

**Board of Selectmen
Tuesday, March 10, 2020
Town Hall - Clark Room**

The Board of Selectmen met on Tuesday, March 10, 2020 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Acting Chair Alan Lewis, Kate Reid, Nathan Brown, Barney Arnold and Luke Ascolillo.

**This meeting was streamed live*

Community Input:

1. Debbie Bentley (Heald Rd) requested that the selectmen consider adding an electrical conduit as part of the complete streets improvements at the Rotary to allow temporary decorative lights for special occasions and holidays.
2. Don Allen requested to be placed on a future Board of Selectmen meeting agenda for the purposes of to discuss the Carlisle Deer Hunting Program.

Discussion/Vote: Extension of Wheelabrator North Andover, Inc. Service Agreement

The proposed tipping fee schedule per ton of acceptable waste accepted at the facility during each Contract Year, or delivered to an alternate disposal site as provided in Section 3 hereof, as follows:

July 1, 2020 through June 30, 2021:	\$85.00 per ton
July 1, 2021 through June 30, 2022:	\$87.75 per ton
July 1, 2022 through June 30, 2023:	\$90.60 per ton
July 1, 2023 through June 30, 2024:	\$93.54 per ton
July 1, 2024 through June 30, 2025:	\$96.58 per ton

On the motion made by Barney Arnold and seconded by Luke Ascolillo, it was **VOTED** to approve and execute the 3rd Amendment to the Service Agreement between Wheelabrator North Andover, Inc. and the Town of Carlisle as presented this evening.

Discussion/Vote re: Award of Complete Streets contract

On the motion made by Luke Ascolillo and seconded by Barney Arnold, it was **VOTED** to award the Complete Streets - Bedford Road project bid to Allied Paving of Chelmsford, Mass., in the amount of \$448,225, subject to successful contract negotiations and contingent on Town Meeting approval of additional funding; and, in the event that contract negotiations with Allied Paving fail, to award the project bid to the second low bidder, J.J. Phelan Co., subject to successful contract negotiations with that bidder and contingent on Town Meeting approval of additional funding.

MAPC Presentation re: Municipal Vulnerability Preparedness

The Municipal Vulnerability Preparedness grant program (MVP) provides support for cities and towns in Massachusetts to begin the process of planning for climate change resiliency and implementing priority projects. The state awards communities with funding to complete vulnerability assessments and develop action-oriented resiliency plans. Communities who complete the MVP program become certified as an MVP community and are eligible for MVP Action Grant funding and other opportunities.

The program helps communities to:

- Define climate related hazards
- Understand how they may be impacted by climate change utilizing the latest science and data
- Identify existing and future climate vulnerabilities and strengths
- Identify opportunities to take action to reduce risk and build resilience
- Implement priority actions identified through the planning process

MVP Planning Grant Applications are open on a rolling basis until August 7, 2020 - The MVP Planning Grant offers funding to municipalities that wish to assess their vulnerability to and prepare for climate change impacts, build community resilience, and receive designation from the Executive Office of Energy and Environmental Affairs (EEA) as a Climate Change Municipal Vulnerability Preparedness (MVP) program municipality.

The Board of Selectmen expressed their support for the submittal of MVP Planning Grant Application.

Energy Task Force and Master Planning Committee will be asked for their support and check to see if there are Members/volunteers willing to prepare the application on behalf of the town.

Civic Moxie Presentation: Master Plan progress

Fall Survey Summary:

- 537 total responses
- Almost 98% of respondents live in Carlisle
- About 1/3 of residents have lived in Carlisle 6-14 years, with almost as many living in town 0-5 years
- Approximately 1/3 of respondents work in Carlisle (mostly from home as full- or part-time)
- 73% of respondents 35-64 years old, 20% over 64 years old

Top 3 reasons Carlisle is where you want to live/play/work:

- Open Space/ Natural Resources
- Quality of the Schools
- Community/Residents

In ten years, looking ahead, how do you hope Carlisle has adapted?

- Environmental sustainability
- Financial stability/sustainability
- Gathering space/stronger community
- Housing diversity
- Facilities & Infrastructure
- Natural & Cultural Assets
- Transportation

Kitchen Conversations

From late January through the end of February, Carlisle residents held a series of Kitchen Conversations throughout town. The goal of these events was to engage residents and gather their opinions and thoughts about the future. Fifty- three conversations took place, with over 450 people participating. Most of these events were hosted in residents' homes; they all involved quite a bit of legwork by hosts and participants both. Participants read our Kitchen Conversation kits and materials ahead of time and thought about the information and questions.

Values & Desires

- Preserve the small-town character & feel of Carlisle
- Preserve/ maintain buildings already have
- Preserve & Manage a Connected Open Space System
- Continue strong support for the School
- More Housing Diversity
- Trails, Connectivity, and Walkability
- Transportation, Traffic, and Bikes
- Infrastructure – more choice & better service
- Gathering Space & Community Center – some supporting a community center & others suggesting re-use of existing buildings

Demographics: Key Takeaways

- Population aging, families with children declining
- There are residents who live below the poverty line
- School enrollment is at 600 students in 2019, down from 846 in 2004. The school can accommodate more than 800 students.

Cultural & Historic: Key Takeaways

- Assortment of organizations, efforts, and spaces within and outside the town.
- An estimated 10% of the historic inventory of the town has been lost or is in danger since the 2010 Historic Resources Survey.
- A more formal system of sharing information and collaboration is desired.

