detention basin adjacent to the inlet to ensure proper function. He added that an inspection of detention basins in the Carlisle area indicated that they are functioning well, even at the ten year point (Tall Pines). Dimakarakos added that if the outlet pipe is above the 10-year storm elevation level, it will stay empty. Dimakarakos described how the system would work well even in a 100-year storm.

Dimakarakos then discussed the other changes, in particular highlighting that the plans have been revised to show a trash screen for the proposed V-notch weirs where they are less than 3 inches wide. Also, the elevations in the Stormwater Management System Typical Pocket Wetland Section for Pocket Wetland (detention basin) 3D and 1C have been updated to coincide with the Stormwater Management System Pocket Wetland details on sheet 16. He also pointed out that the pipes have been adjusted to keep velocities below 10 feet per second. This includes all outlet pipes from the detention basins.

Addressing ConsComm's concerns, Dimakarakos pointed out that the detention basins were placed in separate open space parcels and the parcels (E, F, and G) will be deeded to the Homeowners Association with public access rights. He added that Parcels A, B, C, and D will be deeded to the Town, and that these parcels contain adequate land area to meet the 30% Open Space Requirement of the Zoning Bylaw. Freedman pointed out that the Homeowners Association will have access rights and maintenance obligations, but no rights to put structures on or otherwise alter the parcels deeded to them.

When Mansfield inquired how funds would be available to the Homeowners Association, Dimakarakos referred to an attachment to his document on the plan revisions, which illustrates how funds will be contributed, projects how they will accrue over 10 years, and indicates a steady gain in funds. Epstein and Freedman added that LandTech should review these maintenance fund projections along with the maintenance obligations of the Homeowners. Dimakarakos will attend the December 1st ConsComm meeting to present these changes as well.

Dimakarakos noted that Deputy White does not yet have the plan changes, which address his suggested changes to the cisterns, including providing a well and full controls for each of the three proposed cisterns. Warning lights will be placed on the fronts of the plywood boards at the cisterns and the boards will be painted green. These changes were also highlighted in the Stamski and McNary document on the plan revisions.

Concerning PB revision requests, Dimakarakos noted that plantings have been added to the plans along portions of Trillium Way and Greystone Lane, detailing the types of vegetation that would be planted. There was some discussion to ascertain the most appropriate types of plantings for these areas, and a few changes were made. When Freedman expressed concerns about residents making alterations to the plantings, as had happened at Pine Meadow, Dimakarakos indicated that the removal of plantings is discouraged in this case by the fact that they are on restrictive easement areas to discourage removal and/or relocation. Epstein ascertained that general maintenance of the plantings by homeowners is certainly permissible.

While the Stamski and McNary document indicated that a "Conceptual Pathway Plan" had been prepared to show the general location of the proposed pathway location along Cross Street, Mansfield inquired how the exact location would be determined. Epstein then pointed out that all documents covering all the lands the path would go over must be reviewed in a comprehensive manner, and asked that Costello provide these to Mansfield. Costello verified he could do so within 7-10 days. Epstein also verified that when the plans are submitted to Town Counsel, they will be submitted with drawings, and that Costello and Dimakarakos will offer to meet with Town Counsel. Mansfield will so inform the Town Administrator. Hara ascertained that there will be markers at critical points along the borders of the proposed Open Space parcels.

When Freedman pointed out that for the common driveway there is no Town right of way, allowing for homeowners to potentially add structures close to the roadway, Costello added that the documents can be set up to define a shoulder distance within the driveway easement (that must remain unaltered by the homeowners).

At this point, Freedman indicated that Stamski and McNary have responded well to all concerns, including the full cistern. He acknowledged, however, that the Fire Department is not totally satisfied with the width of the Captain Wilson Way turnaround.

James (Sandy) Ford, Jr., a 20-year resident of Cross Street, expressed that he is displeased with the development overall, especially since the Developer is adding 20 houses to the neighborhood. He pointed out that in his opinion most Cross Street traffic does not obey the 25 mph speed limit, and he is very concerned about the additional traffic resulting from this Conservation Cluster. Freedman pointed out that while the applicant could have designed for almost the same number of houses on the property with 14 separate driveways, he opted to work with the Town to develop a better arrangement. When Ford suggested that if this was put forward as a subdivision instead of a conservation cluster the PB would have more control over the road, Freedman informed him that this is not the case. Epstein and Freedman pointed out that taking the route of a subdivision would not provide the PB the rights to make any changes to Cross Street as it is an existing public way. Epstein added that the applicant owns the land and had several options. The applicant could have chosen the ANR route for each home, leading to the 14 separate entrances onto Cross Street, and the PB would have no control over it. He also pointed out that the applicant could have designed for a subdivision with even more homes (22) on a loop road, resulting in more traffic added to Cross Street. Epstein stressed that the PB is trying to minimize the traffic disruption and to do the best that it can within the circumstances to minimize added traffic.

