



# Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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## MINUTES March 24, 2003

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Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal lab and GPR]  
– Draft final report

Update on construction status of Great Brook Estates Definitive Subdivision Plan (off Rutland Street), and review of completion of structures on Lot 18-D (Map 26) [Request of Albert I. Gould]

Review of Site Plan for 43 Bedford Road (conversion of barn to professional offices) to prepare recommendations to the Board of Selectmen in accordance with Sec. 7.6 of the Zoning Bylaws (submitted by Francene Amari-Faulkner and Burton F. Faulkner III on 3/10/03)

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

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

Preparation of Community Development Plan to meet requirements of Executive Order #418 – [Thomas Planning Services and McGregor & Associates]

Chair Kate Reid called the meeting to order at 7:40 p.m. in the Clark Room at Town Hall. Board Members Michael Abend, David Freedman, Louise Hara (Vice Chair/Clerk), Dan Holzman, Tom Lane (Treasurer) and Phyllis Zinicola were present. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present.

The Board reviewed the minutes of 3/10/03. Reid asked for clarification of one item, but no changes were made to the minutes. Freedman moved to accept the minutes of March 10, 2003 as drafted. Hara seconded the motion and it carried 6-0-1 with Abend abstaining. The executive session minutes of that date were also reviewed and the AA noted that they were labeled with the incorrect date. With that change made Zinicola moved to accept the Executive Session minutes of March 10, 2003 as amended. Hara seconded the motion and it carried 6-0-1 with Abend abstaining.

### Bills and Budget

Bills were signed. Reid noted that several members of the Community Development Plan Steering Committee incurred expenses for Planning Day supplies. She asked if they could be reimbursed from the Planning Board budget. Abend moved to allow reimbursement for Planning Day from the Planning Board's "Office Supplies" budget. Lane seconded the motion and it carried 7-0.

### Meeting Schedule

The Board agreed to continue meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month through June. These dates are April 14, April 28, May 12, June 9 and June 23. The Board will not meet on the fourth Monday in May, which is Memorial Day. A second meeting in May will be scheduled if necessary.

### Town Meeting Warrant

The Board received a copy of Article 26 as reviewed and revised by Town Counsel. This article establishes a seven-member planning board with three-year terms in the Town's general bylaws.

The article allowing for associate members requires a public hearing because this will be a change to the zoning bylaw.

### Town Elections

In the caucus held earlier in the evening, Dan Holzman and Thomas Schultz were each nominated for the one three-year seat on the Planning Board. David Freedman and Richard Colman were nominated for the two five-year seats.

### MAGIC/Concord Rotary

The Board reviewed an Environmental Notification Form received from MAGIC regarding reconfiguration of the Concord Rotary. The Board agreed that this project is not within their purview and has limited effect on traffic through Carlisle.

### Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal lab and GPR] – Draft final report

The Board's consultant, David Maxson of Broadcast Signal Lab, was present. The following members of the public were also present: Matt Hamor of 715 Bedford Road, Patricia Stimpson of 94 Canterbury Court, Marjie Findlay of 245 Rockland Road, Larry Barton of 160 Elizabeth Ridge Road, Tom Schultz and Shelley Reeves of 157 Carleton Road, Dave Woodward of 767 Bedford Road, David Duren of 662 Bedford Road, Marilyn Saunders of 108 Canterbury Court, Sylvia Willard of 34 Bellows Hill Road, Walter Woodward of 1423 South Street and William R. Woodward of 76 Madbury Road in Durham, NH.

Maxson began his slide presentation by stating that four of the six licensed wireless carriers provided him with information regarding their existing wireless facilities surrounding Carlisle. He used this information to prepare a map of Carlisle showing how these carriers currently cover the town. Maxson explained that GPR identified approximately 42 sites throughout town that met the zoning bylaw requirements. Maxson then evaluated these sites for their potential use as wireless facilities. He presented coverage maps showing options with one, two, three or four towers. He identified sites in four general areas of town as having the best potential for balancing the needs of the carriers with the needs of the Town. He noted that several sites near the center of Town on the Conant property would be appropriate for a single tower, which he evaluated at a 130-foot height. Maxson then indicated sites in the northwestern, southwestern and southeastern corners of the Town that might be used to locate "fill-in" facilities evaluated at 90-foot and 130-foot heights.

Freedman asked why Nextel and Sprint had not provided information on their existing facilities. Maxson did not feel this was deliberate on their part, but rather due to a lack of time to get him the requested information. Freedman also asked if a low profile facility might be used to provide coverage at the western end of Route 225 where coverage seems hindered by the landscape. Maxson said that even such a facility requires a tall antenna to receive the signal, coupled with a lower antenna to broadcast the signal. He thought the carriers would likely prefer a simple flagpole design to fill in that gap.

Holzman asked if the carriers prefer external antennae to the internally mounted flagpole design. Maxson explained that the technology has advanced so that carriers can use both effectively and each has its advantages and disadvantages.

The Board asked Maxson to provide them with additional coverage plots for the DPW site and the school. The Chair then opened the floor to questions from the public.