Economic Base: Key Takeaways

- Tax base growth modest, just keeping up with inflation.
- Very little non-tax local revenue (user fees) compared to other towns.
- There are many home-based businesses and “telecommuting” – services and amenities are scarce.
- Public private partnerships between public landowners and private operators is a successful town model.
- Significant commercial development is unlikely given existing land use patterns and lack of available land

Energy & Sustainability: Key Takeaways

- Per-capita greenhouse gas emissions are +40% higher than MA average.
- Continued progress needs more support than volunteers can give.
- Carlisle’s share of grants from Mass Green Communities Program will likely diminish.
- The three main ways residents/the Town can reduce GHG emissions are to weatherize homes and buildings, switch from fossil fuels to electricity, and shift to 100% renewable electricity.

Housing: Key Takeaways

- Primarily single-family owner-occupied, small number of multi-family and/or rental options.
- Housing production slower: 100 new houses were built 2010 – 2019.
- Significant interest to diversify housing to provide affordable options for more diverse community.
- Division over the definition of “affordable” and disagreement on housing policy: “40B or not” remains a barrier to viable plan.
- Large privately-owned parcels remain

Land Use: Key Takeaways

- Excellent preservation of natural landscape and agricultural character of Carlisle.
- Limited land use policy tools, market demand for large single-family homes = low density, car-oriented community.
- Zoning regulations that promote cluster development and accessory apartments not used much.
- Commercial uses are limited
- Many residents would like to see additional local businesses, sensitively woven into town.
- Conflicting interests and siloed decision making in Town result in contentious land use decisions.

Open Space & Recreation: Key Takeaways

- Growing unmet demand for recreation space.
- Open space acquired without plans for structures/infrastructure.
- Key decisions must be made soon regarding the reuse of the Cranberry Bog.
- The Town needs an integrated comprehensive management plan for all open space and recreation.

Public Facilities And Infrastructure: Key Takeaways

- Budget a critical concern; Town has been able to undertake large projects (schools and comm. Tower) but has Deferred maintenance, renovation, upgrades of other Town facilities.
- Residents desire some type of central community gathering space for all ages.
- Town has not had success in finding viable options for reuse of Highland Building, Greenough Barn, Cranberry Bog.
- Growing senior population needs additional services, programs that address affordability, and a stronger sense of community.

Transportation: Key Takeaways

- Road network constrained
- Increased road congestion likely due to general increase in regional traffic, changing use patterns, stagnant capacity, no clear infrastructure strategy
- Challenging to address traffic congestion problem: no town transportation studies
- Complete Streets plan underway with rotary work in summer
- Extensive and picturesque trail network that links in with conservation and park lands is a popular destination but is fragmented with few designated bike paths/limited connectivity

Next Steps:

- Refine Scope and Schedule based on current project status
- Finalize Existing Conditions Reports & GIS Maps
- Draft master plan “Vision, Values & Goals Statement”
- Explore master plan options/choices (best practices)
- Draft master plan – long term vision and 5-year action plan
- Final master plan report by end of September 2020
- Approval by Planning Board and Board of Selectmen

Discussion of Council on Aging Director Search:

The Board of Selectmen met with Verna Gilbert from the Council on Aging to discuss the Council on Aging Director search process and to review the advertisement for the job posting, current job Description and discuss the timeline, interview and screening process.

COA Director Search Committee:

Verna Gilbert
Abha Singhal
Ann Quenin
Walter Hickman
Maxine Crowther
Donna McMullan

Interview Panel:

Town Administrator Timothy Goddard
Recreation Director, Holly Mansfield
Library Director, Martha

Council on Aging Outreach and Program Manager, Angela Smith

Advertised in the Carlisle Mosquito first 2 weeks of March and will be published online with the Mass Council on Aging, Minuteman Senior Services, Concord Carlisle Community Chest, Mass Executive Office of Elder Affairs, Mass Municipal Association Employment and on the Town of Carlisle website.

Resumes to be emailed to townhall@carlislema.gov and received no later than 12:00PM on March 20, 2020.

Proposed timeline for COA Director Hiring process:

End of March

Review candidate resumes and screening forms, determine which candidates to interview and start phone screens and setting up interviews. Interview candidates and update post-screening rating matrix

Month of April

Select finalists, conduct final interviews, check references and make offer and present finalist to the Board of Selectmen at their scheduled April 28th meeting.

Deer Control Committee – Discuss 2019 Deer Hunt Program

The program ran from October 7 through to November 30, 2019. A total of eighteen hunters participated in the program which is the same number as for 2018. Seventeen of the hunters from the previous season were included, and one Carlisle resident who was on the waitlist was added.

- 5 Parcels hunted (Benfield, Conant, Davis, Greenough, Town Forest)
- 18 Hunters (8 were residents)
- Season was Oct. 7 through Nov. 30
- 6 Deer were taken
 - 3 Male, 3 Female
 - 1 in Conant, 6 in Davis, 1 in Town Forest
- There were no incidents or reported infractions
- 36 deer were harvested in Carlisle, per MassWildlife
- 2 Public Input Sessions; talks from wildlife biologists

Only bowhunting was allowed. This is considered the safest form of hunting (over shotgun and muzzleloader), being a short range (~20 yard) activity. There has never been a safety incident in Massachusetts involving a bowhunter shooting a member of the public.

