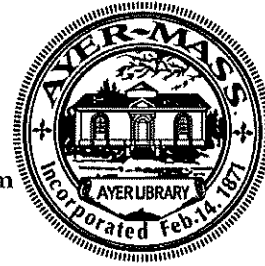


Town of Ayer  
Master Plan Committee  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



**Tuesday February 23, 2016**  
**Meeting Minutes**

Present: Carolyn McCreary, Co-Chair, Susan Copeland; Jannice L. Livingston; Susan Tordella; Ruth Rhonemus; John Ellis; Harry Zane; Dan Gleason; Pat Kelly

Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator  
Mark L. Wetzel, Superintendent of Public Works  
John Hume, Montachusett Regional Planning Commission

Absent: Jane Morriss, Co-Chair; Ed Kelly, Dan Graham, Jenn Gibbons, Karin Swanfeldt

**Call to Order:** C. McCreary called the meeting to order at 6:05 PM.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by S. Tordella to approve the meeting minutes of December 22, 2015. **Motion passed 8-0-1.**

C. McCreary stated that the DRAFT January 26, 2016 minutes should include a detailed listing from when the Committee went over the 2005 Executive Summary.

R. Pontbriand and C. Antonellis stated that the minutes will be redrafted with the Executive Summary and put before the Committee as their next meeting for consideration.

**RFP for Consultant Services Update:** R. Pontbriand stated that the Town did not receive any RFP's by the deadline. He stated that he reached out to Montachusett Regional Planning Commission (MRPC) and spoke with Executive Director Glenn Eaton to get feedback about why the Town did not receive any RFP's. Mr. Eaton thought that the RFP was well written and well formatted, but suggested that the timeline of one year was too quick for turnaround and that the initial funding amount of \$10,000 was too small. R. Pontbriand stated that a more realistic timeframe was 18-24 months and that recommended funding could be upward of \$100,000. During his conversation with Mr. Eaton, R. Pontbriand asked if a representative from MRPC could come speak with the Master Plan Committee.

J. Hume from MRPC joined the commission and gave some feedback. He stated that the cost of the Master Plan could be reduced if the Town had any other recent plans on file, such as an Open Space and Recreation Plan or an Economic Development Plan. J. Hume further stated that MRPC has District Local Technical Assistance (DLTA) funding available in December of 2016 to help write certain elements of the plan. Those elements have to be tied to economic development and/or housing.

R. Pontbriand asked J. Hume about distribution of the RFP to broaden its audience. J. Hume stated that, in addition to where the Town advertised the first time, the Massachusetts American Planners Association should be considered. J. Hume further stated that Connecticut and New Hampshire planning firms should also be reached out to.

R. Pontbriand then stated the Town should rework the RFP, particularly the funding and timeline portions and reissue it with the suggestions made by J. Hume.

H. Zane asked about funding sources. R. Pontbriand advised that a warrant article could be placed on the Annual Town Meeting warrant for additional funding.

**Motion:** A motion was made by H. Zane and seconded by J. Livingston to redraft and reissue the RFP with the suggested modifications by MRPC. **Motion passed 9-0.**

**Discussion on Annual Town Meeting Warrant Article for Funding:** R. Pontbriand stated that he will present a DRAFT warrant article at the March 29, 2016 Master Plan Committee Meeting. After hearing the feedback from R. Pontbriand about why there were no responses to the initial RFP, committee members said they felt comfortable asking for the Annual Town Meeting warrant article to be in the amount of \$100,000.

**Progress of Promotional Video:** H. Zane gave an update of the promotional video he is making for the Master Plan Committee. He will begin shooting next week and hopes to have it completed in time to show at Town Meeting on the Mondo Pad.

P. Kelly stated that the script looked good, but suggested adding in a section shot at the schools, about the schools. H. Zane stated that he will revise the script.

**1st Public Meeting Date/Logistics:** R. Pontbriand asked the Committee if they wanted to hold a first public meeting before the hiring of a consultant took place. The Committee wants to hold an initial public meeting on May 24, 2016 at 7:00 PM. The Meeting will be held at the Ayer Shirley Regional High School Commons area. Discussion on the logistics of the initial public meeting will take place at the March 29, 2016 Master Plan Committee Meeting.

The Committee then discussed having volunteers with handouts and questionnaires at the Town Hall on March 1, 2016 outside of the polling location. M. Wetzell, C. Antonellis, R. Pontbriand and S. Copeland will put together the materials to be handed out.

**Adjournment:** A motion was made by S. Copeland and seconded by J. Ellis to adjourn at 8:14 PM. **Motion passed 10-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

Minutes Approved by Comprehensive Plan Committee on: \_\_\_\_\_

3/29/16

Co – Chair Signature Indicating Approval: \_\_\_\_\_

Carolyne McCreary