Patricia Stimpson expressed disappointment that the Duren property was shown as a potential site since the ZBA had already determined it did not meet the bylaw's dimensional requirements. Stimpson also asked if the study had looked at Town-owned lots specifically. Maxson explained that the study focused on sites that meet the bylaw requirements, regardless of ownership. Hara explained further that the Board directed the consultants to study sites that meet the bylaw and radio frequency requirements. Based on the consultants' report, the PB may consider if amendments to the bylaws might be necessary.

Dave Woodward asked if land currently under Chapter 61 is considered restricted. Maxson said it was not.

Matt Hamor asked if this report would be available to the public. The Board assured him that it would be when finalized. They expected that the Board might review the final draft at its next meeting on April 14<sup>th</sup>.

**Update on construction status of Great Brook Estates Definitive Subdivision Plan (off Rutland Street), and review of completion of structures on Lot 18-D (Map 26) [Request of Albert I. Gould]**

Applicants Ira Gould and Betsy Goldenberg were present.

Gould explained that he is anticipating a May 1st closing on a house on Lot D. Because this lot is on Tanglewood Way, the Common Driveway, he requested that both engineers inspect the drive to determine a cost of completion. Gould then offered to work with the Board in setting up a method of securing performance for completion. Gould suspected that only a final coat of pavement is necessary for completion, but he wished to do this after all homes are constructed. Mansfield suggested that Gould's engineer should provide the Board's engineer with a construction report, and the Board's engineer will then verify it. Gould agreed to meet with the Board again on April 14.

**Review of Site Plan for 43 Bedford Road (conversion of barn to professional offices) to prepare recommendations to the Board of Selectmen in accordance with Sec. 7.6 of the Zoning Bylaws (submitted by Francene Amari-Faulkner and Burton F. Faulkner III on 3/10/03)**

The applicant Francene Amari-Faulkner was present.

Mansfield explained that the Site Plan application was submitted on March 10<sup>th</sup> and the Planning Board has 35 days to make a recommendation to the Board of Selectmen. The Selectmen have scheduled a public hearing for this site plan on April 8<sup>th</sup>, but the PB has until April 14<sup>th</sup> to make its recommendation.

Amari-Faulkner presented her plan of the barn and parking area, but the Board was not comfortable with it because it was hand drawn by the applicant and not to scale nor stamped by an engineer or surveyor. She also presented a mortgage plot plan, which showed the dimensions of the entire lot and the location of buildings. Amari-Faulkner contended that a fully engineered plan was not necessary with this project because there would be no exterior construction nor grading of the site. She explained that she has spoken with a realtor and an art framer as potential tenants for two of the five proposed offices. She plans to fill the remaining offices with consultants or other low traffic businesses.

Zinicola noted that the proposal involves more intensive use of the existing barn, and she would prefer to see actual dimensions on the plan in order to evaluate traffic patterns in the parking area. Other Board members noted that the PB must also consider pedestrian safety on site.

Freedman noted that the Board must also make recommendations on lighting and signage. Amari-Faulkner said that because she is in the Historical District, the Historic Commission would determine signage requirements.

Abend made several suggestions to improve the parking, but the applicant noted that his recommendations would not be possible because it would block the building entrance and would be located on a steep grade. She suggested that the Board plan a site visit. The Board agreed that this would be helpful after they received a certified plan of the site.

The Board sympathized with the applicant because she is the first to use the distinctive structures bylaw. Reid noted that when the site plan review regulations were written, they did not consider the distinctive structures bylaw, and therefore these two regulations do not work well together. Freedman suggested that the Board consider including a mechanism to determine that an application is complete before the application is accepted by the Town.

The Board generally agreed that a fully engineered plan would not be necessary, but a certified plan showing accurate measurements, lighting and building access should be presented. Abend agreed to draft a letter to the Board of Selectmen, asking them to delay action on this request until adequate information is submitted and citing the Board of Appeals letter of

3/19/03 suggesting that the proposal have "a full review by other town boards." Abend will circulate the draft letter among Board members for their input and approval prior to releasing it.

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

The appeal period on this special permit decision expired without objection today and the applicant requested endorsement of the plans. Board members signed the Mylar and two copies of the plan.

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

The PA asked if Board members would like to form a sub-committee to meet with the consultant. By consensus the Board agreed that Mansfield should represent the Planning Board and work with Applied Geographics and other Town departments to facilitate this project.

**Preparation of Community Development Plan to meet requirements of Executive Order #418 – [Thomas Planning Services and McGregor & Associates]**

Reid tallied the raw data from all the votes cast by attendees on survey responses and the like/dislikes recorded on easel pads used at Community Planning Day 2003. The Board asked that this summary data be forwarded to Thomas Planning, along with the reports from the breakout groups, to be compiled in their report.

Mansfield noted that a citizen had contacted him after Community Planning Day, asking if he could join the Steering Committee. Board members did not think that more members were needed on the Steering Committee, but suggested that interested citizens who come forward would be helpful in leading focus group discussions.

At 11:50 p.m. Freedman moved and Zinicola seconded a **motion to adjourn**. The motion carried unanimously

Respectfully submitted,



Anja M. Stam  
Administrative Assistant