

Town of Carlisle

MASSACHUSETTS 01741

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

Office of
PLANNING BOARD

Minutes
April 12, 2021

Minutes 2/22/21

Bills

Budget

Liaison Reports

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

Possible Scenic Road violation at 1215 Curve Street

Consider submission of proposed amendment to Carlisle Zoning Bylaws, Sec. 5.11, concerning Recreational Marijuana, in order to schedule a public hearing [per MGL Ch. 40, Sec 5] (Select Board)

Notice of referral from Select Board of its proposed amendment to Carlisle Zoning Bylaws to use the term "Select Board" in place of "Board of Selectmen" or "Selectmen" wherever these terms may appear throughout the Zoning Bylaws, for purposes of scheduling a public hearing [per MGL Ch. 40, Sec 5] (Select Board)

Executive Session pursuant to M.G.L. c.30A sec. 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member, or individual (George Mansfield)

Co-Chair **Madeleine Blake** called the virtual meeting to order at 7:00 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**, **Jack Troast** (Concord St), and **Bob Zielinski** (*Carlisle Mosquito*) were also in attendance.

Master Plan Steering Committee (MPSC) update

Co-Chair Blake reported that MPSC member **Stacy Lennon** has resigned from the Committee, with regret, due to certain other demands on her schedule at this time. Blake added that resident **Nancy Shohet West** has expressed interest in Committee membership and is experienced in public engagement and outreach. Rolfe moved that the PB appoint **Nancy Shohet West** to the MPSC, Grady seconded the motion, and it was approved unanimously (7-0) by roll call vote.

MPSC Chair **Troast** updated the PB on its recent selection of the **Barrett Planning Group (BPG)** for the Planner/Project Manager role, noting that the company had responded first to the RFQ and then to the RFP, had participated in a few interviews, and gone through significant hurdles, and that the Committee was unanimously in favor of having BPG join our process. Troast felt that the Committee was fortunate to get a response from BPG,

Planning Ad (CMB)
Meeting materials
4/12/21 p1 of 8

which is an experienced and well-reputed company, and will also have the skill flexibility they are seeking. Smith, also a member of the Selection Committee added that the reference check went very well.

Troast explained that company Principal Judy Barrett is a very experienced planner, and that she has direct experience taking up a project begun with another firm and bringing it to fruition. Planning Administrator Mansfield added that he is very familiar with Barrett, and that her firm is ranked top in the State for MP experience.

Co-Chair Blake asked Troast if he is still confident that the MPSC restructuring put into effect 6 months back, along with this consulting firm, can be successful developing an MP for the town, and Troast confirmed that he is very confident in this. He cited specific examples of Barrett's firm bringing an MP to completion in similar situations. Co-Chair Blake and the Board congratulated Troast on the Committee's selection.

Minutes

The Board reviewed the draft Minutes from the 2/22/21 PB meeting, and one amendment was proposed. Misk moved that the PB approve the Minutes as amended, Grady seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Assistant Caywood explained that while the 3/22/21 meeting Minutes are in process, she continues to recover with a broken wrist, and she will have these Minutes available for the next meeting.

Bills

Assistant Caywood explained this request for approval of the cost to renew "Creator" and "Viewer" GIS licenses that are in use for the MP work, and for which the PB budget has designated funds. Walsh moved that the PB approve the invoice from ESRI for renewal of one-year "Creator" and "Viewer" ArcGIS licenses. Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote. The Board authorized Walsh to sign the invoice on its behalf.

Liaison Report

Co-Chair Blake reported that the Municipal Vulnerability Preparedness (MVP) workshop held on 3/27/21 went very well, and provided good feedback for the project. She added that the MAPC (Metropolitan Area Planning Council) consultants for the project were very effective at the workshop. Planning Administrator Mansfield agreed, pointing out that the MAPC team worked very well together.

