

# Town of Carlisle

MASSACHUSETTS 01741

Office of

## PLANNING BOARD

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### Minutes

February 22, 2021

#### Minutes 2/8/21

##### Budget

Continued public hearing on application for Accessory Apartment Special Permit for 54 Judy Farm Road, Map 16, Parcel 81-65, Justin Fishlin, applicant

Continued Public Hearing on application for Common Driveway Special Permit under Section 5.4.4 of the Carlisle Zoning Bylaws for Lots 2, 3, 4, & 5 Acton Street (Map 17, parcels 24-2, 24-3, 24-4, & 24-5). These 4 lots are on the north side of Acton Street, adjacent to the Acton town line. [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Continued Public Hearing on application for Common Driveway Special Permit under Section 5.4.4 of the Carlisle Zoning Bylaws for Lots 6 & 7 West Street (Map 18, parcels 23-6, & 23-7) These 2 lots are on the west side of West Street, north of Acton Street, opposite 123 West Street [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Continued Public Hearing on application for Common Driveway Special Permit under Section 5.4.4 of the Carlisle Zoning Bylaws for Lots 10, 11 & 13 West Street (Map 17, parcels 21-13, 22-10, & 22-11) These 3 lots are on the west side of West Street, south of Acton Street, and north of 488 West Street. [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Continued Public Hearing on application for Common Driveway Special Permit under Section 5.4.4 of the Carlisle Zoning Bylaws for Lots 16 & 17 Acton Street (Map 17, parcels 18-16, & 18-17) These 2 lots are on the south side of Acton Street, east of West Street, opposite 382 Acton Street. [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Master Plan Steering Committee update

Liaison Reports

Performance Review: George Mansfield

Co-Chair **Madeleine Blake** called the virtual meeting to order at 7:15 pm. Co-Chair **Pete Yelle** and members **Ed Rolfe, Jason Walsh, Rob Misek, Adelaide Grady, Sara Smith** and Planning Administrator **George Mansfield** were present. . Planning Administrator Mansfield hosted the meeting on a Zoom platform.

Assistant to Planner Gretchen Caywood, Town Administrator Tim Goddard, Sandy Olney (LandVest, Boston, MA), Dan Carr (Stamski and McNary, Inc., Acton, MA), Steven Ventresca (Nitsch Engineering, Boston, MA), Greg Peterson (Indian Hill), Carlisle Fire Chief Bryan Sorrows (Litchfield Dr), Carlisle Deputy Fire Chief Matt Svatek (Sunset Rd), Laura Lunig (West St), Greg Peterson (Indian Hill), Bob Zielinski (Acton St), Justin Fishlin (Judy Farm Rd), Bob Zielinski (Acton St) and Mark Brittle (Carlisle *Mosquito*) were also in attendance.

#### **Continued public hearing on application for Accessory Apartment Special Permit for 54 Judy Farm Road, Map 16, Parcel 81-65, Justin Fishlin, applicant**

Co-Chair Blake opened this continued public hearing and the Board reviewed a draft of the Special Permit Decision which had been prepared by Planning Administrator Mansfield. The Board approved the document, and Planning Administrator Mansfield explained to applicant Justin Fishlin that the document will be signed and filed with the Town Clerk, at which point the 20-day appeal period begins.

Rolfe moved and Grady seconded the closing of this public hearing, and the motion was approved unanimously (7-0) by roll call vote.

#### **Minutes**

The Board reviewed the draft Minutes from the 2/8/21 PB meeting. Rolfe moved that the PB approve the Minutes as drafted, Smith seconded the motion, and it was approved 6-0-1 (Misek abstained) by roll call vote.

### **Liaison Report**

Co-Chair Blake reported that she and Rolfe had attended the recent Town Counsel seminar on Open Meeting Law (OML), at which public records requests and OML updates were reviewed. Blake noted that in the seminar Counsel had suggested that significant land use decisions should be posted on the Board's website. Counsel also reviewed OML requirements regarding joint meetings and regarding submission of document revisions over email. Counsel also stressed making sure the public knows who the PB members are when on a remote meeting platform, and that no chat or text feature should be utilized during these meetings.

Co-Chair Blake referred to a recent request from the town of Stow for letters of support from nearby communities for that town's application for an Accelerating Climate Resiliency Grant. She explained that Stow is working to build a climate resiliency coalition among communities in the Sudbury-Assabet-Concord river watershed starting with the MAGIC (Minuteman Advisory Group for Interlocal Coordination) 13-town subregion. She agreed with the importance of collaboration between towns on shared goals, as did the Board. Co-chair Blake explained that a volunteer will be needed for this coalition and asked the staff to send a letter of support by week's end.

### **Bills**

The Board reviewed two invoices – one for project review of Lion's Gate subdivision and one for an advertisement for a Hazard Mitigation Plan public meeting discussion. Grady moved that the Board approve these invoices, Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote. The Board authorized Co-Chair Yelle to sign these invoices on its behalf.