Hunters were located in temporary tree stands about 20 feet high, shooting in a downward direction and away from the trails. Thirteen hunters used compound bows and five hunters used crossbows. The latter had a special permit, owing to a permanent disability, rendering them unable to draw a vertical bow (as per Mass Wildlife licensing).

Hunters were required to observe state-determined setbacks of 500 feet from an occupied dwelling and 150 feet from a paved road. Additionally, they were required to locate their stands at least 100 feet away from marked trails and not to shoot in the direction of any proximal trail. Based on experiences from the 2018 hunt, the regulations for 2019 were further enhanced by the Deer Control Committee and approved by the Selectmen.

Key enhancements to the 2019 regulations were as follows:

- Tree stands less than 150 feet from a trail must not point towards the trail• Expulsion penalty specified for not removing entrails
- Expulsion penalty specified for hunting outside Town Land boundaries
- In addition, wording of the large format yellow signage put up at trailheads to the hunting parcels was improved and approved by Town Counsel.

Carlisle is part of Zone 10 and the season started on October 7, two weeks ahead of Zones 1-9 since MassWildlife is attempting to reduce the deer population in eastern Massachusetts. Following public feedback, we decided to end the season on November 30th which was the last day of the archery only season, although archery is legally permitted by MassWildlife until December 31.

Neither hunters or members of the public were requested or required to wear orange clothing.

The same five parcels from the previous year were hunted; 270 out of approximately 1,100 acres of Town-owned land (25%) being made available. Based on feedback from both hunters and the public, we moved two hunters from the Davis Corridor Malcolm Meadows parking lot to two recently identified parking locations on East Street abutting the Town Forest. The distribution of the 18 hunters thus was as follows:

Benfield (2, same as 2018)
Conant Land (2, same as 2018)
Davis Corridor (includes Sachs Greenway) (6, down from 8 in 2018)
Greenough (North 2, South 2, same as 2018)
Town Forest (4, up from 2 in 2018)

Deer Control Committee Membership Recommendation for 2020:

Two requested changes for next year

- Police Dept. no longer needs representation
- The Deer Agent would like to pass the baton

Continue 7-person committee (i.e., ConsComm, Trails, BoH, BoS, Resident, Agent, +1

- Add an additional resident hunter
- Consider also: Liaison to conservation groups
- Interact with CCF, SVT, TTOR, etc.

The Deer Control Committee proposes to continue its efforts at public outreach both to make people aware of the deer over-population problem and to continuously improve, through public feedback, on program(s) to reduce the deer population. The Deer Control Committee intends to hold regular dedicated public input sessions, monthly working meetings with a time for public input at each, host speakers on this topic when possible, respond promptly to any individual resident's correspondence, and continuously update the Town's Deer Control Committee website with new information as it becomes available.

Finalize 2020 ATM Warrant:

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** to add a separate article to the April 27, 2020 Town Meeting Warrant to fund the Council on Aging Outreach Social Worker position for 19.5 hours at a Grade 6, Step 1 in the amount of \$10,000.

On the motion made by Luke Ascolillo and seconded by Barney Arnold, it was unanimously **VOTED** to

add article to the April 27, 2020 Town Meeting Warrant to fund the Assistant to Conservation Commission Administrator position for an additional 5 hours at a Grade 6, Step1 in the amount of \$8,797.00

On the motion made by Kate Reid and seconded by Barney Arnold it was unanimously **VOTED** to finalize/close the warrants for the April 27, 2020 Town Meeting and May 5, 2020 Town Election based on the draft warrants present and with the inclusion of two additional warrant articles as voted on this evening subject to final review by Town Counsel and the Town Administrator as to language and form.

- ARTICLE 1 – Consent Agenda (*Articles 2, 3, 4, 5, 6, 7, 8 and 9*)
- ARTICLE 2 - Town Reports
- ARTICLE 3 - Salaries of Elected Officials
- ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits**
- ARTICLE 5 – Revaluation **
- ARTICLE 6 – Real Estate Tax Exemption **
- ARTICLE 7 - FY 2021 Chapter 90 Authorization**
- ARTICLE 8 - Department Revolving Funds Authorization**
- ARTICLE 9 - PEG (Public, Educational, Government) Local Access Appropriation**
- ARTICLE 10 - Fiscal Year 2020 Budget Transfers:
- ARTICLE 11 – FY21 Operating Budget: ARTICLE 12 – Special Appropriations:
- ARTICLE 13 - Application of bond premiums:
- ARTICLE 14 – Supplemental funding for Complete Streets Projects
- ARTICLE 15 – CAPITAL EQUIPMENT: ARTICLE 16 - MUNICIPAL FACILITIES:
- ARTICLE 16 - MUNICIPAL FACILITIES
- ARTICLE 17 – Concord-Carlisle Regional School District Capital Project:
- ARTICLE 18 – Join East Middlesex Mosquito Control District:
- ARTICLE 19 – Establish Capital Stabilization fund per MGL Ch.40, section 5B:
- ARTICLE 20 – Banta-Davis Public Safety Communications Equipment Tower Lease(s):
- ARTICLE 21 – CPA Annual Recommendations:
- ARTICLE 22 - Funding for Cranberry Bog Maintenance Project - \$5K
- ARTICLE 23 – Fund Continuing appropriation for Carlisle Energy Task Force:
- ARTICLE 24 – Increase income limit for Senior Tax Deferral Program:
- ARTICLE 25 – Home Rule Petition for Appointed Town Clerk:
- ARTICLE 26 – Increase Town Moderator’s term to three years:
- ARTICLE 27 – Amend the Carlisle General Bylaws – Selectmen to Select Board:
- ARTICLE 28 – Amend the Carlisle Zoning Bylaws – Selectmen to Select Board:

Note: A Special Meeting of the Board of Selectmen to be held on Wednesday, March 18, 2020 at 8:15AM for the purpose of reviewing the final warrant language.