As Community Preservation Committee (CPC) Appointee, Co-Chair Yelle reported on the four applications that have been received for CPA funding for 2021:

1. A \$149,000 request for funds to replace a failed septic system at Benfield Farms.
2. A request from the Affordable Housing Trust (CAHT) for \$50,000 to educate the residents on affordable housing, and \$50,000 for a non-refundable deposit on a possible land purchase.
3. An application from the First Religious Society (FRS) for: 1. restoration of railings around the Town bell which, if left in disrepair, could result in damage to the structure of FRS itself, and 2. restoration of the 12 antique windows in the church, for a total of \$49,000.
4. An application for funds to repair the Greenough Dam in the amount of \$775,000.

Co-Chair Yelle explained that the review process for these applications has just begun, and so the CPC will not be making any final decisions at its meeting on Wednesday. Yelle also noted that these applications are vetted by Town Counsel first, to see if they qualify for use of CPC funds.

On discussion, members of the Board felt that the work described in the first application is for maintenance, which is not the purpose of CPC funds. Planning Administrator Mansfield noted that RecCom applications for the ball fields have been turned down because the work is considered maintenance. Concerning the second application, Co-Chair Yelle suggested that it needs to include a more definitive plan for the funds use, for both components of the request. Grady asked why the work described in the FRS application is not considered maintenance. Concerning the Greenough Dam repair, Rolfe explained that the ask last year was for about \$250,000, and he

asked why they are seeking funds for the entirety of the work. Co-Chair Blake explained that it is no longer optimistic that grant funds will be received toward this work, as there are higher priority dam repairs in the State which will help avoid damage of developed property. Co-Chair Yelle said he will address the Board's questions at the next CPC meeting, and return to the next PB meeting with a report.

Possible Scenic Road violation at 1215 Curve Street

Planning Administrator Mansfield reported that he has spoken with the attorney for the property owner, and that he also visited the site and reviewed the Wetlands Protection Maps provided to the Conservation Commission (ConsCom) by Stamski and McNary, Inc. Mansfield said that his review indicates that two substantial scenic road trees have been cut down, along with the removal of a section of stone wall. He added that ConsCom's stop work order remains in place, and that engineer Dan Carr (Stamski and McNary, Inc.) will be filing the required request for scenic road alteration with the PB. Planning Administrator Mansfield reiterated his recommendation of the last meeting – that Town Meeting needs to accept a non-criminal disposition for scenic road violations in its General Bylaws, which would allow for a fine of up to \$300.00 per day for such violations. Co-Chair Yelle asked Mansfield to look into additional options for addressing these violations, and to present options at the next PB meeting.

Consider submission of proposed amendment to Carlisle Zoning Bylaws, Sec. 5.11, concerning Recreational Marijuana, in order to schedule a public hearing [per MGL Ch. 40, Sec 5] (Select Board)

Co-Chair Blake reported that she gave a presentation on the Board's proposal for a complete ban on marijuana facilities in Carlisle at a recent School Committee meeting, and she invited residents for an informal discussion at the next PB meeting on 4/26/21. She said that the Committee planned to talk to Town Counsel to see on which aspects of this recommendation it would be appropriate for them to take a stance – banning facilities within proximity to the school, or throughout town. Blake added that one Committee member expressed interest in Carlisle allowing one retail establishment for revenue generation. She explained that the Board should therefore consider, in defending its stance, what sites would be comparable to those in other towns and illustrate that due to the very limited size of potential locations in Carlisle, and therefore very limited parking, there would not be the capacity for significant revenue generation, especially with existing larger facilities in nearby towns. Therefore, Carlisle's revenue from a retail MJ facility would not be comparable to other towns.

Rolfe moved that the PB submit its proposed Zoning Bylaw Amendment for a Complete Ban on Marijuana Facilities to the Select Board (SB), Misek seconded the motion, and it was approved unanimously (7-0) by roll call vote. The Board agreed upon a 5/10/21 hearing date.

