



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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MINUTES OF SPECIAL MEETING

December 11, 2002

Meeting jointly with the Community Preservation Committee

Discussion of Town's intention to meet requirements of Executive order #418 to prepare Master Plan (Scope of Work due 12/31/02)

Meeting separately in the Planning Board Office

ANR Plan: 235 & 251 Monroe Hill Road (Map 20, Lots 43 & 44), Hud-Con and Estimating Co., applicant

Executive order #418

Closing of project review account for Malcolm Meadows SROSC special permit

7:30 p.m. Joint Meeting with the Community Preservation Committee in the Heald Room

Planning Board members present: Kate Reid (Chair), Louise Hara (Vice Chair), Tom Lane (Treasurer), David Freedman and Planning Administrator George Mansfield.

Community Preservation Committee Members present: Caren Ponty (Chair), Jack Bromley, Vivian Chaput, Kate Reid (other CPC members arrived later for their regular meeting, but did not come to the table or participate in this discussion.)

Discussion of Town's intention to meet requirements of Executive order #418 to prepare Master Plan (Scope of Work due 12/31/02)

Reid summarized the EO 418 process and history and the described the documents that are due by 12/31/02. She reported that the RFP for consultants to bid on a Scope of Work will be issued by Friday, 12/13, with responses due 12/20.

Ponty suggested that MAPC may have resumes on file, including references, for EO418 qualified consultants. She also suggested that the Board ask consultants to file proposals earlier, if possible. She said that it was her understanding that we could add to the scope during January, after it is filed, as long as we file the basic requirements by 12/31. For this reason she suggested that we not offer the entire \$30,000 (\$28,000, after deducting her pre-planning services) in the initial scope, leaving perhaps a 10% contingency. Mansfield responded that the EO 418 guidelines he had seen urged towns to request the entire \$30,000. Ponty said she would check this strategy with Mark Racicot at MAPC.

Hara reported that at this week's Conservation Coffee, Sylvia Willard had mentioned that the State has future plans to fund water quality planning which requires that a GIS base be developed. She suggested that our Community Development Plan consultant should be able to tell us what information is needed for a GIS-based water plan, and perhaps can digitize the data we have, when producing the maps that are required under EO 418. Mansfield agreed to seek more details from Willard.

Freedman suggested that the EO 418 plan scope be tied to the wireless facilities site study work that is ongoing. Hara added that an inventory of the town's historical sites and structures is another town need, and suggested that this be considered as a part of the visioning/asset inventory work.

Chaput reported that the Board of Selectmen had indeed voiced its support for the pursuit of EO 418 funding and the Community Development plan process. Reid thanked her for that support.

The Planning Board then left the joint CPC meeting and convened separately to take up the following matters:

ANR Plan: 235 & 251 Monroe Hill Road (Map 20, Lots 43 & 44), Hud-Con and Estimating Co., applicant

Mansfield presented the plan and explained that the new plan reduces the size of parcel C-1 from 20 sq. ft in the plan endorsed by the Board on 10/17/02 to 7 sq. ft., in order to preserve a 10-ft. septic system setback on Lot 6C, and includes a note referencing the previous plan. The revised plan also shows driveway locations, but does not include ellipses on the building lots because the survey engineer observed that Sec. 4.1.3.4 of the Zoning Bylaws exempts lots recorded prior to 5/1/88 from this requirement. The Board noted, however, that since the ANR plan endorsed on 10/17/02 had been recorded, this grandfathering no longer applies.

Nevertheless, Hara moved and Freeman seconded a motion to waive the ellipse requirement, which was approved 4-0. Then Lane moved to endorse the plan of Land in Carlisle, MA, prepared for HUD-CON and Estimating Co. by David E. Ross Associates, Inc., December, 2002. The motion was seconded by Hara and approved 4-0.

Executive order #418

Lane moved and Reid seconded a motion to designate Louise Hara and David Freedman as the representatives of the Planning Board to screen proposals and select a consultant(s) in order to submit a Scope of Services for a Community Development plan to MAPC prior to the 12/31/02 deadline, to comply with the E.O. 418 process. The motion carried 4-0. The RFP's are scheduled to be sent out by e-mail on 12/13, and responses will be required by 12/20. Reid will be leaving town for vacation on that date, and Mansfield will be leaving that weekend. A Board meeting will be scheduled, if necessary, for 12/20. Vice Chair Hara will serve as acting Chair.

Closing of project review account for Malcolm Meadows SROSC special permit

Mansfield reported that he had that day received the final recorded documents of the most recent amendment to the Malcolm Meadows S.R.O.S.C. special permit. Hara accordingly moved, and Lane seconded the motion to close the Malcolm Meadows Project Review Fee account and return the balance in the account, including accrued interest, to the Malcolm Meadows Condominium Trust, the final amount to be determined by the Town Accountant. The motion was approved 4-0.

The meeting was unanimously adjourned at 8:30 p.m.

Respectfully submitted,

George E. Mansfield AMS

George Mansfield
Planning Administrator