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Co-Chair Yelle opened these continued public hearings, and he asked Fire Chief Sorrows if he had any comments or questions at this time. Fire Chief Sorrows explained that with this proposal for development on four quadrants at or near an intersection of major town roadways, if there is only one cistern for the entire area of proposed development and a fire occurs, the firefighters would need to close both roadways and run fire hose through the intersection. He further explained that the right fire protection would be four cisterns, but that he hopes for a second cistern at Acton and West St, realizing that the Conservation Restriction (CR) in that location may not allow for that. Sorrows also explained his concerns about the width of the proposed CDs. He explained that with the proposed minimally allowed roadway width, there needs to be 2-ft shoulders on either side that are constructed to roadway standards. Sorrows said that he felt the proposed turnarounds on the CDs will be sufficient, and asked that the proposed North CD be widened from the entrance to the proposed cistern location. Deputy Fire Chief Matt Svatek confirmed that he has spoken with project engineer Dan Carr and confirmed with him that the shoulders will be kept cleared and will be load bearing such that the roadway is suitable for the 10-ft wide fire trucks, while still allowing a car to pass in the opposite direction, and that a second cistern will be proposed.

Co-Chair Yelle asked Carr to provide an update. Carr explained that he and Svatek met last Friday, and Carr agreed that the pavement on the North CD can be widened to 20 ft at the entrance and continuing to just beyond the proposed cistern location, where it will reduce to 12 ft. Carr further explained that they are considering locating a second cistern at the Northeast CD, as the lot near the Acton St and West St intersection is not available due to the CR. He added that there is an existing seasonal fire pond as well as nearby cisterns at the proposed South CD location, and so a cistern is not proposed for that area at this time. Co-Chair Yelle pointed out that there will be three significant homes in that area, and suggested that a cistern may be needed at the South CD, especially since that drive is proposed to be over 1000-ft long, and he asked Carr to consider these factors.

Co-Chair Yelle asked the PB's consulting engineer Steven Ventresca for comment. Ventresca asked about materials to be used on the roadway shoulders. Carr displayed a driveway detail and explained that there will be a total of 16-ft wide compacted gravel base, with a Star Pack type material on the shoulders as well. Co-chair Yelle asked whether the grade of the proposed roadways will be able to support the width of a fire truck, and Carr explained that the roadways and side slopes were designed to support the width and load of Carlisle's fire trucks. Ventresca confirmed that he will work with the contractor to ensure that he has the opportunity to inspect the driveway materials and driveway installation.

Concerning the detailed Stormwater Management Report provided by the applicant's engineer, Co-Chair Yelle asked what the key takeaways are from this report. Ventresca explained that the key finding should be that the rate of stormwater runoff will not increase due to the proposed construction.

The Board discussed the scheduling of a site visit, but did not determine a date at this time, agreeing that notice of the site visit would be posted. Planning Administrator Mansfield asked that the centerline of the proposed roadways be staked in preparation for a site visit.

Rolfe moved to continue these public hearings to March 8, 2021 at 7:00 pm, Co-Chair Blake seconded the motion, and it was approved unanimously (7-0) by roll call vote.

#### **Performance Review: George Mansfield**

Town Administrator Tim Goddard joined the meeting at this point. Co-Chair Blake explained that she and Co-Chair Yelle have scheduled this discussion about Planning Administrator Mansfield's job performance, and that she had asked Town Administrator Goddard to attend. She explained that the purpose of the discussion is to provide additional feedback to Planning Administrator Mansfield regarding how his job performance has been unsatisfactory, and to introduce the topic of his poor performance to the rest of the Board.

Co-Chair Blake provided an explanation and details about Planning Administrator Mansfield's poor performance, and the steps that she and Co-Chair Yelle have taken to bring about improvement in his performance. Blake explained that because the PB is the Planning Administrator's appointing authority, and resolution or next steps require a majority vote of the Board, it is necessary to present these matters concerning the Planning Administrator's job performance to the entire Board at this time.

Co-Chair Blake next summarized how Planning Administrator Mansfield's job performance has been unsatisfactory, including an overall lack of focus, planning, organization and communication which significantly impacts the work of the PB. She explained that there have been issues with timeliness, prompt responses to persons contacting the Planning Board, accuracy and that there have been failures of accurate and complete communication, and she provided examples in these areas. Blake expressed concern that at times the Board may not have been in a position to fully appreciate how these matters have been handled, due to how these matters have been communicated to the Board.

Co-Chair Blake outlined the ways in which she and Co-Chair Yelle have been working with Planning Administrator Mansfield, since summer of 2020, to improve his performance, including a series of meetings, the most recent of which (in January) was attended by Town Administrator Goddard, and at which feedback was provided to Planning Administrator Mansfield on his performance, with clear instructions on what needed to

happen going forward. Blake cited several examples of information that had been requested in writing from the Planning Administrator, but reported that no information had been provided until the submission of one item just prior to this meeting.

In conclusion, Co-Chair Blake said that despite their efforts, she and Co-Chair Yelle have been unsuccessful in bringing about an improvement in Planning Administrator Mansfield's performance, and both Co-Chairs recommended a formal and written performance improvement plan be developed, with an Executive Session for further discussion to be held at the 3/8/21 PB meeting. Co-Chair Yelle stated his full agreement with Co-Chair Blake's report.

Co-Chair Blake asked Planning Administrator Mansfield if he had a response, and he did not at this time. The discussion was opened to questions from the Board. Grady asked Co-Chair Blake if she had noticed a change in the Planning Administrator's performance over her years on the Board. Blake explained that one's experience on the Board is very different from the role of Chair, and so it would be difficult to speak on the status of the matter before she became Chair. Blake added that their plan is forward looking, and that they hope to bring about positive change.

At 8:18 pm, Misek moved to adjourn the meeting, Grady seconded the motion and it was approved unanimously (7-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood  
Assistant to Planner  
Carlisle Planning Board