

Town of Carlisle

MASSACHUSETTS 01741

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

Office of PLANNING BOARD

Minutes May 24, 2021

Minutes 5/10/21

Bills

Planning Administrator Retirement

Joint public hearing with Tree Warden on request for Scenic Road Alterations to remove approximately 35 feet of stone wall and 2 public shade trees located within the right-of-way adjacent to 1215 Curve Street (Map 19, Parcel 39-X) [Request of Tamara Murray]

Request for extension of time to June 14, 2021, for completion of Lion's Gate Subdivision (570 West Street) [Current extension of time expires 5/24/21] (request of Stephen Defoe)

Review of Reports and Recommendations to Town Meeting on proposed Zoning Bylaw amendments

Continued Public Hearing on application for Common Driveway Special Permit under Section

5.4.4 of the Carlisle Zoning Bylaws for STILLMEADOW FARM NORTH 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 STILLMEADOW FARM NORTHEAST 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 STILLMEADOW FARM SOUTH 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 STILLMEADOW FARM EAST 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]

Presentation of 2020/2021 Open Space and Recreation Plan [David Freedman]

Master Plan Steering Committee update

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, Tree Warden Gary Davis, Dan Carr (Stamski and McNary, Inc., Acton, MA), Fire Chief Bryan Sorrows, Deputy Fire Chief Matt Svatek, Sandy Olney (LandVest), Laura Lunig (West St), Shannen Alder-Guthrie (TBD), David Freedman (Hutchins Rd), Sonny Gamble (TBD), Bob Zielinski (Acton St), Jill Defoe (Acton, MA), and Betsy Fell (Carlisle *Mosquito*) were also in attendance.

Planning Administrator Retirement

Planning Administrator George Mansfield announced that he will be retiring from his position effective June 11, 2021, explaining that the time has come for him to focus on his family life. The Board wished Mansfield a healthy and enjoyable retirement and thanked him for his many years of service to the Town of Carlisle.

Joint public hearing with Tree Warden on request for Scenic Road Alterations to remove approximately 35 feet of stone wall and 2 public shade trees located within the right-of-way adjacent to 1215 Curve Street (Map 19, Parcel 39-X) [Request of Tamara Murray]

Co-Chair Madeleine Blake opened the PB's Scenic Road hearing, and Tree Warden Gary Davis opened his Public Shade Tree hearing. Project engineer Dan Carr explained that this scenic road alteration is necessary for the construction of a driveway for a proposed single-family home at 1215 Curve Street. The alteration is located along the right of way adjacent to the lot, and just across the street and approximately

27' south of where Forest Park Drive meets Curve Street. The alteration consists of removing approximately 35 ft of stonewall and also removing 24 in. and 20 in. pine trees of which a small portion of each tree trunk is within the stone wall. Carr further explained that work had already begun on the property, as they were not aware that Curve St is designated as a scenic road. The 24" pine has already been removed but the stump is visible, and a portion of stone wall has been removed. Carr said that no further removal of stone wall or tree removal is proposed until the PB consents to the scenic road alteration. Carr displayed a driveway plan of the site and explained that due to the location of wetlands on the lot, there is no other option than to locate the driveway entrance as far south as possible on the lot frontage to avoid these wetlands as much as possible.

Davis explained that he had visited the site, and that in his opinion the trees are outside of the Town's right-of-way, as they are located on the inside of the stone wall, with a minor portion of the trunks involving the stone wall. Davis then closed the Public Shade Tree hearing.

Co-Chair Blake asked for more information on how the work was begun before seeking PB consent to these alterations. Carr explained that the contractor performing the work obtained BOH and ConsCom approval for work under their jurisdiction at this location, and was not aware that Curve St has a scenic road designation requiring the submission of a Request for Alterations to the PB. As soon as he was informed of this, all work was stopped at the site.

Co-Chair Blake asked for questions from the public on these proposed alterations, and there were none. On discussion, the PB members agreed that the chosen location for the driveway entrance does seem to be the only option, given the extent of wetlands on the lot, and that the two trees are mostly on private property. Rolfe moved that the PB give consent to the removal of approximately 35 ft of stone wall on the right-of-way located at 1215 Curve St. and removal of the two pine trees a minor portion of which may be partially located in the inside edge of the stone wall. Smith seconded the motion, and it was approved unanimously (7-0) by roll call vote. A letter documenting this determination will be provided to the applicant.

