

Town of Carlisle

MASSACHUSETTS 01741

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

Office of
PLANNING BOARD

Minutes
June 14, 2021

Bills

- 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 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 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]**
- Public hearing on request for Scenic Road Alterations to remove approximately 7 feet of stone wall at the existing stone wall opening adjacent to Map 5 Parcel 9-A on South Street along the east side of the right of way. [Request of Derek Zanga]**
- Administrative Report**
- Public hearing on application for Accessory Apartment Special Permit for 157 Baldwin Rd, Map 14, Parcel 39-0, Elizabeth Dennis, applicant**
- Request for final release of remaining amount secured by the existing bond to assure performance of completion of Lion's Gate Subdivision (570 West Street) [Request of Stephen Defoe]**

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, and Sara Smith** were present. Rolfe hosted the meeting on a Zoom platform.

Assistant to Planner Gretchen Caywood, Jonathan Hedlund (Nitsch Engineering, Boston, MA), Greg Peterson (Indian Hill), , Bob Zielinski (Acton St), Paul Kirchner (Stamski and McNary, Inc., Acton, MA), Steve Tobin (Partridge Ln), Lou Amorati (Gilmore Building Co., Grafton, MA), Derek Zanga (Lion's Gate Road), Jill and Stephen Defoe (Acton, MA) and Betsy Fell (Carlisle *Mosquito*) were also in attendance.

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

Co-Chair Yelle reopened these public hearings, reminding those in attendance that the focus tonight will be on the Stillmeadow North CD serving Lots 2 through 5. Yelle asked Paul Kirchner, engineer for the applicant, to summarize the revisions that have been made to the application materials and plans for this particular CD, based on input from the PB and its consulting project review engineer.

Kirchner summarized the few changes to the plan based on 5/27/21 comments from ConsCom. One is to the proposed mailbox location on the right side of the roadway 175 ft up on right side, the notes for wetland replication have been modified, as there was concern over removing wetlands soil to be placed in the replication

area with respect to possible invasives, and the infiltration trench operation and maintenance has been modified per specific suggestions from ConsCom. Kirchner said that these changes have resulted from concerns over sediment accumulation at Garrison Place and how best to improve that situation going forward. Kirchner explained that these are the only changes to the plan set.

Co-Chair Blake asked if there will be a Stillmeadow Farm Association document to cover the maintenance of the roadway and its infrastructure, and the applicant's attorney, Greg Peterson, said that there will not be an association, and that these matters are addressed in the draft Common Driveway Covenant. Co-Chair Blake referred to clause 3 in this Covenant which assigns joint and several responsibilities for maintenance, and she asked that the drainage feature maintenance specifically be spelled out in the Covenant. On further discussion, additional revisions were proposed and agreed to for the Covenant, and Peterson agreed to address these and submit a revised document to the Board. The Long-Term Operation and Maintenance plan was also discussed, and a few revisions were proposed.

Co-Chair Yelle asked for comments and questions from the public, and there were none. He explained to the applicant's representatives that while the Board intends to approve this application tonight, the Special Permit Decision will be prepared subsequently, and therefore the Board will reserve the right to make minor revisions as needed as the Decision is prepared. Peterson stated his agreement with this approach.

The PB reviewed draft Waivers and Conditions prepared by Assistant Caywood. Co-Chair Blake asked the applicant to include a communication plan to abutters in the final Construction Management Plan (CMP). The Board also reviewed with the applicant the proposed route for construction traffic for the project, with this to be included in the CMP, along with information on snow storage locations. Peterson agreed that the applicant will provide a final CMP for Board approval at least four weeks prior to construction.

Misek moved that the PB approve the application for a common driveway special permit under section 5.4.4 of the Carlisle Zoning Bylaws to be known as "Stillmeadow Farm Road" to serve lots 24-2, 24-3, 24-4 and 24-5 on Assessor's Map 17, with the understanding that the Common Driveway Special Permit Decision will be drafted in the next few weeks, possibly requiring minor changes to the supporting documents. Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote. Rolfe moved and Co-Chair Blake seconded the continuation of these public hearings to 7:00 pm on 7/12/21, and the motion was approved unanimously by roll call vote.

Bills

The Board authorized Jason Walsh to sign any end of year invoices relating to PB work, as FY21 ends prior to the next PB meeting.

