



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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MINUTES January 27, 2003

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Draft Personnel Policies Handbook

Town Report 2002

Discussion of project review fee expenditures re: lot grading and drainage review requirements for Hart Farm Estates subdivision and conservation cluster [request of Michael Kenny]

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Review of draft decision for Common Driveway Special Permit, 138 East Street, Map 22, Parcels 62B & 63D, Theodore Treibick, applicant (approved 1/13/03)

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Review of Town's submission of scope of services and selection of consultants to prepare Community Development Plan to meet requirements of Executive Order #418 – Definition of "visioning" phase

Review of Applied Geographics proposal to develop digital town-wide parcel data layer and GIS technical support

Discussion of 2002-2003 Planning Board goals and objectives

Review of Consultant Services to identify and evaluate potential sites for Wireless Communication Facilities

Request to re-open discussion of settlement agreement of pending litigation, Vale, Valchuis et al. v. Planning Board (Berry Corner Lane) [Request of Michael Vale] (Executive Session)

Chair Kate Reid called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board Members David Freedman, Louise Hara (Vice Chair/Clerk), Tom Lane (Treasurer) and Phyllis Zinicola were present. Members Michael Abend and Dan Holzman arrived at approximately 7:45 p.m. during discussion of the draft Personnel Policies Handbook. Planning Administrator George Mansfield, Administrative Assistant Anja Stam and *Mosquito* reporter Susan Yanofsky were also present.

The Board reviewed the minutes of 1/13/03. Freedman made one correction. Hara then moved to accept the minutes of January 13, 2003 as amended. Lane seconded the motion and it carried 5-0. The Board also reviewed the executive session minutes of the same date. Hara moved to accept the executive session minutes of January 13, 2003 as drafted. Lane seconded the motion and it carried 5-0.

Bills

The Board agreed to renew its subscription to the *Planning Commissioners Journal*.

FY04 Budget

Lane stated that over the weekend he submitted the FY04 budget to the FinCom along with a cover memo explaining the three budget scenarios as discussed at the last Planning Board meeting. A copy was presented to the Board members this evening.

Draft Personnel Policies Handbook

Mansfield reported that he and Reid attended the Personnel Board meeting at 6:30 p.m. on 1/16/03 where the Board reviewed the draft Personnel Policies Handbook line by line. They felt the meeting was effective because several other Town boards were represented and most of the changes recommended by them and the Planning Board were incorporated. The next Personnel Board meeting will be held on February 13.

Town Report 2002

Mansfield will prepare the report according to the 2001 format and Reid agreed to review the draft before submittal to the Town Administrator.

Discussion of project review fee expenditures re: lot grading and drainage review requirements for Hart Farm Estates subdivision and conservation cluster [request of Michael Kenny]

Kenny did not attend the meeting so the Board did not take up this discussion.

Town Meeting Warrant

The Board agreed that it should move forward in adjusting Planning Board member terms from 5 years to 3 years. If it passes at Town Meeting, the three-year terms would take effect in 2004. Abend moved to **direct the PA to draft a warrant article for the Board's review, which changes Planning Board member terms from five years to three years.** Lane seconded the motion and it carried 7-0.

Hara reported that the Historical Commission is contemplating a Town-wide demolition delay bylaw. Board members noted that the Planning Board had suggested this in the past, but did not receive support from the Historical Commission. Hara stated that the current Historical Commission, with the encouragement of Town Council and the State Historic Commissioner, has agreed that such a bylaw would be of significant benefit to the Town. Mansfield explained that an effective demolition delay bylaw requires active participation and review by the Historical Commission. Holzman questioned the merits of demolition delay and preferred to provide development incentives for historic structures, such as the barn bylaw. Hara said that a delay would give the Town time to review the application and negotiate possible alternatives to demolition if deemed worthwhile. Zinicola suggested that this discussion would be valuable during the upcoming visioning process for the Community Development Plan. Abend added that landscaping and site plan review should also be required when historic structures are renovated.

Review of draft decision for Common Driveway Special Permit, 138 East Street, Map 22, Parcels 62B & 63D, Theodore Treibick, applicant (approved 1/13/03)

Theodore Treibick of 138 East Street was present. Mansfield reported that he had just received a slope and grading easement from Treibick this evening and had not had time to review it. Treibick stated that his lawyer has since made some changes, but the revised version was not available. He agreed to forward this to the PB office as soon as possible.

Regarding the decision, Mansfield asked Treibick if it should include Deborah MacDonald's name as an applicant. Treibick said that she is no longer an owner and Gary Shepard will remove her name from the mylar. Mansfield also noted that his files do not contain the tear sheets advertising the public hearing, and that the *Mosquito* also did not advertise the public hearing. Treibick recalled that the public hearing was advertised in the *Lowell Sun* and he agreed to find invoices to document the ads.