Request for extension of time to June 14, 2021, for completion of Lion's Gate Subdivision (570 West Street) [Current extension of time expires 5/24/21] (request of Stephen Defoe)

Jill Defoe was present for this discussion of the Defoes request for an extension of time to complete the subdivision infrastructure. The Defoes had also expressed interest in having remaining funds released from the bond held by the Town to assure completion of the subdivision. Co-Chair Yelle explained what is needed for the Board to determine that these funds can be released, including a memo from Defoe's engineer stating that the project is complete and meets all requirements of the plan, with the PB's consulting engineer then confirming these findings. With this information, the PB can render its decision as to whether the project is complete and funds can be released. Defoe agreed to provide this information at the next meeting.

Rolfe moved that the PB extend to June 14, 2021, the time to complete Lion's Gate Subdivision at 570 West St, at which time a possible bond reduction will be addressed. Co-Chair Blake seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Minutes

The Board reviewed the draft Minutes from the 5/10/21 PB meeting, and one amendment was proposed. Misk moved that the PB approve the Minutes as amended, Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Reports to Town Meeting

The Board reviewed two draft Reports and Recommendations to Town Meeting (TM) concerning Article 18: Revise Selectmen to Select Board and Article 20: Adult Use Marijuana Establishments. A few revisions were proposed, and these documents will be revised and provided to Town Meeting and to the Select Board office. Co-Chair Blake explained that Town Meeting will be held outdoors again this year. Blake asked Assistant Caywood to work with her in preparation of handout materials for residents at TM.

Continued Public Hearing on application for Common Driveway Special Permits for Stillmeadow Farm North, Stillmeadow Farm Northeast, Stillmeadow Farm South and Stillmeadow Farm East

Co-Chair Yelle reopened these public hearings, explaining that the application for Stillmeadow Farm North CD will be the focus of tonight's discussion. He asked the PB's peer review engineer, Jonathan Hedlund, to address his recent project review letter for this particular proposed CD.

Hedlund first discussed the two waivers requested by the applicant. He said that Nitsch Engineering has no concern with the use of T-turnarounds rather than cul-de-sacs for the proposed CD. He also said that Nitsch has no concerns with the length of the proposed CD being greater than 1000 ft. Hedlund also summarized that the proposed net cut and fill at the site is "de minimis" and the applicant's engineer, Dan Carr, added that there will be a slight net cut for this particular CD. Hedlund asked the applicant's representatives why a wider wetlands crossing is not being proposed, and a 12-in. culvert is proposed instead of a box culvert. Greg Peterson, counsel for the applicant, explained that the box culvert will cross a wet meadow, and therefore would block sunlight from reaching existing vegetation, thereby altering the wetland. Carr pointed out that ConsCom does consider shading of a wetland to be alteration of a wetland. Co-Chair Blake asked Hedlund's opinion as to whether a box culvert would be more suitable, and Hedlund said that while the ConsCom's wetland scientist should determine this, he just wanted to understand why the applicant had not proposed a wider wetlands crossing. Hedlund then reviewed the remaining comments of his letter.

Co-Chair Yelle asked for other questions from Board members, and there were none. Yelle asked for public comment or questions, and there was none. Co-Chair Yelle asked Carr if the T-turnaround will provide sufficient turnaround area for emergency vehicles, and Carr said that the Fire Chief has confirmed that they will be sufficient.

Peterson explained the Trail Relocation Agreement and the details as to why it is best to relocate the trail, summarizing that it will put the public trail at Stillmeadow North into a better location for usability. He added that the Carlisle Conservation Foundation (CCF) does not feel that this relocation needs to be a condition of the special permit decision, and it would like to proceed with finalizing this agreement and taking the required steps with the Town of Acton to join this trail to the Bruce Freeman Rail Trail. Peterson further explained that this trail access will be from a public way, and not from the common driveway. He has suggested naming the trail 'the John and Betty Valentine Trail,' and the Valentine Family is in favor of that name. When asked about trail parking, Peterson said that the CR does not allow for parking, and so the existing parking area on Rt 27 in Acton will be used, along with an area on West St, but that parking will not be allowed on Acton St. Co-Chairs Yelle and Blake recommended to Peterson that he speak with the Trails Committee as well concerning the proposed trail relocation.

Concerning the Field Maintenance Agreement, Peterson asked that a condition be included in the special permit decision documenting this covenant with CCF. Co-Chair Yelle asked if all homes will share the field maintenance responsibilities equally, and Peterson explained that the 10 lots subject to this agreement will each share the responsibilities based on the extent to which they have a portion of the open fields on the lot, and that the document includes a matrix detailing this information. Peterson also pointed out that the South CD will not require a condition concerning the Field Maintenance Agreement, as the lots on this proposed CD are not subject to it. Grady asked how this document can be enforced, and Peterson explained that per State statute, the CR and this Agreement give the CCF the authority for enforcement.

