

Town of Carlisle

MASSACHUSETTS 01741

HISTORICAL COMMISSION

Minutes March 19, 2019

The meeting was called to order in the Heald Room at 7:00 pm.

Members present: Kathy Keller (co-Chair), Geoff Freeman, Ed Rolfe, and Eric Adams.

Others Present: Dale and Don Ryder (Lowell St.), Deb Bentley (Heald Rd.), Janne Corneil (Acton St.) and Wanda Avril (Carlisle Mosquito).

Draft Minutes 1/15/19 and 2/27/19

The Commission reviewed the draft Minutes from these two meetings, and a few revisions were proposed. Mr. Rolfe moved that the Commission approve the Minutes of 1/15/19 as amended, Mr. Adams seconded the motion and it was approved unanimously (4-0). Mr. Adams moved that the Commission approve the 2/27/19 draft Minutes as amended, Mr. Rolfe seconded the motion, and it was approved unanimously (4-0).

Application #19-03 – change of exterior paint color at 93 Lowell St.

Dale and Don Ryder were in attendance to present their application. Ms. Ryder noted that the house is currently a tan color, and they would like to return to the color scheme they had many years back. The Ryders proposed use of the Benjamin Moore historical color series, with a C-2 custom mix matte tan for the body of the house and barn, C2-516, shade C2-016 “Architectural White” for the trim, and C2-010A, shade C2-509 “Sangria” for the doors. They did note that this color scheme had been approved by the Historical Commission in 2006.

Mr. Adams moved that the Commission approve application #19-03 for the change of paint colors at 93 Lowell St as submitted to the Historical Commission:

- Main body of the house and barn: Benjamin Moore C2 custom mix matte tan (to match the previous Benjamin Moore “Quincy Tan” product shade)
- Trim: Benjamin Moore C2-516, shade C2-016 “Architectural White”
- Doors: Benjamin Moore C2-010A, shade C2-509 “Sangria”

Mr. Freeman seconded the motion and it was approved unanimously (4-0).

Application #19-01 – electric vehicle charging bollard at 8 Lowell St. - Energy Task Force (ETF)

ETF member Deb Bentley was present for this continued public hearing on this Town application to install a Leviton electric vehicle charging bollard for two vehicles in the rear parking area of Ferns. Ms. Bentley had resubmitted drawings and photo simulations indicating underground utilities. She noted that the Complete Streets project will likely involve installation of some underground utilities to which, it is hoped, this project can tie in. Mr. Adams noted that he had spoken with another ETF member Claude von Roesgen regarding underground utilities, and the possibility of having multiple conduits placed under Bedford Rd. during the Complete Streets project to redesign the rotary.

Ms. Bentley noted that she has applied for a public hearing for a second location at Town Hall, as the grant funds must be utilized by the end of May 2019, and noted that the Complete Streets project may not be far enough along for the work timeline to mesh with setting up underground utilities for a Ferns site for the charging bollard. She added that underground utilities are already in place at Town Hall, and therefore Town Hall is the backup plan site in case a Complete Streets grant extension cannot be obtained from the State. Ms. Bentley said the cost of the charging bollard is \$7000, which is the amount of the grant. Meanwhile, she said they will work on obtaining the easements necessary for electrical service for a Ferns charging bollard.

The Commission asked if the school property has been considered for a charging bollard site, and Ms. Bentley explained that this was investigated, and that the time estimate to get the proper electrical service to the installation

was one year. Mr. Freeman asked if the parking spaces at a bollard are restricted to electric vehicles, and Ms. Bentley said no, but that a car would have to move to allow an electric car to charge.

The Commission and the applicant discussed what type of protection to place in front of the charging bollard, and it was agreed that a granite or concrete curbing could be used, adding that they would like to see photos and dimensions of what is proposed. On discussion, Mr. Rolfe moved and Mr. Adams seconded the continuation of this public hearing to 7:20 pm on Wednesday, 4/10/19, and the motion was approved unanimously (4-0).

Other Business

Mr. Adams provided an update on the 21-23 Bedford Rd. project, noting that he had met with Planning Administrator Mansfield and Board of Health Agent Fantasia to discuss the property. He explained that a site plan review application to the Planning Board may be necessary for their new plan for a mixed use scenario of residential and business use for the property, and that the Building Commissioner makes that determination. Mr. Adams noted that they may need to seek a special permit from the Board of Appeals (ZBA) for a business use as well. He explained that new floor plans are being prepared, and he plans to discuss these with the Building Commissioner next week.