Notice of referral from Select Board of its proposed amendment to Carlisle Zoning Bylaws to use the term "Select Board" in place of "Board of Selectmen" or "Selectmen" wherever these terms may appear throughout the Zoning Bylaws, for purposes of scheduling a public hearing [per MGL Ch. 40, Sec 5] (Select Board)

Co-Chair Blake explained that the SB has referred this proposed Zoning Bylaw amendment to the Board for it to hold the required public hearing. On discussion, it was agreed that this amendment will be addressed in a hearing at the 5/10/21 PB meeting as well.

At 8:05 pm, Walsh moved that the PB enter into Executive Session, not to return to regular session, for the purpose stated on the meeting Agenda. Rolfe seconded the motion and it was approved unanimously (7-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board

ARTICLE ~~1~~ – Amend the Carlisle Zoning Bylaws – Selectmen to Select Board:

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By striking the term “Board of Selectmen,” wherever it may appear in said Bylaw, and inserting, in place thereof, the term “Select Board.”
2. By striking the term “Selectmen” whenever it may appear in said Zoning Bylaws and inserting, in place thereof, the term “Select Board.”

or take any other action related thereto. (BOARD OF SELECTMEN)

Amend the Carlisle Zoning Bylaws re: Ban Commercial Marijuana Sales:

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By deleting Section 5.11 of the Zoning Bylaw in its entirety and inserting, in place thereof, a new Section 5.11 as follows:

5.11 Marijuana Establishments

5.11.1 Definitions

Marijuana Establishment: A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of marijuana-related business, whether as a principal use, or as an accessory use, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Medical Marijuana Treatment Center shall not be deemed to be a Marijuana Establishment.

5.11.2 Prohibition

All types of Marijuana Establishments, including Marijuana Establishments collocated with a Medical Marijuana Treatment Center, shall be prohibited in the Town of Carlisle.

or take any action related thereto.



Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

Timothy Goddard Administrator

66 Westford Street
Carlisle, Massachusetts 01741
Tel. (978) 369-9702
Fax (978) 369-4521
E-mail: planning@carlislema.gov

NOTICE OF PUBLIC HEARING

In accordance with the provisions of Massachusetts General Laws, Chapter 40A, Section 5, the Carlisle Planning Board will hold a virtual public hearing on May 10, 2021, starting at 7:00 PM to consider amending the Town of Carlisle Zoning Bylaws.

The amendments to be proposed at the 2021 Annual Town Meeting are:

- (A) To amend all sections of the Zoning Bylaws as follows:
- (1) By striking the term "Board of Selectmen," wherever it may appear in said Bylaws, and inserting, in place thereof, the term "Select Board"; and
 - (2) By striking the term "Selectmen" whenever it may appear in said Bylaws and inserting, in place thereof, the term "Select Board."
- (B) To amend Section 5.11 of the Zoning Bylaws by deleting in its entirety the current Temporary Moratorium on Marijuana Establishments (now expired) and inserting in its place a revised definition of "Marijuana Establishment," and adopting a prohibition on all types of Marijuana Establishments in the Town of Carlisle.

Copies of the proposed amendments may be reviewed at the office of the Town Clerk, Town Hall, 66 Westford Street, Carlisle, MA, Monday through Thursday between 10:00 AM and 2:00 PM, and Friday between 10:00 AM and 1:00 PM. This remotely located hearing is open to the public at the invitation of the Planning Board. Please send an email to: gcaywood@carlislema.gov for meeting link information.

Per order of
George E. Mansfield
Planning Administrator

For publication in the Carlisle *Mosquito*:
April 9, 2021
April 16, 2021

PLEASE BILL:

Carlisle Select Board, c/o Timothy Goddard, Town Administrator
66 Westford Street
Carlisle, MA 01741

*pb meeting
materials 4/12/21
p 6 of 8*

Master Plan - Project Mng'r / planner

Gretchen Caywood

Subject: FW: Project Manager/ Planner

From: Tim Goddard <tgoddard@carlislema.gov>
Sent: Friday, April 2, 2021 1:26 PM
To: jtroastjr@gmail.com
Cc: 'Stacy Lennon' <stacy.heen@gmail.com>; 'sara/craig smith' <saracraigsmith@hotmail.com>; 'Madeleine Blake' <madeleine.blake@comcast.net>
Subject: RE: Project Manager/ Planner

Jack,

Thanks for the update. I will reach out to BPG and get the contract documents going.

