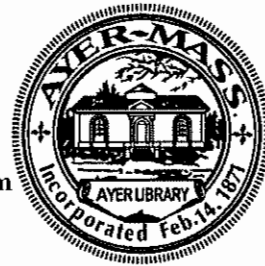


Town of Ayer  
Master Plan Committee  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



Tuesday January 26, 2016

Meeting Minutes

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

Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator  
Mark L. Wetzel, Superintendent of Public Works

Absent: Ed Kelly, Dan Graham

**Call to Order:** J. Morriss called the meeting to order at 7:00 PM.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by C. McCreary and seconded by J. Livingston to approve the meeting minutes of September 30, 2015; October 27, 2015 and November 24, 2015. **Motion passed 10-0.**

**Report of Littleton and Shirley Master Plan:** C. McCreary stated that she had reached out to both the Towns of Littleton and Shirley to discuss their Master Plan processes to get a sense as to how much time and funding it would take from the start of the project to completion.

**DRAFT RFP to Hire Consultant:** R. Pontbriand presented the DRAFT RFP for consulting services, which has been update to include relevant comments/feedback from committee members.

**Motion:** A motion was made by C. McCreary and seconded by S. Tordella to approve the RFP as presented by the Town Administrator.

**Review of Executive Summary (See Attached):** R. Pontbriand and the Committee reviewed the Executive Summary from the 2005 Comprehensive Plan to see what had been accomplished as follows:

**Land Use Recommendations**

No recommendations were implemented, except for the hiring of a Town Planner. The Town Planner was employed for a short time and the position was never refilled nor budgeted for.

**Natural Resource Recommendations**

The following recommendations were implemented or are in process: Engage industry to participate in water supply conservation and water quality protection; review of the Town's roadway maintenance practices; periodically review and amend the Aquifer Protection District Bylaw.

#### Cultural Resource Recommendations

The following recommendations were implemented or are in process: Nominate additional properties for listing on the National Register of Historic Places.

#### Open Space Recommendations

No recommendations were implemented, however it was noted that the Open Space and Recreation Plan (OSRP) Committee is in the progress of updating the OSRP.

#### Housing Recommendations

The following recommendations were implemented or are in process: Maintain a comprehensive inventory of approved housing developments; continue the Ayer Housing Rehabilitation Program; Sponsor Local Initiative Program (LIP) affordable housing developments.

#### Economic Development Recommendations

The following recommendations were implemented or are in process: Improve access for residents and workers through parking, rail, roadway and transit improvements and increase the economic competitiveness of downtown Ayer by expanding daytime and evening population, boosting parking supply, encouraging browser tourism and specialty retail, and increasing marketing efforts.

#### Transportation Recommendations

The following recommendations were implemented or are in process: Coordinate with Littleton and the Massachusetts Highway Department to improve truck-turning capacities at the intersection of Willow Road/Ayer Road in Littleton; lobby for improved commuter rail service and Ayer station; develop and implement a Comprehensive Pedestrian & Bicycle Facilities Plan; continue to require the construction of sidewalks in the new subdivisions; study the inclusion of bicycle lanes along existing roadways.

#### Community Facilities and Services Recommendations

The following recommendations were implemented or are in process: Strengthen Ayer's capacity to manage water resources by providing adequate land, personnel and equipment, and regulatory authority to achieve success; improve data collection and reporting for annual reports to DEP; consider creating neighborhood pocket parks at town-owned parcels and explore the establishment of a community gardens at the Pleasant Street School.

**Other Comments:** D. Gleason from the ASRSD School Committee stated that he would like to see the following incorporated into the Master Plan: increased use of the ASRHS auditorium for community functions and for the School Committee to work with the Department Elementary and Secondary Education to mandate that Civics be taught again in high schools.

Michael Pattenden, 42 Westford Road stated that he would like to see the former SHAVE program, now known as the Senior Tax Work Off Program be more utilized.

**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:** Carolyn McCreary