Freedman explained to Ford that the BOS has jurisdiction over public roadways as far as any changes to Cross Street itself (widening, etc.). Mansfield supported this by adding that about 1 year ago, two common driveways were applied for on West Street. The Police and Fire Department ascertained problems with the potential increased traffic approached the BOS for changes to West Street, and received approval for the changes. Deputy Chief White added that, while he agrees that the issue with Cross Street is its narrowness, the Town residents do not want a wider road. White also pointed out the positive effect of the plan giving Cross Street residents an additional water supply.

In summary, Freedman stated that ConsComm needs to respond to the LandTech review. Costello will provide all necessary legal documents on the land to Mansfield in 7-10 days, then meet with Town Counsel to discuss these documents. Only after this discussion with Town Counsel, can the PB render decisions on these special permits. Freedman also stated that he hoped that drainage issues can be worked out between Dimakarakos and Sleger without moving the access point of Captain Wilson Lane to Cross Street.

Concerning the proposed Cross Street path, Dimakarakos will sketch out the path location, then he, Hara and the Trails Committee will walk the proposed location. Freedman added that Epstein and Mansfield can work out the wording of an approval condition statement concerning the location of the pathway and timing of its construction, as well as other proposed conditions.

Though it was not clear that the legal and engineering reviews and other details would be resolved before the next PB meeting, it was decided to continue the hearing to the next meeting in case there were issues to discuss. Hara moved to continue the hearing to December 12, 2005 at 7:45 pm during the next PB meeting. Boulé seconded and the motion passed 6-0.

Wage and salary structure – Personnel Board

Mansfield pointed out that the date of the next Personnel Board meeting is coincident with the hearing on Coventry Woods. He added that he is scheduling the PB request to set the Administrative Assistant's wage rate with the Personnel Board so that both meetings can be attended. Mansfield, Epstein and Caywood will meet to discuss her resume and background information toward proposing her wage adjustment to the Personnel Board.

Town Hall Technology

Mansfield reported that he updated Bill Tice (BOS) on the activities concerning Town Hall technology and that the overall situation has not changed. Tice informed Mansfield that he supports and has requested an inventory of all IT in Town Hall, and standardized purchasing of upgrades. He is willing to spearhead this effort.

Discussion of implementation of Affordable Housing Plan, Affordable Accessory Apartment study, Inclusionary Zoning, Smart Growth

Freedman reported that he had informed the Town Administrator (who informed Doug Stevenson (BOS)) that both he and Hara have been appointed by the PB to act on the Accessory Apartment Committee. He has not heard back yet on this. Mansfield and Freedman will meet to assemble an RFP or scope of work for inclusionary zoning.

Epstein stated that a coordinated approach to Affordable Housing initiatives such as inclusionary zoning and the accessory apartment bylaw and others that may not have been specified in the Affordable Housing Plan is important. Freedman said this had been expressed to the chair of the BOS, but that the funds allocated by Town Meeting through a CPA recommendation were limited to Affordable Accessory Apartments. Freedman also stated that the topic of the next Land Use Team meeting on December 14th is the coordination of Affordable Housing initiatives. He suggested that it would be worthwhile to see what comes out of that meeting before further PB work on this topic.

Request by MAPC for review of final draft of population and employment projections for regional and transportation planning

Freedman reported that the discrepancy between the Town Clerk and the Assessor's population projections remains unresolved. The Assessors numbers are closer to MAPC numbers. Mansfield pointed out that the MAPC uses these numbers to project regional transportation needs, and that their household numbers are lower for Carlisle than are the Town Clerk numbers. Freedman expressed that for the present purposes, this discrepancy is not a concern of the PB, and is apparently not detrimental to the Town.

Request by Carlisle Recreation Commission for informal conceptual discussion of proposed Banta Davis Phase 2 recreation facilities plans, expected to be subject to Site Plan Review under Sec. 7.6 of the Zoning Bylaw

Mansfield pointed out that as no representatives from the Recreation Commission were in attendance at the meeting, although they had been given a time on the agenda, this conceptual discussion will not take place this evening.

Review of application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for 56 age-restricted, condominium units of attached housing to be known as "Coventry Woods," on Concord Street, northeasterly of 515 Concord Street (Map 8, Parcel 10 – 22.8 acres), 14 units to be designated as affordable housing (Application of Coventry Woods LLC and MCO & Associates, Inc., referred by Board of Appeals)

Epstein suggested that the PB obtain a copy of Chief Flannery's oral presentation regarding this 40B, which was made at the last ZBA meeting. Gonzales ascertained from Epstein that the ZBA has the right (as the PB does) to hire different consultant specialists to review the application. Freedman stated that if he presents his opinion to the ZBA he will stress that the PB would be in favor of the ZBA having in-depth studies done (on some of the issues under discussion here). Hara added that the PB letter to the ZBA stresses that more studies be conducted concerning this application. According to Epstein, both Deputy White and Selectman Stevenson are in agreement with this opinion, and expressed so at the last ZBA meeting.

Boulé moved to adjourn the PB meeting, Hara seconded, and the meeting was adjourned at 9:50 pm.

Respectfully submitted,

Gretchen Caywood,
Planning Secretary