Town Administrator’s Report:

Race Amity Day

The organizers of Race Amity Day wish to use the Town Common for a picnic on Sunday, June 14th from 1:00pm – 5:00pm. They have already received permission from FRS and now seek permission from this Board of Selectmen.

On the motion made by Kate Reid and seconded by Barney Arnold, it was VOTED to grant permission for Race Amity Day committee, to hold a picnic on the Town Common on Sunday, June 14th from 1:00pm – 5:00pm, provided that the committee meet with Chief Fisher to discuss the need for a police detail.

FY21 Chapter 90 projected allocation

The board received a Chapter 90 authorization letter from Gov. Baker. The Town of Carlisle will receive \$252,301 in Chapter 90 highway funds this fiscal year. The current plan is to use Chapter 90 to supplement the Complete Streets project.

Farewell Reception for COA Director David Klein

Farewell Reception will be held on Friday, March 13th at the Town Hall (Clark Room).

Garden Club – Planting request

The Garden Club has requested to plant a new red oak tree on the Town Common for the 50th anniversary of Earth Day.

Meeting Schedule:

March 24 , 2020

April 14, 2020

April 20, 2020

On the motion made by Barney Arnold and seconded by Kate Reid , it was unanimously ***VOTED*** to approve the February 11, 2020 minutes as amended.

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously ***VOTED*** to adjourn the meeting.

Meeting Adjourn

List of Material presented at this meeting:

- BoS Meeting Packet 03-10-2020
- FY21 Operating Budget Update prepared by Finance Committee
- Master Planning Committee PowerPoint Presentation



CARLISLE



FORWARD

Path to a Sustainable Future

BOS Summary – Modified and presented by MPSC Chair, March 10.2020

From CivicMoxie presentation - March 4, 2020, Community Meeting

CivicMoxie
experts in place

Master Plan Steering Committee (MPSC)

Janne Corneil, Chair
Barney Arnold, Liaison to BOS
Madeleine Blake, Liaison to Planning Board
Jason Molten
Stacy Lennon
Kerry Kissinger
Lynne Lipinsky, Liaison to FinCom
Jessica Nierenberg
Tanya White
Eva Mostoufi, Liaison to School Committee
Angie Verge, Liaison to ConsCom

George Mansfield, Planning Administrator
Gretchen Caywood, Assistant to Planning Admin.

Master Plan Working Group (MPWG)

Ralph Anderson	Mark Levitan	Peter Richardson
Laura Baliestiero	RJ Mathew	Jennifer Saak
John Ballantine	Ray Moroney	Beverly Shorey
Debbie Bentley	Jim O'Shea	Scott Simpson
Ruth Crampton	Anita Orpitz	Sushila Singh
Ann Davidson	Ben Perry	Amy Smack
Jonathon DeKock	Jim Kapadia	Travis Snell
Karsten DeMay	Kierthan Lathrop	Bob Supnik
Betsy Fell	John Lee	Glen Urban
John Freed	Jerry Lerman	Donna Vienneau
Adelaide Grady	Sid Levin	Brian Waterson
Bill Harper		David White
		Launa Zimmaro



Master Plan Scope of Work

Includes:

- A community-wide vision that includes comprehensive long-term goals, policies, and strategies for master plan topics
- 5-year action plan with implementation steps, high-level costs and funding options
- GIS-based master plan maps

