

**Town of Ayer**  
**Comprehensive Plan Committee**  
**Meeting Minutes For**  
**Tuesday, October 27, 2015**

Attendance: C. McCreary; R. Rhomenus; E. Kelley; J. Ellis; J. Callahan; S. Tordello; H. Zane; J. Morriss; D. Graham

Absent: J. Livingston; A. Bauer; A. Sorrocco

Others in Attendance: R. Pontbriand; M. Wetzel; K. Johnston; S. Copeland

Meeting was called to order by R. Pontbriand at 6pm.

R. Pontbriand reviewed the agenda topics and announced that the next meeting will be on November 24, 2015 at 6pm.

M. Wetzel made a presentation and led a discussion regarding best practices with Master Plans.

J. Callahan made a presentation and led a discussion regarding the proposed Zoning Bylaw Update.

R. Pontbriand stated that since the previous Comprehensive Plan's recommendations heavily relied on the Zoning Bylaw being updated, it is important that the Committee not only understand the Zoning Bylaw but offer its support to ensure its passage so that the recommendations of the previous plan can be realized.

R. Pontbriand and M. Wetzel led a discussion on what the Committee's Public Relations Strategy should be.

The Committee then discussed the potential scope of the Comprehensive Plan through a brainstorming roundtable exercise. The following were ideas put forth by the Committee as to what the Plan should consist of:

Comparative Data	Facilitator on Visioning	Ability to Produce Deliverables
Vision	Community Buy-In	Public Education
Outline of the Work	Readable Plan	Visually Pleasing
Clear Goals	Timelines	Be the Right Fit for Ayer
Brief	Small Town Feel	Use Layman Terms
Link People Together	School Mentoring	Restorative Justice
Involve Youth	Job Creation	Focus on Larger Industries
Get Input from Public	Public Outreach	Municipal Services
Governance	Taxes	Local Economy
Green/Sustainability	Water Resources	Internet
Community Volunteerism	Transit	Recreation and Open Space
Regionalization		

R. Pontbriand asked the Committee to prepare for the next meeting on November 24, 2015 a list of their top three items for the Plan.

The meeting adjourned at 7:15pm

Minutes Recorded and Submitted By:

Robert A. Pontbriand  
Town Administrator

Minutes Approved by Comprehensive Plan Committee on: 1/26/16

Co – Chair Signature Indicating Approval: 