



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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

MINUTES October 17, 2002

Planning Board Member Appointment

ANR Plan: 235 & 251 Monroe Hill Road (Map 20, Lots 43 & 44), Hud-Con and Estimating Co., applicant
Discussion of potential modification of length of Planning Board member terms and addition of Associate members
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)
Response to RFP for Consultant Services to identify and evaluate potential sites for Wireless Communications Facilities Pictometry
Notice of withdrawal of land from provisions of MGL Chapter 61, 872 Westford Road, Map 19, Parcels 37, 39 & 40 and Map 20, parcel 22 (135.15 acres) [Grant and Helene Wilson]

Chair Kate Reid called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board Members Michael Abend, David Freedman, Louise Hara (Vice Chair/Clerk), Dan Holzman and Phyllis Zinicola were present. Tom Lane (Treasurer) was unable to attend this evening. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present.

The Board welcomed new member David Freedman.

The Board reviewed several sets of minutes. Zinicola noted that the executive session minutes of 8/19/02 did not include a list of members in attendance. This was added and Hara moved to accept the minutes of August 19, 2002 as amended. Zinicola seconded the motion and it carried 5-0-1 with Freedman abstaining.

Reid suggested one change to the minutes of 9/23/02. Hara moved and Abend seconded a motion to accept the minutes of September 23, 2002 as amended. The motion carried 5-0-1 with Freedman abstaining.

In reviewing the executive session minutes of 9/23/02, Abend noted that they should state that "he should not be present during" rather than "he should recuse himself from" further discussion. With this change made, Abend moved and Hara seconded a motion to accept the executive session minutes of September 23, 2002 as amended. The motion carried 5-0-1 with Freedman abstaining.

The Board then reviewed the minutes of the special meeting with the Board of Selectman on held on 9/24/02. Hara moved to accept the minutes of September 24, 2002 as drafted. Zinicola seconded the motion and it carried 4-0-2 with Abend and Freedman abstaining.

Hara also moved to accept the executive session minutes of the September 24, 2002 meeting as drafted. Abend seconded the motion and it carried 4-0-2 with Abend and Freedman abstaining.

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

Richard Hudson of Hud-Con & Estimating, Co. was present.

Hudson explained that land is being swapped between the two lots to correct an inadvertent lack of minimum setback for a newly constructed garage.

Mansfield noted that the plan does not show existing driveways, but he did visit the site and pointed out the approximate location of the driveway on each lot. Abend noted that ellipses were not drawn on the plan, but he measured the plan and found that ellipses could be drawn on each lot to satisfy the regularity requirement.

Abend moved to endorse the plan of land in Carlisle, MA, prepared for Hud-Con & Estimating by David Ross Associates, dated October 2002, as Approval Not Required, waiving the requirement to show an ellipse on each lot and the requirement to show all improvements on the lots. Hara seconded the motion and it carried 6-0.

Reid asked the staff to remind the engineer to read the ANR requirements in the regulations carefully.

Discussion of potential modification of length of Planning Board member terms and addition of Associate members

The Board asked the staff to prepare a draft warrant article reducing the length of Planning Board member terms from five years to three years. The Board wished to have this ready in case a fall or winter Town Meeting is scheduled. Abend suggested that if a Town Meeting is not held until the spring, then the terms of the election could be contingent upon Town Meeting vote. He also suggested reviewing election law with Town Counsel. Mansfield agreed, although he suggested seeking input from the Town Clerk first.

The Board then discussed the possibility of appointing associates to the Planning Board for special permit applications. Mansfield explained that up to two associates may be designated by the PB chair after Town Meeting approves a procedure for filling associate positions by voting a change in the Zoning Bylaw. The PA was directed to draft a warrant article allowing the PB to appoint two associate members.

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)

Mansfield reported that the Selectmen signed the letter of intent at their October 8th meeting and it has been sent to Mark Racicot of MAPC. The Town must now submit any plans for equivalency review to MAPC by October 31st. Mansfield explained that he has distributed the Open Space and Recreation goals for each department to those departments and asked them to review the list, noting any progress made toward their goals. He reported that most have responded or are expected to respond by tomorrow.

Reid asked if plans other than the OS&R plan should be submitted for equivalency review. Hara suggested that the *Growing Pains* report should be included even though it does not specifically meet any of the four target areas of EO418. Board members felt that *Growing Pains* reports demographic and income data, showing that Carlisle has been planning for the future. Abend noted that Carlisle is primarily residential and should be entitled to a waiver of the economic development plan. Zinicola offered to write a cover letter justifying such a waiver and stating that Carlisle will focus on the housing component of the EO418. The Board also suggested that Carlisle address the traffic component by focusing on auto, pedestrian and bicycle safety. The Board agreed to include the *Bike and Pedestrian Safety Committee Report* when filing plans for equivalency review.

(At 9:35 p.m. Zinicola left the meeting.)

Response to RFP for Consultant Services to identify and evaluate potential sites for Wireless Communications Facilities

The Board reviewed one response from Kreines and Kreines, which recommended that the Town conduct a seminar on Wireless Communications Facilities. They decided to take no action at this time.

Holzman suggested sending the RFP to Cal Goldsmith of Goldsmith Prest and Ringwall in Harvard, MA. The staff agreed to do so.

Pictometry

Mansfield explained that The Metropolitan Area Planning Council (MAPC) has been asking towns if they are interested in participating in its pictometry program which provides high resolution digital images from current airphotos. He explained that the basic software and images are free, but upgraded data and enhanced options are available for an additional fee. Mansfield

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explained further, that if several Town departments were interested in these options, then each department would be required to contribute approximately \$600-\$700 per year on a 2-year contract. He noted that several abutting towns have also expressed interest, and would share the costs of sectors which straddle the border between two towns. Mansfield concluded by noting that MAPC is requesting a reply soon because aerial photography is scheduled for November.

The Board expressed interest, but asked the PA to encourage other appropriate Town boards to share the costs associated with enhancement.

Discussion of PB goals and objectives will be continued at the next meeting.

At 10:00 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Anja M. Stam".

Anja M. Stam
Administrative Assistant