

MINUTES

MARCH 14, 1988

The meeting was called to order at 8:14pm. Those present were T. Raftery, S. Sillers, S. Tobin and S. Davis.

Minutes

The draft of the minutes of the February 25, 1988 meeting was reviewed and minor corrections noted. Action on the minutes was delayed until they are presented in final form.

Bills

Bills were reviewed and approved. Mrs. Olden explained that a special arrangement had been made with Charles Boiteau, the applicant for the Ice Pond Road Common Driveway and Wetlands District Special Permits, to pay the amount of the Lowell Sun bill for publishing the public notice in these matters, as well as the costs of mailing notices to parties in interest, because there was not enough time in the schedule he requested to advertise in the Carlisle Mosquito.

Seminar

Mrs. Olden reported briefly on a seminar she attended on March 7, 1988, concerning Comprehensive Permits. After pointing out that Planning Board makes recommendations to the Zoning Board of Appeals in a Comprehensive Permit matter, she suggested that the Board might want to invite the Zoning Board to attend a meeting at which she could make a presentation summarizing the various meetings she has attended since last summer on the subject of Comprehensive Permits. The Board agreed that this is a good idea and should be pursued after the election.

On motion by S. Tobin, seconded by S. Sillers, the Board authorized payment for Mrs. Olden's time to attend a conference on March 25, 1988 on development of marginal land.

Membership

After discussing both Mr. Leask's resignation from the Planning Board effective March 15, 1988 and a memorandum dated March 10, 1988 from the Board of Selectmen concerning the appointment of an interim board member to serve until the election, the Board instructed Mrs. Olden

to ask the Selectmen to attend the March 24, 1988 meeting of the Planning Board at 7:30pm to consider an interim appointment. Mr. Raftery added the suggestion that, since the state statute requires a joint meeting of Planning board and Selectmen for an appointment, the invitation should include a reminder that the Selectmen should post a notice of a Selectmen's meeting for that time period, even though it will be listed on the Planning Board agenda.

Ice Pond Subdivision

Charles Boiteau met with the Board to discuss modification to the Definitive Plan entitled "Ice Pond Road". He said he would comply with the bike path and fire pond requirements of the Subdivision Rules and Regulations. He asked about negotiating a compromise whereby he would provide the requested trail easement and the Board would grant his request for waiver of the requirement for the length of the road. He said a modified plan would require two waivers, one for the diameter of the cul de sac and one for the length of the road.

After discussion, on motion by S. Sillers, seconded by S. Davis, the Planning Board voted unanimously to reconsider a plan amended as Mr. Boiteau had described, at a public hearing on April 28, 1988, if the plan was submitted by March 24, 1988. After further discussion, S. Sillers amended her motion to substitute April 11, 1988, for March 24 as the submission date. During the discussion of this motion, the Planning Board instructed Mrs. Olden to order the legal advertisement as required for an April 28 hearing date, irrespective of the submission date of the amended plan. Mr. Davis accepted Ms. Sillers' amendment, and the Planning Board voted unanimously in support of the amended motion.

At the conclusion of the discussion of the proposed amended plan, Mr. Davis asked Mr. Boiteau to arrange to reimburse the Planning Board for payment of the Lowell Sun bill for advertising and for the cost of mailing to parties in interest for the Common Drive and Wetland Special Permits public hearings. Mr. Boiteau accepted a copy of the bill and a note of the mailing costs with a total of \$85.55 and said he would arrange for reimbursement.

ANR - Dewing

After review of a plan entitled "Plan of Land in Carlisle, Mass., Middlesex County, for Dewing," dated February 16, 1988 by Stamski and McNary, Inc., 90 Harris Street, Acton, Mass. the Board instructed Mrs. Olden to ask that the engineer attend the March 24, 1988 meeting to explain the plan.

Suffolk Lane Extension

Action on a request for reduction of the performance guarantee for Suffolk Lane Extension was postponed until another meeting.

Conservation Commission

After reading a Memorandum dated March 7, 1988 from the Conservation Commission inquiring about any Planning Board request for the road location on the West Meadow Definitive Plan, the Board instructed Mrs. Olden to reply that no such request had been made.