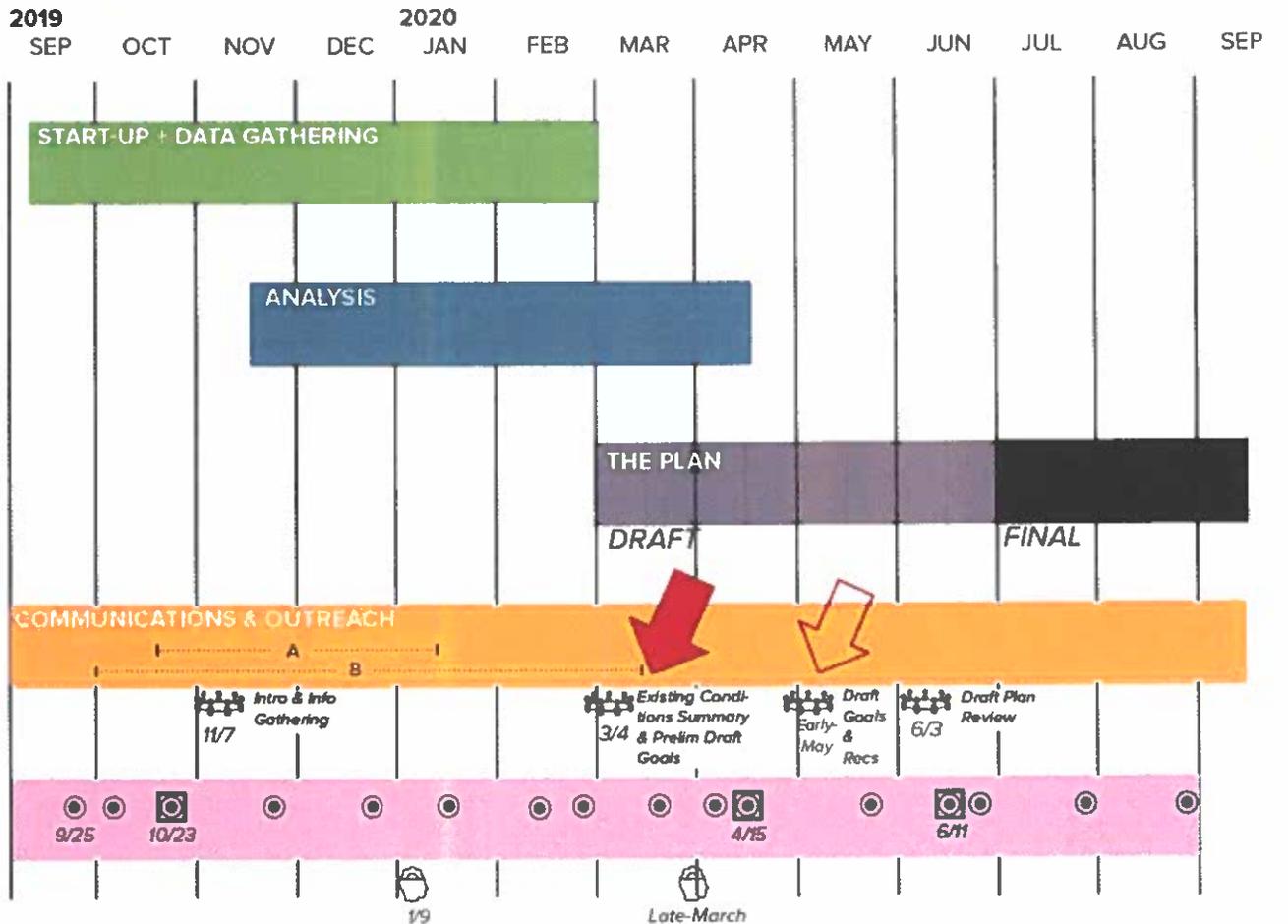
Does Not Include:

- Housing Production Plan
- Detailed neighborhood plans
- Full Transportation Study
- Facilities Studies

Coordinates with:

- Long-term Financial Plan
- OS & R Plan Update
- Governance & Organizational Changes
- Integration of School Planning & Budgeting

Project Phases:



Community Outreach To Date:

- Fall Survey
- Interviews & Focus Groups
- Community Meetings:
 - 11/09/19 (+/-75 attendees)
 - 03/04/20 (+/-150 attendees)
- Kitchen Table Conversations (Jan/Feb 2020)