Public hearing on request for Scenic Road Alterations to remove approximately 7 feet of stone wall at the existing stone wall opening adjacent to Map 5 Parcel 9-A on South Street along the east side of the right of way. [Request of Derek Zanga]

Property owner Derek Zanga was present to explain his request for consent to alterations within the right-of-way at this property, which is on a designated scenic road. Zanga explained that he seeks to permanently remove approximately 7 ft of stone wall to widen an existing opening from 13 to 20 ft. He further explained that his requested alteration is necessary in order to construct a paved driveway into the lot, as well as allow the entrance of the site to serve as a construction entrance, as he will be building his future residence toward the rear of the lot, leaving the front portion of the lot wooded. This lot is just east of the Benfield Farms location on South St. Paul Kirchner, engineer for the applicant, explained that the stone wall alterations will include enhancing the height of the very low section of stone wall further to the east of the proposed entrance.

Co-Chair Blake confirmed from Zanga that the granite post to the right of the existing entrance will be saved and relocated approximately 7 ft farther east, continuing to be used as the terminus of the stone wall. Blake further explained that the Board had been contacted by the Carlisle Historical Society, which has recommended that both granite posts flanking the existing opening be retained, citing their historical

significance as a remnant of the property's agricultural past, and noting that they are a defining scenic feature of the South St stone wall. Zanga added that they believe there may be an additional granite post further back on the property, and that they may seek to use it at the other side of the driveway entrance, as it is more substantial than the one there currently.

With no further questions or comments from the Board, and none from the public, Walsh moved that the PB consent to the request for scenic road alterations as described, regarding Map 5 Parcel 9-A on South St. Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote. Walsh moved and Rolfe seconded the closing of this public hearing, and the motion was approved unanimously (7-0) by roll call vote.

Administrative Report

Co-Chair Blake explained that the MA State of Emergency regarding Covid-19 ends tonight, and that the State is in the process of determining the path forward with remote, hybrid, or in-person meetings. Blake suggested that meetings be hybrid going forward, and noted that some technical issues need to be worked out regarding the Town's Zoom account and allowing more than one staff and PB member on the license. Blake asked Board members for assistance with these technical issues, and Co-Chair Yelle and Misesk offered to assist.

Co-Chair Blake also explained that the MVP-HMP project is coming to a conclusion, and that the team will present its ideas for both projects to the public at a 1- hour listening session on Wednesday. Toward the preparedness goals, Blake asked if the Board should further develop its fire protection requirements in its Subdivision and Special Permit regulations. Some members expressed their agreement that this should be done. Co-Chair Blake suggested that the Board discuss possible MVP-HMP related projects it would like to address in FY22.

Public hearing on application for Accessory Apartment Special Permit for 157 Baldwin Rd, Map 14, Parcel 39-0, Elizabeth Dennis, applicant

Applicant and property owner Elizabeth Dennis and her construction contractor Lou Amorati were present to discuss this application for an attached two-bedroom accessory apartment (AA). Amorati explained that one garage bay would be added to the existing garage, and the proposed first floor AA would be set back but attached to the northerly end of the house via the new garage bay. He explained that the AA living area of 864 sq ft would be 25.8% of the total combined living area of the existing house and the AA.

Co-Chair Blake asked for questions from the Board. Walsh complemented the applicant on the AA design. Co-Chair Yelle asked about the status of the septic system, and Amorati explained that a new septic design has been approved by the BOH which will provide sufficient treatment capacity for the existing residence and the AA. Yelle also asked about the required second egress point from the AA, and Amorati explained that it is a sliding glass door from the living area of the AA directly to the outside, and pointed it out on the plans.

Co-Chair Blake asked for questions from the public, and there were none. Blake summarized that this AA application meets all requirements of the Board's Rules and Regulations for Accessory Apartments and of the Zoning Bylaws Sec. 5.6.

Smith moved that the PB approved an Accessory Apartment Special Permit for 157 Baldwin Rd according to the application and plans as submitted to the Board. Walsh seconded the motion, and it was approved unanimously (7-0) by roll call vote. Smith moved and Walsh seconded the closing of this public hearing and the motion was approved unanimously (7-0) by roll call vote.

Request for final release of remaining amount secured by the existing bond to assure performance of completion of Lion's Gate Subdivision (570 West Street) [Request of Stephen Defoe]

Jill and Stephen Defoe, project owner/developer of this subdivision, were present in support of their request for release of the remaining funds in the performance bond. Co-Chair Yelle reported that he, the developers engineers

and the PB's consulting engineer had recently visited the site and identified a few items which were subsequently addressed by Defoe, as confirmed by the PB's consulting engineer.

