

# Town of Carlisle

MASSACHUSETTS 01741

-----  
Office of

## PLANNING BOARD

66 Westford Street  
Carlisle, Massachusetts 01741  
Tel. (978) 369-9702  
Fax (978) 369-4521

### Minutes

February 11, 2019

#### Minutes 1/28/19

##### Bills

##### Budget

##### Liaison Reports

Public hearing on application for new Accessory Apartment Special Permit at 296 Brook Street, Map 13, Parcel 47-0, Christopher and Diane Geggis, applicants

Certification of completion of Common Driveway for 268-270 Fiske St

Household Recycling Committee discussion re Solid Waste Disposal in Carlisle

Planning Board discussion of next steps on Recreational Marijuana Facilities

Request for Planning Board recommendation concerning the Selectmen's option to purchase two parcels of land: one approximately 2.0 acre parcel at 0 Stearns Street and the second an approximately 8 acre parcel at 108 Stearns Street (sales price \$1.8 M)

Master Plan Steering Committee update

Chair **Peter Gambino** called the meeting to order at 7:31 pm in the Clark Room of Town Hall. Members **Jonathan Stevens, Madeleine Blake, Ed Rolfe, Rob Misek** and **Planning Administrator George Mansfield** were present. Members **Jason Walsh** and **Peter Yelle** were absent.

Assistant to Planner Gretchen Caywood, Chris and Diane Geggis (Brook St), Claude von Roesgen (Page Brook Rd.), Launa Zimmaro (Lowell St.), Robert Peary (East Riding Dr.) and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

#### Minutes

The Planning Board (PB) reviewed the draft Minutes from the 1/28/19 regular session meeting. Stevens moved that the PB approve the Minutes as drafted, Blake seconded the motion, and it was approved 4-0-1 (Chair Gambino abstained).

#### Community Health Network Area 15 (CHNA 15) Update

Planning Administrator Mansfield reported that there had just been a mid-grant period meeting with two members of the CHNA Advisory Board and their Executive Director to provide an update on this grant funded project. Mansfield had provided the Board with a copy of the mid-project report prepared by the co-collaborators (Planning Administrator Mansfield, Council on Aging Director David Klein, and Health Agent Linda Fantasia). Mansfield reported that the CHNA representatives seemed pleased with the work performed thus far, and agreed to release the second half of the grant funds (\$15,000).

Chair Gambino asked for a PB member to volunteer to represent the Board in the community center aspect of this project, and Stevens volunteered. Blake moved that the PB nominate Jonathan Stevens to represent the PB in the community center discussion of the CHNA Committee, Rolfe seconded the motion and it was approved 4-0-1 (Stevens abstained).

Documents on record used in the discussion of this topic (on file in the PB office):

- "CNHA 15 Healthy Communities Implementation Grant Mid-Project Report 2018-2019" submitted to State 1/31/19.

#### Master Plan Steering Committee (MPSC) Update

Chair Gambino, also a member of the MPSC, reported that the MPSC is in the process of drafting an RFP to contract with a consultant for Master Plan development, and that over the next 2 months they will be meeting with many Town Boards and Committees to present and discuss their Warrant Article request for funding for this consultant. Chair Gambino noted that Town Administrator Goddard, acting in his role as procurement officer, will administer the RFP process. Chair Gambino asked that time be allotted for an MPSC update at the 3/11/19 PB Meeting.

**Public hearing on application for new Accessory Apartment Special Permit at 296 Brook Street, Map 13, Parcel 47-0, Christopher and Diane Geggis, applicants**

Planning Administrator Mansfield had explained to the Board that this request is to convert the former guest house on this property for use as an accessory apartment (AA). Mansfield noted that the applicants are not proposing any changes to either the existing site or to the structures. He added that the applicants had provided a copy of the recorded variance from the rear set back of the detached structure in which the AA will be located, issued recently by the Zoning Board of Appeals (ZBA), as that structure is within 5 ft. of the lot line. Chris and Diane Geggis were present for this public hearing on their application.

This application is for a one bedroom accessory apartment (AA) with an open kitchen and living area and a bathroom. The apartment will be in an accessory structure with a floor area of 720 sq. ft. The total living area of the main house is 1650 sq. ft., yielding a total combined living area of 2370 sq. ft. for the main residence and the proposed AA. The floor area of the AA is 30.4% of the total combined floor area of the AA and the residence. The primary egress point from the apartment will be the front door of the accessory structure. A second egress point will be the sliding glass door at the side of the accessory structure, and the Building Commissioner Metivier has deemed that this meets the Building Code requirements for ingress/egress.