Recreation Commission

After reading a Memorandum dated March 2, 1988 from the Recreation Commission asking that the Commission be consulted about the location of soccer fields in the planning for the Town Offices, the Board instructed Mrs. Olden to invite the Commission to the consultant presentations scheduled for March 24 and April 21, 1988.

Road Acceptance

After reviewing the schedule requirements for articles for road acceptance at Annual Town Meeting, the Board instructed Mrs. Olden to schedule public hearings for Canterbury Lane and Suffolk Lane Extension on April 11, 1988 and to ask the Selectmen to refer the proposed road layout for Suffolk Lane Extension to Town Counsel for review. The Board also instructed Mrs. Olden to prepare draft language for the warrant for Annual Town Meeting for both roads, using some similar previous articles as models. After review of the question raised by Town Counsel about whether fee or easement in the roads would be conveyed to the Town, Mr. Raftery explained that the difference between the methods is that with a fee, all rights are conveyed, while with an easement it is important to make sure that all the necessary rights are conveyed to the Town.

After review of the documents submitted by the attorney for the owner of the Suffolk Lane extension subdivision, Mr. Raftery recommended the following procedure: (1) The executed deed from Rosato must be delivered to the Planning Board before Town Meeting and held in escrow; (2) The Approval Not Required plan can be approved before Town Meeting by a vote which approves the plan "reserving the last signature contingent upon the Town accepting Parcel G-1 as a way and receiving the deed for Lot 51B;" (3) Town Meeting votes; and then the last member signs the ANR plan. He instructed Mrs. Olden to inform the attorney

that the Board needs an easement to cover that portion of the fire cistern which lies outside the road layout, even if the parcel of land within which it lies is being conveyed to a private entity; that Parcel P is to be conveyed to a private entity; and that the Board wishes to have an executed deed of Parcel P to the Carlisle Conservation Foundation in hand according to the same procedure specified for the deed from Rosato, before Town Meeting, as well as the executed deed for the fire cistern.

FEMA

After discussion of various interpretations of an amendment to the zoning bylaw satisfactory to the Federal Emergency Management Agency concerning the revised flood plain maps, the Board instructed Mrs. Olden to schedule a public hearing on the matter for April 11, 1988 and to draft language as suggested in a memorandum from Kay Kulmala for the Annual Town Meeting warrant.

Lot Shape Bylaw

After discussion of the proposed lot shape zoning bylaw amendment, the board instructed Mrs. Olden to schedule a public hearing on the matter for April 11, 1988 after first consulting with Town Counsel concerning the phrase "meeting all the zoning requirements in effect" as part of the description of the lots to be exempted from this requirement because the members felt that requirement was too burdensome.

Rules/Regulations

After discussion of Mr. Raftery's impending departure from the Board, the Board decided, in view of his offer to continue to provide word processing support for the proposed revised Common Driveway Rules, to postpone any action on the revision until after Annual Town Meeting.

After discussion of the proposed changes to the Subdivision Rules and Regulations, the Board instructed Mrs. Olden to schedule a public hearing on the matter for April 11, 1988.

Secretarial Assistance

After hearing a report of the status of soliciting secretarial assistance from a town offices employee, the Board instructed Mrs. Olden to speak to Jill Schreiner about the possibility of her providing such assistance at her current rate of \$7.10 per hour.

Administrative Responsibilities

After discussion of an administrative memorandum about the Planning Board's administrative responsibilities, the Board agreed that the habit of noting applicable administrative requirements before and after taking up the substance of any matter would be a good habit to develop. Mr. Raftery asked Mrs. Olden to prepare file cover sheets to include all pertinent administrative data. Mr. Tobin asked Mrs. Olden to mail out the agenda packets with the agenda to facilitate the members' preparation for meetings. The Board agreed to both Mr. Raftery's and Mr. Tobin's requests.

The meeting was adjourned at 11:38pm.

Respectfully submitted,

Elaine H. Olden
Administrative Planning Assistant