

## Minutes: Master Plan Steering Committee – March 17, 2021 – Remote Meeting

Committee Members attending: Jack Troast (Chair), Stacy Lennon, Barney Arnold, Janne Corneil, Mary-Lynne Bohn, Kerry Kissinger, Kate Reid, Bob Zogg, John Ballantine.

Check Also in Attendance: Nancy Shohet West, , Christina Christodoulopoulos, Carren Panico (Carlisle *Mosquito*).

Jack called the MPSC meeting to order at 7:00.

### Administrative Matters

Jack reported that a fee proposal has been received from Barrett Consulting group in response to the RFP for the P/PM position, and a date is set next week for a second interview with them. He added that their proposal is in line with the approved budget for the position, and PB member Sara Smith will participate in the second interview with the firm. Jack also reported that Madeleine has invited Barney and Mary-Lynne to join an upcoming PB meeting for presentation of the communications timeline.

### Member Updates

Janne had prepared a draft outline of the MP analysis process for options, developed with the element captains, which she reviewed with the Committee. The outline lays out the process for the next few months, with the goal of creating materials for a public process of evaluating (qualitatively and quantitatively) some of the options for the town moving forward. The first step involves tasks related to further background and preparative work, with the second step of exploring the options, which would involve a work session with the MPSC planned for April 7 (later moved to April 28<sup>th</sup>). In that session, the Committee will shape the range of options it wants to develop further and include in the materials presented to the public, with dissemination of information to the public for input beginning in May.

Janne reviewed the preparative work going on now that must be completed before options can be explored. Currently the map team is taking the parcel existing conditions and developing a framework for the land by mapping the two most important systems that have been of noted: the natural system across Carlisle and the cultural/historical resources across Carlisle. This framework will capture what we have all expressed is important to Carlisle, and enable us to investigate what changes may happen in Carlisle respecting the priorities for these two systems. Janne reported that the parcel database development continues, with the assistance of two interns and a specialist, covering all 2200+ parcels in town, and she described that this involves pulling data from many sources. She explained that this improved database will be used as an interactive tool during discussions, and that she plans to test this out. Janne and Stacy are preparing an MP Options Presentation for informing the residents, and plan to have a detailed outline by early April, with a draft presentation by mid-May.

Best practices used by other towns are being reviewed, with the goal of bringing in some new thinking when evaluating options for Carlisle. Janne felt this approach will help us examine our options both qualitatively and quantitatively, especially for looking at developable parcels in Carlisle. Janne offered to meet with Kate to discuss this further with respect to housing.

Concerning the second step, Exploration of Options, Janne stressed the importance of emphasizing to the public that this is all a work in progress, and that we are working to determine directions that Carlisle wants to take. Janne explained that for first work session, the primary goal is to explore development options to be tested using the GIS tool, and determine what possibilities to put forward to the public. She suggested that a second work session will likely be necessary, and the Committee discussed possible dates. Janne felt strongly that the options examined should

be presented to the public in detail, rather than just being provided for public input, in order to provide important background and context information. Jack suggested that after the two work sessions, it should be determined how to “unpack” this to the public. Kerry offered to utilize his model for financial/tax analysis of the options proposed for consideration.

Concerning the overall timeline, Janne envisioned community interface beginning in late May and running through June, with some follow up over summer, and in Sep/Oct focusing in on preferred directions and a draft MP. Jack said that this is in line with the timeframe he has communicated to the SB for having information out to the public. Barney added that the SB would like to receive the final MP by the end of the year, and see what decisions are needed for spring 2022 TM, and she felt this timeline was appropriate.

The Committee discussed the possibility of two surveys to the residents: an initial less- detailed survey near-term, and a second survey in the fall with more specific questions related to options that have been selected by that time. Kerry shared how Sherborn conducted their MP survey and suggested that members review it, noting that it did not have specific questions, but got residents thinking about the important issues for their town.

Concerning presentation of the communications timeline to the PB, Jack suggested letting the Board know that we would like to have the consultant on board first before presenting our timeline. He asked Mary-Lynne to provide the PB with the MP video that the outreach team had produced.

Jack asked for any other questions, updates or items people wanted to cover. Bob said he had updated his Elements Summary, and plans to provide some feedback on the OS&R plan. He added that while everyone agrees the open space and rural character of Carlisle are very important, for the MP to be successful, we as a community have to figure out an appropriate balance between development and the need for additional open space.

Mary-Lynne reported that we are starting to post MP information on Facebook, and asked members to please check it out.

The meeting was adjourned at 8:54 pm.

Respectfully submitted,

Gretchen Caywood

**Carlisle Master Plan Elements**  
**03/07/2021**

**Overview of MP Analysis Process:**

**Step A: Background/prep work**

1. Carlisle "Framework for the Land" (JC/SL)
  - map that illustrates the natural and cultural pattern/system in Carlisle that will undergird and guide the options
  - Also meant to capture the MP Vision "Carlisle seeks to enhance its vibrant sense of community while preserving its rural character as a small New England town with abundant natural and historical resources".
2. Parcel database and GIS map tool (JC w/ interns & GIS specialist)
  - layers set up as a dynamic tool
  - Developable land analysis – base line
3. Best Practices Research (SL to work with Elements Captains)
  - See template below
4. Options "Trial Run" (JC/SL)
  - to jump start and prepare for the MPSC Elements work session – April 7th
5. MP Options Presentation (JC/SL)
  - Detailed outline by April 7<sup>th</sup>.
  - Draft PPT by May 15<sup>th</sup>

**Step B: Exploration of options**

5. April 7<sup>th</sup> work session
  - to explore development options (agenda, communication to public, etc.)
6. Determine "status quo" and "full build out" scenarios
  - as "brackets" for understanding the OM of development in Carlisle
7. Agree on a preliminary target range for Carlisle MP options exploration (April 7<sup>th</sup>)
8. Apply key metrics
  - from appropriate best practices and zoning analysis to MP options to flesh out details on housing/facilities/sustainability/transportation/open space/etc.
9. MP Options for Public Engagement (mid-late May)
  - Develop maps/diagrams/descriptive info and images for each option
  - best practices in PPT
  - Overall PPT materials – including vision, values, draft goals, all 81D MP topics, etc.

**Template for Best Practices:**

Deliverables:

- Summary document
- 2-3 PPT slides per example

Including:

- Topic Heading
- Title of Project
- Location
- Owner/jurisdiction
- Date of execution

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- Participants/partners
- Size (site area, program summary, costs, other relevant facts)
- Bullet point highlights for PPT presentation
- Brief summary of project (1-2 pages total)
- Descriptive images including site and building plans, sections/elevations, photos, diagrams)

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