Co-Chair Yelle explained to the Defoes that the loam and seed in the cul-de-sac has not properly taken and that it is not up to what we would like to see for the subdivision residents. Jill Defoe explained that this area has been in process for 2 years, and said that snow plowing and storage in that area seems to be repeatedly damaging the grass, adding that it was just loamed and seeded again. Co-Chair Yelle suggested that the grass may need more time to take hold.

The Defoes had also asked about Town acceptance of Lion's Gate Road, and Co-Chair Yelle had referred them to Condition #26 of the Certificate of Approval for Lion's Gate Subdivision, which requires the applicant to provide the PB with a written history of site maintenance costs for the roadway and the stormwater management facilities, including specific costs associated with the stormwater wetland. Co-Chair Yelle briefly explained the roadway acceptance process which begins with a request to the Select Board (SB) from a resident, a recommendation from the PB to the SB regarding roadway acceptance, and Town approval of the roadway acceptance at Town Meeting. He further explained that the written history of site maintenance costs is a key piece of information that the PB will need in order to be able to make a recommendation to the SB. Co-Chair Yelle further explained that Item #6 of the bond Agreement requires the PB to retain \$5,000.00 to secure the completion of Condition #26, and that this amount can only be released on the Board's receipt of the written history of site maintenance costs. He urged the Defoes to contact the Conservation Administrator to confirm stormwater maintenance requirements. Co-Chair Yelle summarized that this \$5,000.00 amount, combined with the projected cost of \$1420.00 for loam and seed, necessitates that \$6420.00 be held in the bond, while the remaining amount (\$8,342.00) can be released at this time.

The Defoes argued that all funds should be released. It was pointed out that the items to be addressed are necessary toward a PB recommendation for roadway acceptance, but that the Town is not required to accept the roadway. Co-Chair Blake suggested seeing if the cul-de-sac grass takes hold over the summer, and that if it does not, there needs to be a decision to plant something else. Co-Chair Yelle agreed, and emphasized that the Board feels a responsibility to the homeowners to make sure the subdivision infrastructure is up to standard. Jill Defoe offered to talk with the homeowners to see if they are willing to accept the cul-de-sac as-is, and Co-Chair Yelle agreed that this information would be helpful. Defoe explained that her attorney will prepare an agreement pertaining to the retention of \$5,000.00 to assure fulfillment of Condition #26 of the Certificate of Subdivision Approval.

Grady moved and Co-Chair Yelle seconded the Board's approval of the release of \$8342.00 from the Bond held to assure subdivision completion, and approval of an extension of time to complete the subdivision to October 14, 2021. The motion was approved unanimously (7-0) by roll call vote. Co-Chair Yelle asked the Defoes to communicate with the Conservation Administrator regarding the required detail and components for the cost history of stormwater maintenance, and to follow up with him.

Planning Board staffing

Co-Chair Blake explained that she and Co-Chair Yelle are considering a 2-stage approach to determining staffing needs for the PB office going forward, in light of Planning Administrator Mansfield's recent retirement. She suggested to the Board that the first stage be to address interim staffing for the initial approximately 6-month period while longer term staffing needs are being investigated. Part of this is determining where we would like the PB to be in the next 5 years and what does the Board want to cover. She suggested that this may be an opportunity to utilize assistance of the newly formed Town Governance Committee.

Board members agreed with the idea of interim staffing for the Planning Administrator position, particularly as the results of the Master Plan process may alter the staffing needs for the department. Misk pointed out that streamlining of work and improved process efficiencies will be important to examine. Co-Chair Blake agreed, adding that the results of these measures could lead to additional staff time to address sustainability, housing and/or certain regional initiatives.

At 8:46 pm, Walsh moved and Grady 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):

- Stillmeadow North CD revision letter and revised plan set
- Stillmeadow North CD draft Construction Management Plan
- Valentine property Trail Relocation letter June 2021
- Stillmeadow Farm North – draft Waivers and Conditions for Special Permit
- Stillmeadow Farm North – Fire Chief letter of approval
- Scenic Road Request for Consent to Alterations (“application”) – South St
- Accessory Apartment (AA) Application for 157 Baldwin Rd
- Building Commissioner letter re 157 Baldwin Rd AA
- Resident email of support re 157 Baldwin Rd AA
- Letter confirming square footage of 157 Baldwin Rd AA
- Lion’s Gate letter from PB peer review engineer dated 6/9/21
- Roadway cost email from S. Defoe re Lion’s Gate subdivision
- Letter re granite posts on South St lot re Scenic Rd request