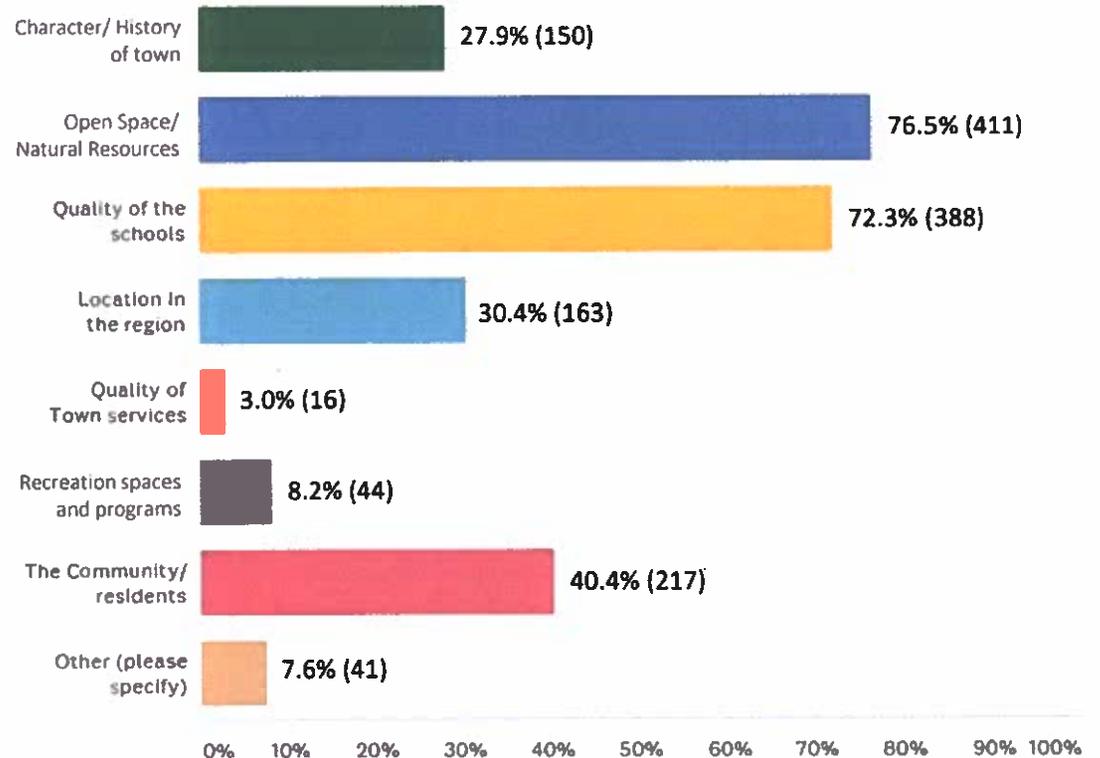
Fall Survey Summary

- 537 total responses
- Almost 98% of respondents live in Carlisle
- About 1/3 of residents have lived in Carlisle 6-14 years, with almost as many living in town 0-5 years
- Approximately 1/3 of respondents work in Carlisle (mostly from home as full- or part-time)
- 73% of respondents 35-64 years old, 20% over 64 years old

Fall Survey Summary:

Top 3 reasons Carlisle is where you want to live/play/work:

Open Space/ Natural Resources; Quality of the Schools; and the Community/ residents



Q1: Answered: 537 Skipped: 0

Community Meeting (11/09/2019) Summary:



1. What is one thing that you would like to see fixed or addressed right now in Carlisle?

2. The world is changing rapidly – environmentally, socially, demographically, and technologically. In ten years, looking ahead, how do you hope Carlisle has adapted?

- **Environmental sustainability**
- **Financial stability/sustainability**
- **Gathering space/stronger community**
- **Housing diversity**
- **Facilities & Infrastructure**
- **Natural & Cultural Assets**
- **Transportation**

Table discussions (listed alphabetically, by category)

CivicMoxie
experts in place

Kitchen Conversations Summary:



Number of conversations: **53**

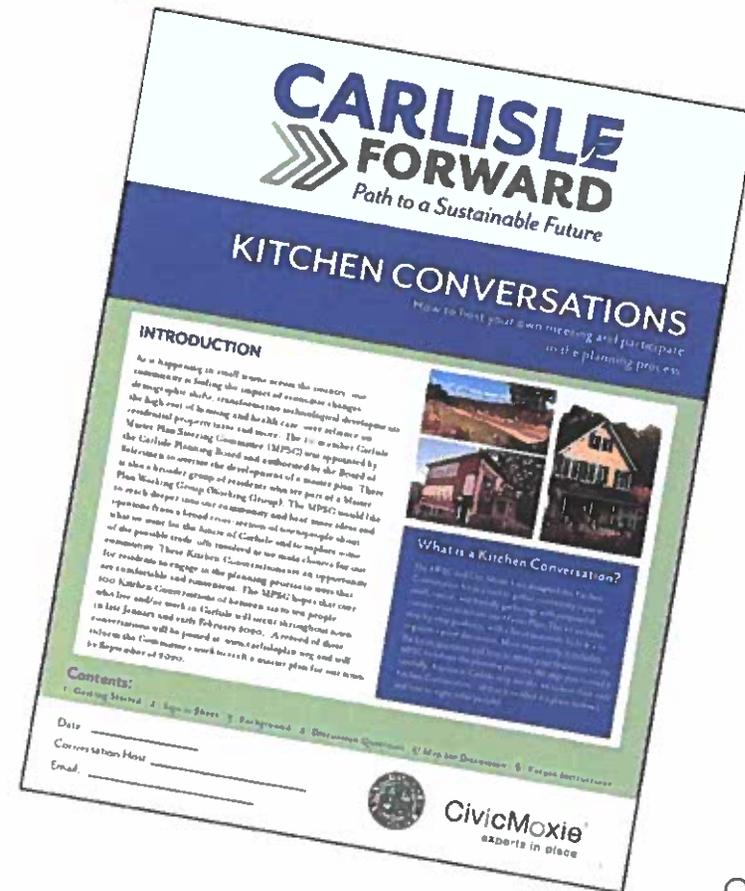
Average attendance: **8.5**

Total # of participants: **455**

Of participants who included age data:

Under 18	7
19-24	1
25-34	6
35-44	32
45-54	59
55-64	65
65-74	26
75 plus	38
# Not listed	221

Results as of 3/1/2020 – notes from some Kitchen Conversations have not yet been returned



Kitchen Conversations – Summary

What do residents' value about Carlisle?

We are a group of resolute and responsible New Englanders (even though many of us come from other parts of the country and the world), and we are willing to make hard choices and trade-offs. We feel a sense of responsibility towards our town and are willing to step up to preserve what we love. For some, this was expressed as a willingness to accept higher taxes, and for others, it was expressed as a willingness to accept some additional development or belt-tightening.