The PB reviewed the contents of this application with respect to each requirement of Sec. 5.6 of the Carlisle Zoning Bylaws for Accessory Apartments. Chair Gambino noted that the AA is a complete, separate unit from the primary residence and it meets the size requirements of the Zoning Bylaws. The PB determined that the external appearance of the property will remain that of a single family residence, as the accessory structure is at the back of the lot furthest from the roadway that serves the property. The main house on the property is well over 10 years old, according to Assessors records. The Board has determined that adequate septic requirements have been met. The applicants had also provided information illustrating that adequate parking will be provided for residents of the AA. Chair Gambino and the Board reviewed the remaining AA requirements of the Zoning Bylaws, and found that the application meets all requirements. It was noted that this application proposes no new construction and no exterior changes to the structures.

Chair Gambino opened this hearing for public comment, and there was none. Stevens moved and Blake seconded the PB's approval of this special permit for an accessory apartment in a detached structure for property at 296 Brook St, Map 13, Parcel 47-0, for Christopher and Diane Geggis, applicants, based on the floor plans and elevation photographs provided with the application. The motion was approved unanimously (5-0). The Board authorized Planning Administrator Mansfield to prepare the special permit decision to be reviewed and signed by the Chair. Stevens moved that the PB close this public hearing, Blake seconded and the motion was approved unanimously (5-0).

Documents on record used in the discussion of this topic (on file in the PB office):

- "Application for Special Permit for Accessory Apartment at 296 Brook St" submitted by Christopher and Dian Geggis on 1/7/19.

**Planning Board discussion of next steps on Recreational Marijuana Facilities**

Planning Administrator Mansfield informed the Board that the Notice of Public Hearing for the 2/25/19 meeting was published in the Carlisle Mosquito on 2/8/19, with the second publication set for 2/15/19, with copies of the draft Zoning Bylaw amendments (prepared by Town Counsel) provided to the Town Clerk's office. Copies of these proposed amendments were provided to the PB members. Planning Administrator Mansfield suggested several Boards/Committees that the PB may want to contact to see if they would like the PB to attend one of their meetings to explain these articles. Chair Gambino asked Planning Administrator Mansfield to contact the BOH, COA, Police Chief, Fire Chief, School Committee, Agricultural Commission, and Library Trustees and invite them to attend the 2/25/19 public hearing on the proposed recreational marijuana Zoning Bylaw amendments. Chair Gambino asked that arrangements be made with the BOS, BOH and School Committee to attend one of their meetings to present and discuss these amendments, after the PB public hearing on 2/25/19.

Stevens and Blake asked about the voting sequence at Town Meeting and Town Election for these two proposed amendments (one for a complete ban on recreational marijuana facilities, and one for a restriction to only two types). Planning Administrator Mansfield explained that Town Counsel is preparing an outline of this process to assist residents. Mansfield said that if all votes fail, the Town must abide by the State's interpretation for recreational marijuana facilities accommodation, which is that one each of the eight types of State recognized facilities could be sited in Carlisle in Business and /or Residential zoning districts as provided in the current Zoning Bylaws.

Documents on record used in the discussion of this topic (on file in the PB office):

- Draft Zoning Bylaw amendment prepared by Town Counsel entitled: "Prohibition on all Adult Use Marijuana establishments Except Cultivation and Craft Cooperative Establishments"
- Draft Zoning Bylaw amendment prepared by Town Counsel entitled: "Prohibition on All Adult Use Marijuana Establishments"

#### **Certification of completion of Common Driveway for 268-270 Fiske St**

Planning Administrator Mansfield explained that Chris and Suzanne Spinney, the common driveway applicants, have provided an informational letter and attached illustrations of the common driveway (CD), and that they have asked that no substantive discussion or vote be taken tonight, as they are unable to attend. Mansfield added that they have asked that the discussion be continued to the 3/11/19 PB meeting. Mansfield also pointed out that the Fire Safety Officer had responded to his request for input, stating that the driveway as constructed was "not approved," by the Fire Department.

Stevens reported that he had visited the site and measured the roadway width at key points, and that he sees no issue with the roadway width. Misek had also visited the site, and was in agreement that he did not see an issue with the width of the CD, adding that in the areas where the CD portion narrows, there is plenty of allowance for shoulders on either side. Blake had visited the site and acknowledged the difficulties with the grade of the turnaround, but noted that a fire truck should be able to turnaround somewhere along the roadway when needed. Blake also suggested that the Board could accept the CD width variations but caution the applicants that they cannot allow the roadway to narrow over time due to brush overgrowth.

Chair Gambino suggested the Board hold off on any determination until the Interim Fire Chief has visited the site and provided his written opinion. Stevens agreed, and the Board asked Planning Administrator Mansfield to contact the Interim Fire Chief requesting that he visit the site and render his opinion on the CD before 3/11/19.