Carr explained that the proposed name for the Stillmeadow Farm North CD is 'Stillmeadow Farm Road,' to which the family has agreed. The proposed name for the South CD is 'Valentine Way.' The East and Northeast CDs, each serving two lots, will not be named. Fire Chief Sorrows said he would confirm with the Board, after reviewing records, that this name is suitable from a public safety standpoint.

Misek asked about whether the proposed length of the North CD allows for safe travel by fire equipment. Deputy Chief Svatek explained that the T-turnarounds and turnouts on this CD as designed will safely accommodate fire

equipment, and that he had no concerns with the design of this CD in that regard. Fire Chief Sorrows added that there can be no parking in the T-turnarounds. Smith asked Fire Chief Sorrows if the length of this CD and the proposed location of the cistern is considered manageable by the Fire Department, and Chief Sorrows said that with the equipment they have, up to about 1200 ft is manageable. Yelle asked for a letter from Chief Sorrows documenting that the plans and turnouts are acceptable to him from a fire protection standpoint, and regarding the suitability of the proposed CD name.

Walsh moved to continue these public hearings to June 14, 2021, at 7:00 pm, Co-Chair Yelle seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Presentation of 2020/2021 Open Space and Recreation Plan [David Freedman]

OS&R Committee Chair, David Freedman was in attendance to present this Plan to the Board. He summarized that comments received from various Boards and Committees as well as from the public were incorporated into the draft plan that had been posted a few months ago. In March, the OS&R Committee also received a letter of support from MAPC and a conditional letter of approval (through May 2028) from the Department of Conservation Services (DCS), the state agency tasked with reviewing and approving OS&RPs. Freedman explained that he is seeking letters of approval of the Plan from the PB and from the SB.

Co-Chair Blake thanked Freedman and his Committee for developing this report, as it is a remarkable information resource. She added that the PB will be executing a letter of approval and support this week. Blake asked Freedman what he felt are the highlights of the Plan. Freedman said that the Committee has developed a ranking of private unprotected parcels over 10 acres in size, and he noted that over the years, the number of parcels decreases as some get subdivided and some get protected by CRs. He noted that while there were 61 parcels as of the 2013 report, there are 48 such parcels at this time. Freedman noted that three new CRs on farms since the last plan. The 2020/2021 Plan concludes with the same goals as the 2013 plan, but with more emphasis on the need to maintain OS and the importance of land stewardship. Freedman said that the plan provides recommendations for the Town.

One requirement of the Plan was an ADA self-evaluation of all conservation and recreation lands and facilities in Town, and he noted that representatives of the ADA community provided valuable input in that regard.

Walsh moved that the PB endorse the 2020/2021 OS&R Plan, Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Master Plan Steering Committee update

Co-Chair Blake reported that this was postponed to a subsequent meeting, but she provided an update from a recent MPSC meeting. Blake said that the MPSC has scheduled a community meeting for 6/10/21 to present the MP work, the status and timeline of the work toward a final plan. Blake said that they are focusing on the community vision and big picture goals in this meeting, and will follow it up with a survey to get community input on the vision and goals. Over the summer, the consultant and intern and committee members will be researching recommendations for each goal, with another community engagement process in the fall. The goal is to complete the MP by the end of the year. Co-Chair Blake said that it seems like a good, blended plan of consultant and volunteer work still including a process unique to Carlisle.

At 8:53 pm, Walsh moved and Misek seconded the adjournment of the PB meeting, and the motion was approved unanimously (7-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood

Assistant to Planner
Carlisle Planning Board

List of documents associated with this meeting, available via the Planning Office:

- 1215 Curve St Scenic Rd and Shade Tree alteration request
- Carlisle Master Plan Project management Services Contract
- Email from D. Freedman requesting PB approval of OS&R Plan 2020/2021
- Report and Recommendations to Town Meeting re Article 20 – ban on Marijuana Establishments
- Report and Recommendations to Town meeting re Article 18 – Select Board
- Stillmeadow Farm North CD Planning Board engineer’s review letter dated 5/6/21
- Draft Relocation of Trail Easement Agreement (w/r/t Stillmeadow Farm North CD)
- Stillmeadow Farm Declaration of Field Maintenance Agreement
- Stillmeadow Farm Field Plan
- Stillmeadow Farm Trail Relocation Plan dated 3/9/21
- Email re Stillmeadow Farm: forms of documents agreed upon by Carlisle Conservation Foundation