



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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MINUTES March 10, 2003

**Review of Carlisle Footpath Plan, 1/03, submitted by the Pedestrian and Bike Safety Advisory Committee
Identification and analysis of potential sites for Wireless Communications Facilities – [Broadcast Signal Lab and
GPR] – extension of contract**

Town Meeting Warrant

Town Elections (Caucus 3/24/03)

Staff Evaluation Form

**Preparation of Community Development Plan to meet requirements of Executive Order #418 – [Thomas Planning
Services and McGregor & Associates] – Resident Survey and General Meeting 3/22/03**

Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]

**Site plan review (new non-residential use by special permit for distinctive structure preservation) of property at 43
Bedford Road, Map 22, Lot 45**

**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), Dan Holzman and Tom Lane (Treasurer) and Phyllis Zinicola were present. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present. Member Michael Abend was not present this evening.

The Board reviewed the minutes of 2/24/03. Hara asked the Administrative Assistant to verify one item on the tape before distributing the final copy of these minutes. Freedman also made one minor clarification. Hara then **moved to accept the minutes of February 24, 2003 as amended**. Freedman seconded the motion and it carried 5-0-1 with Zinicola abstaining. The executive session minutes were also reviewed and Lane **moved to accept the Executive Session minutes of February 24, 2003 as drafted**. Hara seconded the motion and it carried 5-0-1 with Zinicola abstaining.

Review of Carlisle Footpath Plan, 1/03, submitted by the Pedestrian and Bike Safety Advisory Committee

Deb Belanger, Chair of the Pedestrian and Bike Safety Advisory Committee was present. Tim Eliassen of 213 Virginia Farm Lane and Art Milliken of 116 Estabrook Road were also present.

Belanger reviewed highlights of the Carlisle Footpath Plan, recently accepted by the Board of Selectmen. She explained that the Committee has received approval for some pathways in the Town Center, and others have been prioritized in the plan. A warrant article has also been drafted for the upcoming Town Meeting, requesting \$150,000 over five years in order to begin implementation of the plan. Belanger asked for Planning Board input regarding pathway location, construction requirements and surface preferences.

Reid asked how the test surface on the path in Diment Park performed. Belanger explained that the committee has tested three surfaces at various sites in Town. She said that the Diment Park site used an organic stabilizer. This surface did not

perform well here because the grade on the path was much too steep. Also, this application has a high initial installation cost. At the Carlisle Castle, a dense grade Starpak® was used. Starpak® is a 50/50 mixture of stone and stone dust. The surface at Carlisle Castle is still a test site with a rough grade finish. The committee is evaluating this surface before a finer, more compacted surface is installed. The final test site in front of the Library was incorrectly installed and will be replaced in the spring with ¾" Starpak®. Belanger said that she would prefer ½" Starpak® as the default pathway surface where appropriate. She noted that if it later becomes necessary to pave the site with asphalt, this can be done directly over a Starpak® base. She did regret that the organic stabilizer was cost prohibitive because she has received excellent testimonial from a site in Canada where it was used successfully with low maintenance requirements.

Regarding easement documents, Belanger explained that the committee has a volunteer lawyer who is drafting an easement document to be used as a standard form. This will be reviewed and approved by Town Counsel prior to use. Reid noted that some situations might require different types of easements, such as the grading easement recently granted on East Street.

Mansfield asked if the planned paths are also intended for bike use. Belanger explained that they will be appropriate for tricycles and strollers, but long-distance bikers will not want to use these paths, because they will not be designed for speed.

Reid noted that in winter, plowed sidewalks tend to become icy and thought that the committee should consider maintenance or possibly no plowing at all. Hara asked if there is a plan for crosswalks. Belanger said that there is no plan yet, but the committee's first priority will be working with the police department in siting visible crosswalks and installing appropriate signage. Freedman suggested that the committee might wish to consider asphalt paths near the Town center where there will be several crosswalks and therefore numerous transitions from roadway to pathway. The Board discussed various options and recommended that a crosswalk plan be made a high priority.

Identification and analysis of potential sites for Wireless Communications Facilities – [Broadcast Signal Lab and GPR] – extension of contract

Patricia Stimpson of 94 Canterbury Court was present for this discussion.

The Board received a letter from BSL requesting an extension of time to complete the project to April 4, 2003. Mansfield suggested that April 15th would be a more appropriate date to allow for Planning Board review of the report at the April 14th meeting. Hara moved and Lane seconded a **motion to extend the contract completion date to April 15, 2003**. The motion carried 6-0.

Stimpson asked if BSL and GPR would be presenting an interim report. Mansfield explained that the interim report was given at the last meeting and a follow-up report is anticipated at the next Planning Board meeting.

Town Meeting Warrant

Mansfield presented two versions of an article changing Planning Board terms from five years to three years. Freedman **moved to submit the first version of the article to the Town Meeting warrant**. Lane seconded the motion and it carried 6-0.

The Board then reviewed a draft article allowing for Planning Board Associate Members. The Board decided to amend the draft to say, "Associate Members shall each be appointed for *up to* a three year term. . ." rather than just ". . .for a three year term. . ." Mansfield noted that the appointment of Associate Members must be written into the Zoning Bylaws and therefore a public hearing is required. Hara moved and Lane seconded a **motion to place this article on the Town Meeting Warrant as amended**. The motion carried 6-0.

Town Elections (Caucus 3/24/03)

Freedman noted that it would be important to explain the proposed change in term length to the public prior to the caucus. Reid stated that she would not run for re-election. Board members were encouraged to speak with possible candidates, especially at the Visioning Day on March 22nd.

Staff Evaluation Form

The Town Administrator had asked town boards to review the staff evaluation form and recommend changes if necessary. The Board recommended more open-ended questions. They suggested that question #1 ask employees to explain their primary duties rather than state whether or not these duties are understood. They also recommended that the PA fill out only one form for review by both the Board and the Town Administrator. They asked the PA to forward the Town Administrator's evaluation form to them via e-mail. A typographical error was also noted in question #3.

Preparation of Community Development Plan to meet requirements of Executive Order #418 – [Thomas Planning Services and McGregor & Associates] – Resident Survey and General Meeting 3/22/03

Freedman stated that he submitted a letter to the *Mosquito* reminding the public to complete the questionnaire. He will also post a reminder for Visioning Day on March 22nd. Freedman then presented a list of items for discussion at the next Steering Committee meeting with the consultant. The Board suggested that set-up of the meeting space be included in the discussion. Freedman also said that he plans to post a Visioning Day reminder in the Northeast section of the *Boston Globe*. The PA was directed to inquire about posting a sign on the rotary announcing the meeting.

Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]

The PA received a copy of the contract with Applied Geographics' signature today. Lane moved to authorize the contract with Applied Geographics. Freedman seconded the motion and it carried 6-0. The contract was circulated for Board signature.

Site plan review (new non-residential use by special permit for distinctive structure preservation) of property at 43 Bedford Road, Map 22, Lot 45

Mansfield reported that the applicant has submitted her application for site plan review to the Board of Selectmen and the Planning Board received a copy of the application today. The Planning Board now has 35 days to review the application and report to the Board of Selectmen. The PA has placed this on the agenda for the next meeting.

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 10:40 p.m. Hara 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 11:00 p.m. Freedman moved and Zinicola 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