Documents on record used in the discussion of this topic (on file in the PB office):

- Email from Suzanne Spinney to George Mansfield et al dated 1/31/19 re: "268-270 Fiske Street common drive" and attached letter and photographs
- Email from Jon Metivier to George Mansfield dated 1/31/19 re: "FW: 270 Fiske St"
- Email from Madeleine Blake to George Mansfield et al dated 1/30/19 re: "Fiske Street"
- Memo from Fire Chief David Flannery to George Mansfield dated 3/24/08 re: "Review of 268 Fiske Street Proposed Common Drive"
- Email from Rob Misek to Gretchen Caywood dated 1/31/19 re: "please drive the 268-270 Fiske Common Driveway....."

#### **Household Recycling Committee discussion of Solid Waste Disposal in Carlisle**

Committee members Launa Zimmaro (Lowell St), Rob Peary (East Riding Dr) and Claude von Roesgen (Page Brook Rd) were present to discuss their proposals on how to reduce Carlisle's solid waste generation. Peary explained that they had met with the BOS on 1/29/19 and initiated discussions on what can be done as a town.

Peary explained that the town seems to have hit a plateau in the reduction of solid waste generation that the can be achieved through a recycling program alone, and that the Committee's two main proposals are for a "pay-as-you-throw" (PAYT) solid waste disposal program and a municipal organic compost program. The Committee had provided the Board with copies of its presentation to the BOS on these ideas. Peary noted

that, according to their research, implementation of the Committee's two main ideas will result in a decrease in solid waste generation of 40-50%.

The Board asked how effective Carlisle is at recycling, and Zimmaro noted that as of 2017, Carlisle is #37 of the 283 MA towns reporting their recycling rates, but reiterated that recycling alone is not enough to offset the large increase in solid waste tonnage. Zimmaro pointed out that there are only 7 landfills left in the State that accept incinerator waste. She asked for questions from the PB.

Stevens thanked the Committee for its comprehensive and thorough report. He asked what items are considered to be solid waste, and Zimmaro explained that anything that is not diverted from the waste stream [into recycling, etc.] is solid waste. Von Roesgen noted that construction waste is considered recycling and is shipped to a facility in Devens, MA for handling.

Chair Gambino asked about the PAYT program, and von Roesgen explained that it would be a four component approach of charging for solid waste and bulky item disposal, composting, combining of recycles into one container (since a single stream approach is used at the regional recycling facility), and monitoring by transfer station staff who will sell bulk item vouchers, distribute free dump stickers, and oversee the dumpsters. Transfer station stickers would be free, and 20 large waste bags would be provided to each household for free annually, with additional bags available for purchase.

Von Roesgen explained that while there are 3 private waste haulers utilized in town, they are willing to operate with the PAYT program, picking up the filled bags for drop off at the transfer station. He added that they may even choose to sell the bags as well, to assist their customers.

Chair Gambino asked what would happen to the swap shed. Von Roesgen explained that some people bring their large unwanted items simply to dispose of them for free, and that the shed has to be emptied out at least twice a week, with disposal at the Town's expense. He added that many other towns are charging a fee to place something in the swap shed.

Misek asked about the effect on disposal costs for a typical household. Von Roesgen said that the average household will see a modest tax benefit of about \$100, in that there will be no transfer station sticker fee and a projected reduced transfer station budget. Misek disagreed, stating his opinion that residents will pay more if this is implemented. Stevens asked about the current and expected budgets for the transfer station. Von Roesgen said that it is currently approximately \$280,000, and is projected to be about \$113,000 per year once the program is established, with two staff in place at all times when the transfer station is open. The Committee explained that the implementation will initially be funded through a grant. Zimmaro explained that the program startup, public education and program monitoring will all be key to the success of the program.

Chair Gambino asked if the Committee is working with the Municipal Solar Committee regarding the proposed siting of a solar facility at the transfer station, and Zimmaro explained that they are, and they see the proposed solar facility as an opportunity to redesign the process/traffic flow at the transfer station.

Zimmaro summarized that the Committee has recommended to the BOS that this comprehensive waste reduction program be implemented as a whole.

Document on record used in the discussion of this topic (on file in the PB office):

- "Solid Waste Disposal in Carlisle" presentation copy submitted by the Household Recycling Committee, undated.

**Request for Planning Board recommendation concerning the Selectmen's option to purchase two parcels of land: one approximately 2.0 acre parcel at 0 Stearns Street and the second an approximately 8 acre parcel at 108 Stearns Street (sales price \$1.8 M)**

At 9:15 pm, Chair Gambino moved that the PB enter into Executive Session, not to reconvene in regular session, to consider the purchase, exchange, lease or value of real property, as an open meeting may have a detrimental effect on the negotiating position of the Town. The motion was approved 5-0 by roll call vote: Chair Gambino – aye, Stevens – aye, Misek – aye, Rolfe– aye, Blake – aye.

Respectfully Submitted,

Gretchen Caywood  
Assistant to Planner  
Carlisle Planning Board