Application #18-06 continued - Matt Herweck for signs and flower cart at Ferns Country Store

The applicant had notified Assistant Caywood that he would be attending this meeting and provide the requested information, but he was not in attendance and had not provided any information. The Commission closed this public hearing, and co-Chair Keller said she would ask Assistant Caywood to inform the applicant that due to the number of hearing continuations and his lack of attendance at this meeting, a new application would need to be filed, with all supporting materials included in the initial application.

Master Plan Steering Committee (MPSC) Update

Janne Corneil, Chair of the MPSC and professional town planner, was present to provide an update on recent activities of this Committee. She explained that the goal of this second MPSC formed a year ago was to further the initial information gathering process, develop a framework for the Master Plan (MP) process, and formulate a Warrant Article for Town Meeting for funding for contracting with a consultant for the MP process. Ms. Corneil explained that the Committee is in the final stages of developing a Request for Proposals (RFP) for the consultant process, so that once Town Meeting approves the expenditure of funds, they can immediately seek a consultant.

Ms. Corneil presented an overview of the work the Committee has done, including researching the MP process in several other towns, along with how these towns are actively utilizing their MP. She explained that the overarching goal is to create an action-oriented comprehensive long-range plan with both shorter term and long term goals, emphasizing that it will be a “living” guidebook for the Town.

Ms. Corneil explained that one aspect of the plan is devising the planning process itself, noting that they had held a community-wide planning session last June, and have recently held a public information session on climate change, with an upcoming session on 3/27 at which Carlisle’s demographics and financials will be presented and discussed. Resident and financial educator John Ballantine has compiled and will present that information.

Co-Chair Keller asked how far out the planning horizon is for this MP. Ms. Corneil explained that while a framework will be provided for the longest range aspects covering perhaps 20 years, the shorter term goals will be 3 to 5 years. Mr. Rolfe asked the typical timeline for updating a MP, and Ms. Corneil suggested that 5 years would be a good timeline for updating the plan, and noted that a Master Plan Committee will be developed to monitor the progress of enacting the MP. She further explained that before the MP is even fully complete, some goals contained within it may already be enacted.

Ms. Corneil explained that the 7 members of the MPSC have all been extremely engaged and active in the process. She noted that a Master Plan Advisory Committee has been formed, and is comprised of 40 residents of a very wide range of backgrounds, views and ages. Mr. Adams asked for a list of members, and Ms. Corneil referred him to the Carlisleplan.org website, which contains all information related to the MP process.

Ms. Corneil explained the four guiding principles for the MP:

- An action-oriented approach,
- Community engagement,
- Measuring success (metrics, data-driven plan), and
- Integrated planning

She explained that the MP will incorporate all elements required by the State, and additionally items of community interests that have repeatedly arisen in community discussion groups, such as sustainability, walkability, revenue generating opportunities, and a number of others (see www.carlisleplan.org for a full presentation on the MP containing more detailed information).

Ms. Corneil outlined the proposed timeline for the overall multi-phase MP process, extending through the next year, starting with the information that has already been developed. She further described how the MPSC arrived at a fee estimate for contracting with a consultant for the MP process, including reviewing in detail how five area towns funded their MP process. This analysis resulted in a fee estimate of \$122,700.00 to which a 10% contingency amount was recommended by the MPSC. Therefore the Warrant Article at Town Meeting requests \$135,000 for contracting with a consultant. Ms. Corneil explained that the five towns examined also incurred additional expenses beyond that of consulting fees, including staff time of Town employees, and she said that the Planning Board therefore has asked that a request for an additional \$25,000 be included in the Warrant Article to cover Town-related MP costs.

Ms. Corneil explained that the MPSC is finalizing a Request for Proposals (RFP), which will state the amount of \$135,000 for consulting fees including expenses, with the RFP expected to be out in early May after further vetting. She reviewed the planned schedule for selecting a consultant from the RFP responses.

Co-Chair Keller asked what the MP would be looking at for GIS and how will they use it. Ms. Corneil said that the GIS data base will be updated to include all layers of Town information to form a complete GIS database of existing conditions. She explained that new GIS data will be collected as well.

Ms. Corneil asked the Commission if they would consider voting in support of the Warrant Article for MP funding. The Commission agreed to consider this and planned to vote on their position at the April 10, 2019 meeting.

May meeting date

The Commission set an April meeting date of Wednesday, 5/15/19 at 7:00 pm. (The April meeting had previously been scheduled for 4/10/19.)

At approximately 8:25 pm, Mr. Rolfe moved and Mr. Adams seconded the adjournment of the meeting, and the motion was approved unanimously (4-0).

Respectfully submitted,
Gretchen Caywood
Administrative Assistant,
Carlisle Historical Commission