

DRAFT MINUTES
Board of Selectmen
Joint Workshop with Planning Board
July 16, 2007 @ 6:30 p.m.

Ayer Town Hall, 1st Floor Meeting Room, Main Street, Ayer, MA

6:39 p.m. Chairman Luca convenes Board of Selectmen in open session. The Planning Board also convened with a quorum of members present.

Present

Gary J. Luca, Chairman	X
Carolyn L. McCreary, Vice-Chairman	
Cornelius F. Sullivan, Clerk	X
Frank F. Maxant, Member	X
Pauline Conley, Member	X
Shaun Suhoski, Town Administrator	X
Janet Lewis, Secretary	Attendance not required.

Christopher Ryan, Director of Planning and Development, outlined the purpose of the workshop and the proposed timeline for his presentation. Mr. Ryan noted the presentation was to provide an assessment on the shared role of the Director's position and to the relative allocation of time towards tasks of the Board of Selectmen, Planning Board, Special Projects and General Administration.

Selectman Sullivan entered the meeting.

(See copy of PowerPoint presentation attached.)

Mr. Ryan suggested that the Selectmen and Planning Board will need to undertake one of two options:

1. Eliminate duties and prioritize remaining tasks, or
2. Increase resources to complete the varied tasks associated with the Planning and Development Dept.

Following the presentation on time allocation, Mr. Ryan illustrated a proposed permanent re-allocation of office space as recommended by the Town Administrator that would:

- Provide eight-hour-per-day, five-day-per-week office coverage for the consolidated department (planning, zoning, conservation and community economic development).
- Allow cross-training opportunities in the future to eliminate gaps in public service, and
- Move the Director to the second floor office space now occupied by the Planning Board's Office Manager.

During the interim, Mr. Ryan proposed that the temporary Conservation Commission administrative assistant be allocated the small area of space in the Planning Board's second floor office in front of the temporary wall unit. There was no objection from either board to this plan.

Some comment and discussion ensued on the permanent fix and other potential options. Further discussion and a decision on the permanent space allocation was deferred to a future date.

Motion to adjourn by Selectman Conley, 2nd by Selectman Maxant. VOTE: Unanimous. So moved.

Meeting adjourned at 8:20 p.m.

No Edits
(C)