



# Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

P.O. BOX 827  
CARLISLE, MA 01741  
(978) 369-9702

## MINUTES OF SPECIAL MEETING

September 24, 2002

### Meeting jointly with Board of Selectmen in the Clark Room

**Request from Town Counsel for input on proposed draft Agreement for Judgement in appeal of American Tower Corporation et al. to Board of Appeals Decision 0111 denying variances for wireless communications facilities at 662 Bedford Road [Executive Session]**

**Joint appointment to fill vacancy on Planning Board until May 2003**

**Discussion of potential modification of length of Planning Board member terms**

**Discussion of Town's intention to meet requirements of Executive order #418 to prepare Master Plan (Initial Agreement Letter & Equivalent Plan Approval Request due 10/31/02; Scope of Work due 12/31/02)**

### Meeting separately in Nickles Room

**ANR Plan: 57 Maple Street (map 13, Lot 72) David K. and Beverly J. Morrison, applicants**

Chair Kate Reid called the Planning Board meeting to order at 7:40 p.m. in the Clark Room at Town Hall joining the Board of Selectmen meeting already in session. Planning Board Members Louise Hara (Vice Chair/Clerk), Dan Holzman, and Tom Lane (Treasurer) were present. Administrative Assistant Anja Stam was also present and member Phyllis Zinicola arrived at 7:55 p.m. The Board of Selectmen was represented by Doug Stevenson (Chair), John Ballantine and Carol Peters. Town Administrator Madonna McKenzie and BOS Administrative Assistant Margaret McNally were also present. Terry Herndon, Chairman of the Zoning Board of Appeals and Town Counsel Kimberly Saillant were also in attendance.

Mosquito reporter Betsy Fell was present for the public portion of the meeting.

### Request from Town Counsel for input on proposed draft Agreement for Judgement in appeal of American Tower Corporation et al. to Board of Appeals Decision 0111 denying variances for wireless communications facilities at 662 Bedford Road [Executive Session]

Peters moved and Ballantine seconded a motion on behalf of the Board of Selectmen, to go into executive session for the purpose of discussing litigation and to return to open session at the conclusion of the discussion. The Selectmen were individually polled (Peters-aye, Stevenson-aye, Ballantine-aye) and unanimously approved the motion.

Lane then moved, on behalf of the Planning Board, to go into executive session for the purpose of discussing litigation and to return to open session at the conclusion of the discussion. Holzman seconded the motion. Planning Board members were individually polled (Reid-aye, Hara-aye, Holzman-aye, Lane-aye) and unanimously approved the motion.

Planning Board member Zinicola arrived during this discussion.

At 9:55 p.m. Ballantine moved on behalf of the Selectmen to come out of executive session and to return to open session. Peters seconded the motion. The Board was polled (Peters-aye, Stevenson-aye, Ballantine-aye) and unanimously approved the motion. Hara then moved on behalf of the Planning Board to come out of executive session and to return to open session. Lane seconded the motion, the Board was polled (Reid-aye, Hara-aye, Holzman-aye, Lane-aye, Zinicola-aye) and unanimously approved the motion.

### Joint appointment to fill vacancy on Planning Board until May 2003

David Freedman of 301 Hutchins Road was present.

Reid stated that the Planning Board had received three applications to fill the current vacancy on the Board. She explained that the Planning Board reviewed all three applications at their meeting last night and agreed to recommend David Freedman to fill the position. She noted that while all three applicants are qualified, the Board feels that Freedman is best qualified because he has attended many Planning Board meetings and is familiar with many of the Board's procedures. Peters moved and Hara seconded a motion to appoint David Freedman to the Planning Board for a six-month term ending May 13, 2003. Ballantine expressed reservations about making an appointment to the Board without verbally interviewing all three applicants. Planning Board members argued that because the appointment is only for six months, and because an increasing workload is expected, they would like to appoint someone who is familiar with the functions of the Planning Board as soon as possible. Zinicola noted that the other applicants would be able to run for election in the spring. After some discussion, Stevenson called for a vote and the motion carried 7-1 with Ballantine opposed.

### Discussion of potential modification of length of Planning Board member terms

Reid presented a chart showing the pattern of current 5-year terms, versus proposed 3-year terms for Planning Board members. Reid explained that the Board has had difficulty finding candidates in the past and feels that people might be more inclined to come forward or to run for reelection if they were required to make a 3-year rather than 5-year commitment. She noted that this requires a bylaw change. Reid would prefer to enact the change prior to the next election, which would allow for a simpler transition to the new length of terms. She asked the Selectmen to consider this bylaw amendment if a fall or winter Town Meeting is planned.

Stevenson agreed that the Planning Board should look into this, but suggested that they first determine if term length is mandated by the State.

### Discussion of Town's intention to meet requirements of Executive order #418 to prepare Master Plan (Initial Agreement Letter & Equivalent Plan Approval Request due 10/31/02; Scope of Work due 12/31/02)

Hara explained that in order for a community to meet State grant requirements, it must have a current master plan. She noted that Carlisle's study plan was last revised in 1995 and is no longer considered current according to the State. McKenzie agreed that a good and current master plan is an important tool for every community.

Lane explained that \$30,000 is available to communities for the purpose of writing and/or updating plans for open space and resource protection, housing, economic development and transportation. He noted that Carlisle's Open Space and Recreation Plan updated in 2000, was reviewed by Laurie Connors of MAPC and found to meet equivalent plan requirements for the grant. Ballantine noted that Carlisle recently published a Housing Plan, but Hara explained that Connors reviewed this plan also and found that it does not meet the equivalency requirements.

Lane explained that in order to obtain funding, an Initial Agreement Letter must first be signed by the town's chief executive officer. This agreement letter along with an Equivalency Plan Approval Request is due by October 31, 2002. Proposals for the Scope of Work are then due by December 31, 2002.

Peters thought this would be worth pursuing and encouraged the Planning Board to apply for this grant. Stevenson agreed that the Selectmen would review the Initial Agreement Letter at their meeting on October 8, 2002. Planning Board members were invited to attend as well.

### ANR Plan: 57 Maple Street (Map 13, Lot 72) David K. and Beverly J. Morrison, applicants

The Planning Board meeting was moved to the Heald Room. Stam explained that the applicants' engineer had left two copies of the mylar for signature, but no paper copies for the Town's records. Finding that errors noted by the PA had been corrected by the engineer, the Board agreed that the plan could be signed and that copies of the signatures would be adequate for the Town's records. Holzman moved and Hara seconded a motion to endorse the Plan of Land in Carlisle, MA for David & Beverly Morrison, prepared by Meisner Brem Corporation dated September 20, 2002, last revised September 24, 2002.

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The motion carried 5-0. The AA was directed to obtain copies of the signed plan for the Town records.

At 9:35 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Anja M. Stam". The signature is written in black ink and is positioned above the printed name.

Anja M. Stam  
Administrative Assistant