Berry Corner Lane

Charles Bennett of 125 Berry Corner Lane was present. The Board advised him that the only discussion of Berry Corner Lane this evening would be taken up in executive session. The Board expected that a public discussion would be held at the next Planning Board meeting on 2/10/03.

ANR Plan: Baldwin Road, Parcels A, B and C (Map 9, Parcels 38A & 38B, Map 2, Parcel 13, Carlisle Conservation Commission, applicant

Conservation Commission Administrator Sylvia Willard and Ken Harte of 64 Estabrook Road were present. They explained that they had just noticed that the abutters were incorrectly identified on the plan and therefore the plan was not submitted this evening, but will be on the agenda for February 10.

Review of Town's submission of scope of services and selection of consultants to prepare Community Development Plan to meet requirements of Executive Order #418 – Definition of "visioning" phase

Reid reported that she, Hara, Freedman, Caren Ponty and Mansfield met with consultants Carol Thomas of Thomas Planning and Ezra Glen of McGregor Associates on January 23rd to refine the scope of services and plan the visioning phase. They found the consultants to be very willing to work with the Town in conducting broad outreach. The consultants are currently reviewing Carlisle's bylaws, reports, regulations and other documents, and will then provide the Board with a work schedule. The consultant will interview Town officials and committee representatives, conduct focus groups, prepare a Town-wide survey and compile reports.

Freedman stated that he spoke with *Mosquito* editor Maya Liteplo who was receptive to the idea of publishing articles to explain the visioning and planning process. Freedman also said that the PB might be able to buy a full-page ad in order to publish the Town-wide survey.

Yanofsky asked several questions about the nature of the focus groups and areas of study. The Board explained that they are still waiting to hear from the consultant, but imagined that a day similar to "Planning Day" held in February 2001 might be held where people break out of a larger group to discuss specific areas of interest. The Board also stated that it is trying to remain open to input from the entire community rather than allowing the Planning Board to determine priorities.

Hara stated that one area the Town must focus on is obtaining a certifiable housing plan in order to meet EO418 requirements. Mansfield noted that when the EO418 process is completed, the Town will have a plan, but will still require implementation tools such as zoning bylaws.

Review of Applied Geographics proposal to develop digital town-wide parcel data layer and GIS technical support

Mansfield reported that Richard Sutton of Applied Geographics joined a portion of the 1/23/03 meeting between Reid, Hara, Freedman, Ponty, Mansfield, Thomas Planning and McGregor Associates. Thomas and Glen told the Planning Board that it would be helpful to their visioning work if Applied Geographics could provide Carlisle's town-wide parcel data layer by mid April. Sutton said this could be done. Mansfield noted that in order for this work to be completed, the Assessors office will be required to provide a minimum of three days work for this project by providing and verifying parcel data. Reid asked the PA to contact the Assessors office to ask if they are willing and able to make such a commitment and to request a reply as soon as possible in order to begin the project.

Freedman moved to approve the proposal of Applied Geographics to create a seamless digital property map for a fee of \$6000, contingent upon the Town Assessor obtaining approval from his board to dedicate time necessary to complete the work as per the proposal dated 12/20/02. Abend seconded the motion. Abend asked if the Town would have the capability to access and print the digitized information. Reid noted that even if the Town does not purchase equipment to print its own maps, the digitized information could be taken to a print shop or used by the Town's consultants. Mansfield noted that the money for this project is available from FY03 funds. Freedman's motion carried 7-0.

Discussion of 2002-2003 Planning Board goals and objectives

Board members asked that this be taken off the agenda given the numerous planning initiatives currently being undertaken by the Board. Reid suggested that the Board review the "to do" list at the next meeting to see if any items should be incorporated into the current studies.

Review of Consultant Services to identify and evaluate potential sites for Wireless Communication Facilities

Mansfield reported that David Maxson has offered to attend the next Planning Board meeting in order to update the Board on his progress. The Board agreed to include him on the agenda.

Request to re-open discussion of settlement agreement of pending litigation, Vale, Valchuis et al. v. Planning Board (Berry Corner Lane) [Request of Michael Vale] (Executive Session)

At 9:40 p.m. Abend moved and Lane seconded a motion to go into executive session to discuss pending litigation with Vale/Valchuis, not to return to regular session. The Board was polled and unanimously agreed to the motion.

At 10:10 p.m. Abend moved and Lane seconded a motion to come out of executive session and to adjourn. The Board was polled and unanimously agreed to the motion.

Respectfully submitted,



Anja M/ Stam
Administrative Assistant