Kitchen Conversations – Values & Desires



- **Preserve the small-town character & feel of Carlisle**
- **Preserve/ maintain buildings we already have**
- **Preserve & Manage a Connected Open Space System**
- **Continue strong support for the School**
- **More Housing Diversity**
- **Trails, Connectivity, and Walkability**
- **Transportation, Traffic, and Bikes**
- **Infrastructure – more choice & better service**
- **Gathering Space & Community Center** – some supporting a community center & others suggesting re-use of existing buildings
- **Carlisle’s Government** – questions and desire for clarification
- **Beginning Conversation of Trade-offs or Options**

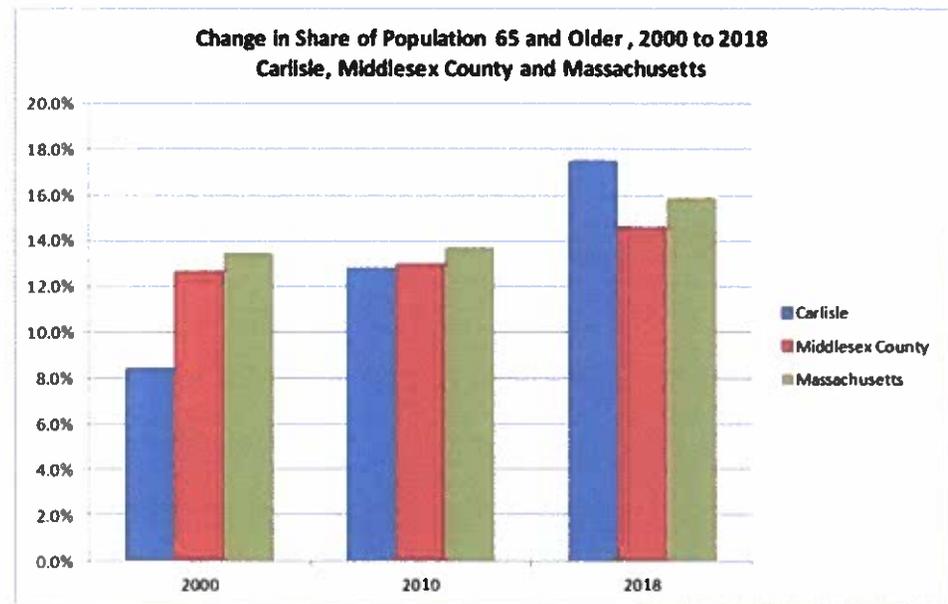
Existing Conditions Analysis: Key Takeaways



1. Overview: Demographics
2. Cultural & Historic Resources
3. Economic Base
4. Energy & Environmental Sustainability
5. Housing
6. Land Use & Zoning
7. Open Space and Recreation and Natural Resources
8. Public Facilities & Infrastructure
9. Transportation

Demographics: Key Takeaways

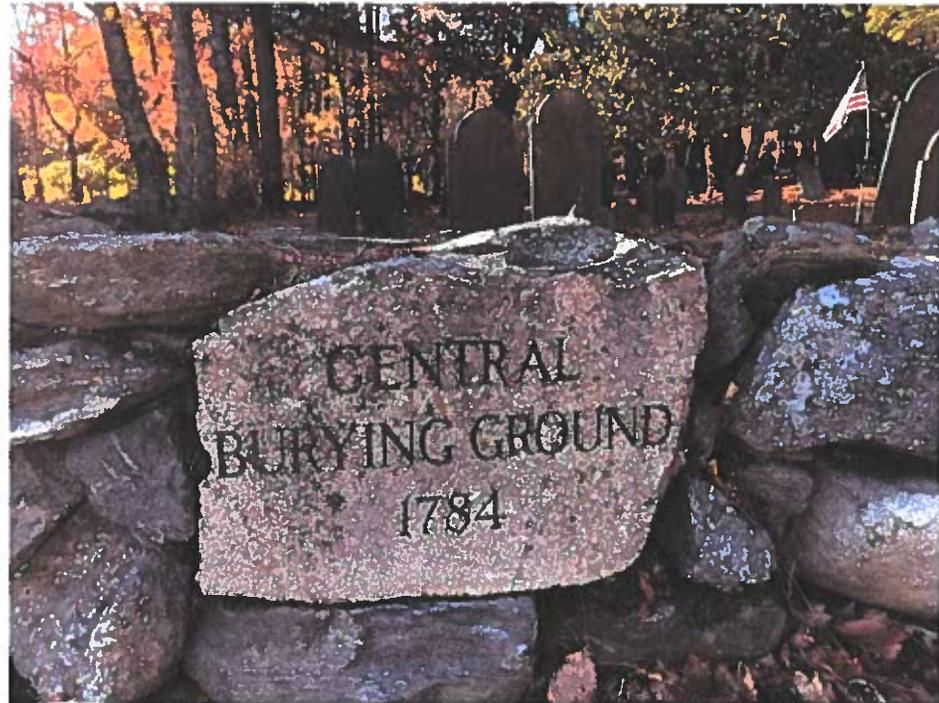
- Population aging, families with children declining
- There are residents who live below the poverty line
- School enrollment is at 600 students in 2019, down from 846 in 2004. The school can accommodate more than 800 students.



Source: U.S. Census, American Community Survey five-year sample, 2014-2018

Cultural & Historic: Key Takeaways

- Assortment of organizations, efforts, and spaces within and outside the town.
- An estimated 10% of the historic inventory of the town has been lost or is in danger since the 2010 Historic Resources Survey.
- A more formal system of sharing information and collaboration is desired.



