

Town of Carlisle

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Office of
PLANNING BOARD

Minutes July 12, 2021

Minutes

Fall Meeting Schedule

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 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]

Planning Board staffing

Discussion of Planning Board Officers, Appointees and Liaisons for FY22

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, Building Commissioner Jon Metivier, Fire Chief Bryan Sorrows, Jonathan Hedlund (Nitsch Engineering, Boston, MA), Greg Peterson (Indian Hill), Bob Zielinski (Acton St), Dan Carr (Stanski and McNary, Inc., Acton, MA), Sandy Olney (LandVest, Boston, MA), Bob Zielinski (Acton St) and Betsy Fell (Carlisle *Mosquito*) were also in attendance.

Planning Board staffing

Co-Chair Yelle announced that Building Commissioner Jon Metivier will be acting as Interim Planning Administrator, adding several hours a week to his schedule for this purpose. Metivier has direct experience contributing to PBs and ZBAs of other towns for whom he has worked as Building Commissioner/Inspector.

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

Co-Chair Yelle reopened these public hearings and explained that the focus of tonight's hearing session will be on the East and Northeast common driveways, and review of a draft special permit decision for Stillmeadow Farm North (to be named Stillmeadow Farm Road).

The PB's review engineer, Jonathan Hedlund, presented his review of the application for Stillmeadow Farm (SMF) East, on which he had submitted a detailed letter to the Board. He reviewed each of his comments, with the applicant's engineer, Dan Carr, then explaining how each of these comments has been addressed in the revised documentation and plan set submitted to the Board on SMF East. Hedlund stated that he had no concerns about the requested waiver to the use of a cul-de-sac, with a T-turnaround having been proposed instead. Carr explained that less pavement is required for a T-turnaround. Carr confirmed to the Board that he had consulted with the Fire Chief on the design of SMF East, and that the revised plan meets Fire Department requirements, and Co-Chair

Yelle asked Carr to obtain a memo from the Fire Chief stating this finding. To address any drainage concerns from this proposed CD, Carr explained that a 10-in pipe will be installed under the beginning of this CD to allow water to travel along the swale adjacent to Acton St. Hedlund confirmed that this should be sufficient to maintain good drainage. It was noted that the pipe inlet is lower than the level of a 100-year storm, potentially resulting in some temporary ponding adjacent the common drive at one point. Carr noted that the 100-year storm level is well below the planned pavement level, and that with the high percolation rate of the sandy soils at the location, any ponding should be brief. Hedlund said he is comfortable with the design. Co-Chair Yelle asked Interim Planning Administrator Metivier's opinion on this, and Metivier said that with the rapid soil infiltration rates, any puddling of water should last on the order of an hour or so, and that he has no issue with the design. Carr explained that the proposed location of this CD was shifted by about 10 ft to create further distance from wetlands, per the Conservation Commission's review. Hedlund added that his firm recommends that the Stormwater Pollution Prevention Plan (SWPPP) be submitted in advance of any work, and that this should be a condition of a special permit approval. Peterson explained that the Declaration of Common Driveway Covenant has been revised accordingly to address plan revisions concerning the drainage system and otherwise.

Hedlund asked for data to confirm that there is at a minimum the required 2-ft separation from high groundwater, and Carr said that a test pit has been dug, and results confirm a 2 ft separation, with the data provided in the revised documentation and plans which were recently submitted. Hedlund planned to review this test pit data for the next meeting.

The Board then discussed the SMF Northeast application for a common driveway, and Hedlund summarized his review of this application, focusing on the points that are unique to this proposed CD. Hedlund suggested that the driveway should be superelevated as it leads up to the Lot 7 infiltration basin, and Carr explained that a note has been added to the Plan to require this. Carr also noted that test pits indicated at least a 3.5 ft depth to high ground water, and he noted that the same sandy soil types are present, leading again to infiltration/percolation rates of under 2 minutes/in. Hedlund will review this data as well. Carr also explained that a 10-in pipe will be installed under the beginning of this CD as well, to allow water to travel along the swale adjacent to West St. Carr explained that, as for SMF East, the proposed location of this CD was shifted by 10-15 ft to allow further distance from wetlands, and to better match the location of an existing cart path thereby resulting in less disturbance.

Peterson pointed out that the Fire Chief had some concerns with the proposed design of SMF Northeast, mainly due to the length of the private driveway to the proposed residence location on Lot 6. The Fire Chief had asked that a turnaround of some sort be added near the residence to accommodate emergency vehicles, and he also asked that a condition be included requiring the Lot 6 residence to be sprinklered. Carr explained that a star turnout at the Lot 6 residence has been added to the plans, along with a note indicating the requirement that the residence on Lot 6 must be fully sprinklered.

Co-Chair Yelle asked for comments. Peterson said that the requested revisions seem straightforward, with most already addressed in revised plans and documents, but that he will await additional comments from Hedlund. Co-Chair Blake asked Carr to obtain input from the Police Chief concerning the line of sight in each direction at each of the proposed CD entrances. Carr planned to do this, and noted that the sight lines were measured as the following: 165 ft to the north and 155 ft to the south for SMF NE, and 155 to the east and 155 to the west for SMF E. Other PB members did not have concerns with these proposed CDs.

