

Master Plan Steering Committee (MPSC)
MEETING MINUTES—January 21, 2022

Attendance via Zoom: Committee Members: Chair Jack Troast, Kate Reid, Bob Zogg, Kerry Kissinger, John Ballantine, Barney Arnold (left early), Deborah Bentley, Christina Christodoulopoulos
Barrett Planning Group, LLC: Project Manager Alexis Lanzillotta
Draft minutes preparation: Christina Christodoulopoulos

Meeting start: 3:05 PM

Topics discussed: Finalization of report draft text to present to Select Board (SB) and Planning Board (PB) on February 1, 2022

Acknowledgements page:

- Cut COA (so as not to single out one organization over another)
- Cut duplicate listings of MPSC members
- “Community GIS Interns” changed to “GIS Interns”
- “Carlisle Residents and Stakeholders” and the accompanying list replaced by “Advisory Committee” and accompanying list
- General statement thanking all Carlisle staff
- Staff for SB and PB to be listed under their respective categories
- Line at end thanking staff, kitchen conversation hosts and everyone who participated
- Change “Past MPSC members” to “Past MPSC and Organizing” members
- Nancy will send out revised list to MPSC members for input

CRM comments discussion:

- Change “Implementation” chapter heading to “Approach to Implementation”
- Change 6000 SF for bog house to 3000 SF (to reflect current livable space of 2 apartments, does not include 3rd floor or basement)
- 19B - change to “environmentally sensitive herbicides or alternatives”
- Cut check marks in Metrics sections and change to “factors to consider include...” list
- Change “How can Carlisle continue to protect it’s open space and natural resources while encouraging the sustainable growth and development of the community?” to “How can Carlisle protect its open space and natural resources while shaping a more sustainable growth and development of the community?” (p9)
- Reframe the question “To what extent does the Town view housing choice as an essential element for making Carlisle a more inclusive community?” to “To what extent does the town wish to become a more socioeconomically diverse community?” (p9)
- Timeframe and priority recommendations to be restated in introduction of each pertinent chapter and in “Approach to Implementation” chapter. John - Diagram would be useful
- Change in “Carlisle Character” 3rd driver: “The Town currently does not have an integrated comprehensive management plan and maintenance/improvements schedule...” to “The Town currently has an overarching plan for open space (OSRP) but no maintenance/improvements schedule....” Kerry - also include “a good history”
- 7B - add “Conant Land for possible future review” in narrative (Barney - SB will possibly decide to postpone a pickle ball article to a special fall town meeting to allow the completion of Master Plan)

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- Discussion regarding clear-cutting. There is currently no protection against cutting trees unless it is in wetland buffer zone. Alexis will look at Concord for stronger tree protection.
- Deborah - Embodied carbon also currently omitted from plan and needs to be included. Possible additional recommendation.
- Kerry will email members spreadsheet pertaining to comps in taxes and tax burden
- Kate - Add to the beginning of “Approach to Implementation” chapter that first responsibility of Implementation Committee is to determine primary parties of implementation (response to PB concern to note primary responsible parties)
- Cut “A note on workforce housing” note with banner. Alexis will confirm that the need for workforce housing issue is somewhere in narrative along with exploring the legality of it with town council.

Tentative appendix discussion:

- GIS will be in draft form for Feb. 1 SB/PB presentation. Jack, Deborah and Kerry will work on the GIS mid to late next week
- Appendix L - Change “Financial Projection Tool” to “Financial Projection Model” or “Financial Projection Illustration Tool”. Jack - currently has redundant text, is short on laying out assumptions clearly. John - needs to have description of due diligence, how tool has been used and how information was obtained. Discussion on amount of data to be included and how to present it.
- Need to get last three appendices done soon

Discussion of Land Stewardship Committee (LSC) concerns:

- Jack will reach out to Sylvia regarding GIS concerns. Inaccuracy of State GIS is example of current siloed approach in Town committees and the need for updated GIS (the Town needs to get the current information to the State so they can update.)
- Jack will share LSC responses with Christina and Christina will reach out to LSC
- 15B - Add in narrative that proposed Environmental Stewardship Committee (ESC) to include a member from existing environmental committees.
- Discussion regarding possible confusion in having “Stewardship” in both Land Stewardship and Environmental Stewardship Committees. Christina - possibly change proposed ESC to Environmental Sustainability Committee. Determined to be a SB decision.
- Discussion about copyright of OSRP GIS maps and what that specifically means, can MPSC use them

Next steps:

- Alexis will finish CRM based on today’s feedback and share with members (redline and clean text copies). Members to respond by noon, Jan. 27
- Jack will share text-based copy of draft report with SB and PB week of Jan 24
- Jack, Alexis and others to finalize appendices and add graphical elements ASAP
- Jack will present at the SB/PB on Feb.1, other members present to answer questions. Bulk of allotted time set aside for Q&A
- MPSC to convene and approve final appendices and general plan for public after Feb.1
- Create feedback form for comments on draft for public
- Post draft for public

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- Bob - one month too short for public opinion, can still act on draft process during public review process. Jack - don't need to resolve now, can discuss on Feb.1 and at next MPSC meeting.
- Possibly have community outreach for potentially controversial recommendations
- Realistically, aiming for a special fall town meeting for MP warrant articles, but articles with fiscal impacts preferred in spring

Meeting end: 6:10