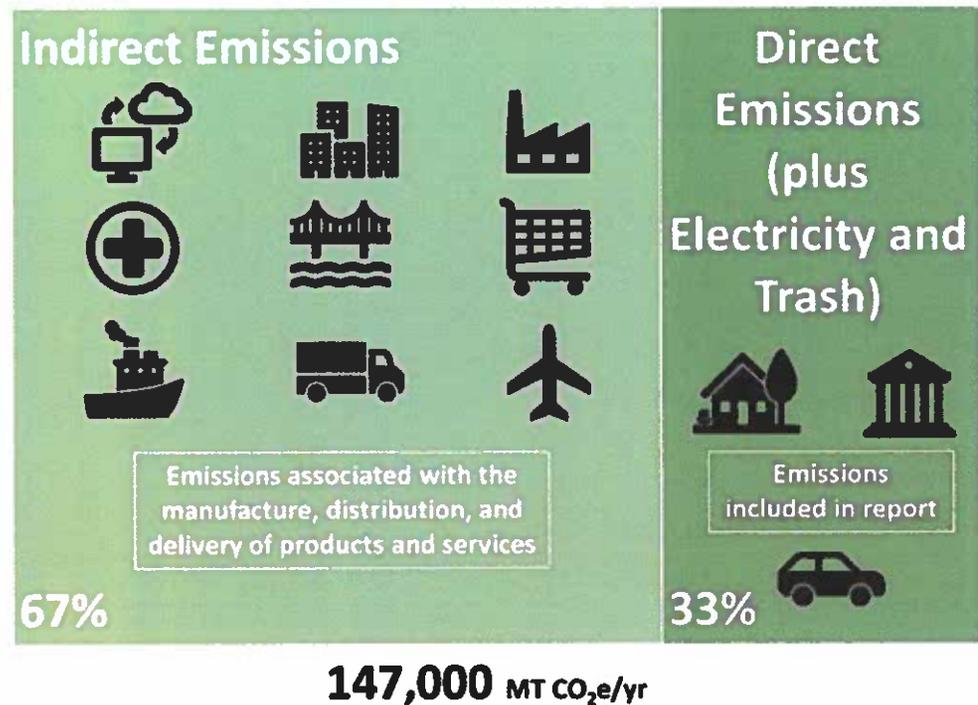
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Housing: Key Takeaways

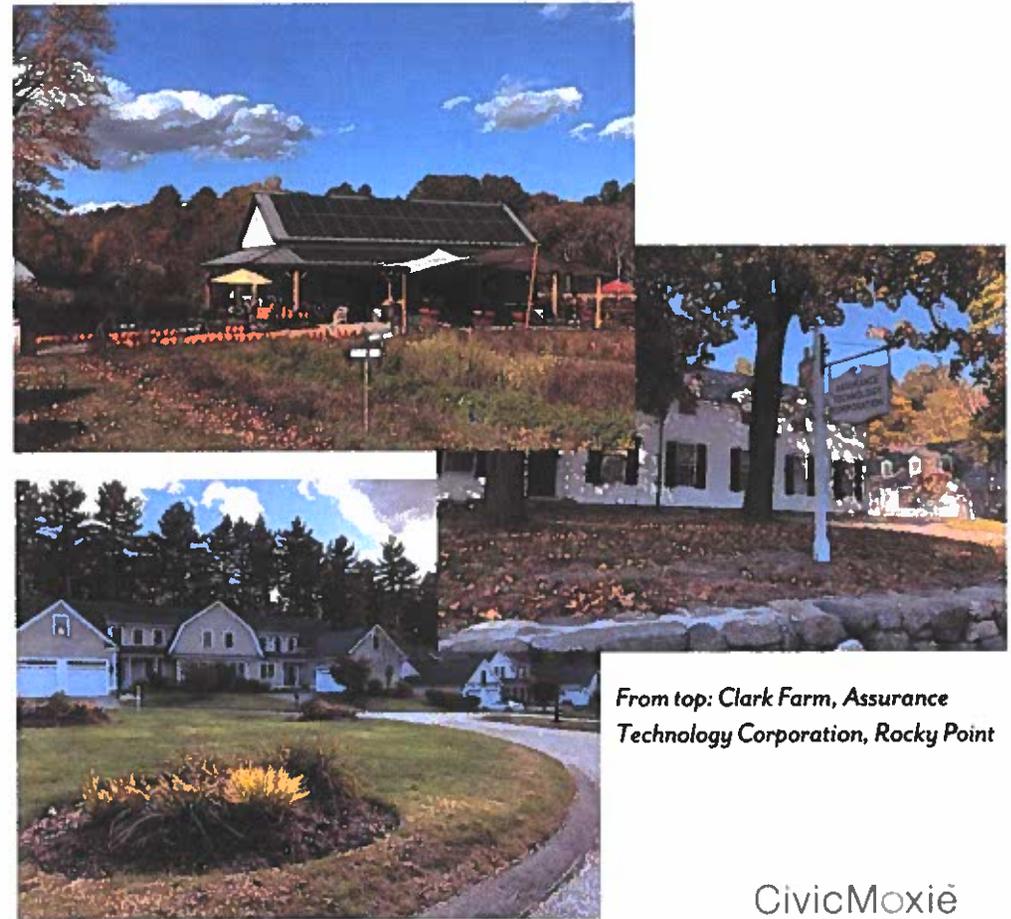
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Benfield Farms

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- Many residents would like to see additional local businesses, sensitively woven into town.
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*From top: Clark Farm, Assurance
Technology Corporation, Rocky Point*

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- Key decisions must be made soon regarding the reuse of the Cranberry Bog.
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- Approval by PB and BOS

Thank You!

For more information and to sign up for updates:

www.carlisleplan.org