Tim

Timothy D. Goddard
Town Administrator
Town of Carlisle, MA
66 Westford Street
Carlisle, MA 01741
978-371-6688

From: jtroastjr@gmail.com <jtroastjr@gmail.com>
Sent: Friday, April 2, 2021 11:32 AM
To: Tim Goddard <tgoddard@carlislema.gov>
Cc: 'Stacy Lennon' <stacy.heen@gmail.com>; 'sara/craig smith' <saracraigsmith@hotmail.com>; 'Madeleine Blake' <madeleine.blake@comcast.net>
Subject: Project Manager/ Planner

Tim:

Thanks for your support on the project manager/ planner procurement and our efforts to identify a qualified candidate/ firm. The following will serve as a consensus recommendation from the Selection Committee and a summary of the process. The selection committee consisted of Stacy Lennon, Sara Cassidy Smith and me.

Recommendation: *The Town take the appropriate steps in the preparation of a consulting contract with Barrett Planning Group.*

The recommendation to retain Barrett Planning Group (BPG) is based on a thorough review that I will attempt to summarize. As you know we solicited prospective candidates/ firms through an open public process and included outreach to several potential candidates. The approved work statement was posted on various professional job boards and the MPSC Chair was provided with a list of 12 potential candidates from members of the MPSC and the Planning Board.

We received interest from three potential candidates and individual members of the committee conducted preliminary interviews for two interested parties. Two parties submitted qualification material in response to the RFQ and Barrett Consulting Group was the only firm (as opposed to an individual practitioner). The other party had submitted a resume and may have mistaken the posting for a permanent position. They did not respond to follow-up requests.

4/12/21 PB meeting
materials p 7 of 8

Members of the Selection Committee conducted a preliminary interview of Barrett Planning Group- the principal Judi Barrett and the proposed project manager Alexis Lanzillotta. Following that interview we asked BPG to submit a fee proposal with milestones for payment. We received a fee proposal and schedule from BCG in the aggregate amount of \$72,900- within our approval of \$75,000. They developed this figure assuming 580 professional hours which is in the range of our budgeting milestone of 500 hours. We later confirmed that the proposed amount was a fixed fee for the outlined scope and that BCG would submit monthly billings against the payment milestones. They will also submit a monthly progress memo.

Satisfied with the developments from the initial interview and written responses to our questions on the fee proposal, we conducted a final interview on March 26th. Janne Corneil participated in the final interview as Stacy had a scheduling conflict. The consensus of the entire selection committee was a very favorable impression of the BPG team. It was decided to conduct final reference checks. The references included:

Groton Master Plan and Zoning Implementation

Michelle Collette, AICP
Former Land Use Director

Lincoln Comprehensive Long-Range Plan

Timothy Higgins
Town Administrator

Hingham Master Plan

Gordon Carr, Chair
Hingham Master Plan Committee

Ken Comia, Senior Planner

Pioneer Valley Planning Commission

These four (4) references were checked by the selection committee members and provided extremely positive feedback. Several suggested that Judi Barrett had extensive experience and invaluable institutional knowledge. Ken Comia and Gordon Carr provided positive feedback on the work of Alexis Lanzillotta. Other comments highlighted the firms expertise on technical matters, coordinating public meetings, conducting community outreach and completing the report. Three respondents found Judi Barrett particularly effective in working with highly engaged committees and boards. The experience in both Lincoln and Groton is similar to our situation in Carlisle, with Judi Barrett engaging in the master planning effort while in process. In the case of Groton she replaced a consultant that departed. Several references highlighted Judi's expertise in housing and zoning matters.

In sum the four references were extremely positive. Please let me know if you have any questions. Thanks for your support in this effort. Regards, Jack

pb meeting
materials 4/12/21
p 8 of 8