Co-Chair Yelle asked for comments and input from the public, and there was none. The Board planned to continue the hearing discussions at its next meeting, and proceeded to review of a draft Common Driveway Special Permit Decision which had been prepared for SMF North.

The Board reviewed the SMF North draft Decision, including the Findings, Waivers and Conditions. Rolfe asked Peterson how the Field Maintenance Agreement is enforced, and Peterson explained that the CCF keeps in regular contact with the homeowners over time, making sure that they understand their obligations in this regard, and regularly going out to check these locations, and that CCF does have power of enforcement under State law. Regarding a condition detailing the amount of driveway infrastructure that must be installed before a building permit can be issued for any construction on a lot, Building Commissioner Metivier explained to the Board that

foundation construction is allowed before a binder course of pavement is installed due to the heavy equipment required, but per the Fire Department requirements, no wood construction is allowed until emergency vehicles are safely able to access the lots, with binder course and drainage facilities installed.

Rolfe asked what emergency contact information would be posted at the construction site, and Metivier said that this will be determined in the pre-construction meeting for the project. Co-Chair Blake added that the PB has asked for a communication plan to abutters once a developer is determined.

Co-Chair Yelle asked for other comments on the draft Decision and there were none. Yelle noted that Town Counsel will be making minor revisions, but nothing substantial. The Board authorized the Co-Chairs and staff to finalize the Common Driveway Special Permit, and file it with the Town Clerk. Rolfe moved that the PB close the public hearing for Stillmeadow Farms North Common Driveway, to be known as Stillmeadow Farms Road. Co-Chair Blake seconded the motion and it was approved unanimously (7-0) by roll call vote.

Planning Board membership

Co-Chair Blake thanked Co-Chair Yelle and members Grady and Smith for their interest in continuing on the Board, noting that all three were re-elected in the recent local election. Grady and Co-Chair Yelle were elected to 3-year terms, and Smith was elected to a 2-year term, completing the term of prior member Jonathan DeKock.

Minutes

The Board reviewed the draft Minutes from the 5/24/21 PB meeting. Grady moved that the PB approve the Minutes as drafted, Rolfe seconded the motion, and it was approved unanimously (7-0) by roll call vote. The Board reviewed the draft Minutes from the 6/14/21 PB meeting. Walsh moved that the PB approve the Minutes as drafted, Smith seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Discussion of Planning Board Officers, Appointees and Liaisons for FY22

Co-Chair Blake suggested revisiting this topic when all SMF hearings are complete in the fall. Blake did note that many of the MAGIC recent initiatives have not had much relevance for Carlisle, but that her experience as Liaison to this group has been valuable as a learning experience. Blake asked Board members to consider whether they would like to take on this role, noting the importance of continuing to have a representative to MAGIC, as it is important to keep in touch enough to know what the other towns are up to.

Grady moved that the PB continue with the Officer, Appointee and Liaison roles established for FY21 until the 10.18.21 PB meeting, Co-Chair Yelle seconded the motion, and it was approved unanimously (7-0) by roll call vote.

Planning Board staffing

The Board agreed that input should be obtained from a number of sources, and Co-Chair Blake listed those groups and individuals from whom she felt input would be helpful toward determining the most appropriate staffing structure for the PB office going forward. Co-Chair Blake explained that one of the goals is to look at ways to improve efficiency such that proactive initiatives beyond those directly related to applications can be investigated, but noted that there may possibly not be sufficient staff time to focus on more than applications and administrative work. Co-Chairs Blake and Yelle suggested talking with the Town Governance Committee, and the MAPC as well.

The Board decided to form a subcommittee to investigate future staffing possibilities in detail. Misek moved that a PB Staffing Subcommittee be formed consisting of PB Co-Chair Pete Yelle, Vice Chair Ed Rolfe, and Clerk Adelaide Grady. Co-Chair Blake seconded the motion, and it was approved unanimously (7-0) by roll call vote.

At 9:05 pm, Smith 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:

- Draft Stillmeadow Farm North Common Drive Special Permit dated 7.7.21
- Revised application documents for Stillmeadow Farm North, Northeast and East common driveways dated 7.7.21
- Revised plan set for Stillmeadow Farm North common driveway dated 7.7.21
- Revised Long Term Operation and Maintenance document for Stillmeadow Farm
- Revised Construction Management Plan for Stillmeadow Farm North
- Revised Common Driveway Maintenance Agreement for Stillmeadow Farm North
- Revised Fire Protection Easement document for Stillmeadow Farm North
- Stillmeadow Farm East common driveway application
- Stillmeadow Farm Northeast common driveway application
- Stillmeadow Farm East peer review engineering letter 6.24.21
- Stillmeadow Farm Northeast peer review engineering letter 6.24.21
- Fire Chief email dated 6.24.21 re Stillmeadow Farm Northeast
- Stillmeadow Farm East revised common driveway plan set
- Stillmeadow Farm Northeast revised common driveway plan set
- List of Planning Board Officers, Appointees and Liaisons from FY21