

Ayer Master Plan Steering Committee

Meeting Minutes – February 28, 2017, 6:00PM

Meeting Location: St. Mary's Church, Shirley St., Ayer, MA

In Attendance: Jane Morriss, Susan Tordella, Ed Kelley, Harry Zane, Mark Wetzel, Ruth Rhonemus, Robert Pontbriand, Courtney Starling, Alan S. Manoian

1. Call to Order (6:00PM)
2. The Ayer Master Plan Steering Committee was provided some background history and local lore regarding the St. Mary's Church Neighborhood, once known as "The Acre". Rev. Derosier then provided interesting St. Mary's Church & Parish history and background.
3. The Committee was then treated to a guided Tour of the (1870) St. Mary's Church sanctuary and architecture by Rev. Derosier.
4. Acceptance of Meeting Minutes of January 25th Meeting. As there was no formal meeting on January 25th, the evening of the Inter-Board & Commission Invitational Gathering, there were no previous Meeting Minutes to be approved. (A. Manoian)
5. The Master Plan Transportation Work Group is completing formation, and the Group is scheduled to conduct its first meeting during the week of March 20th. Committee discussion ensued regarding the members, the focus, and the proposed deliverables of the Group. One of the most anticipated Master Plan community-engagement activities is the Neighborhood Bicycle "Slow-Ride" Tour that will be facilitated by Committee member Geof Tillotson. (C. Starling)
6. The Master Plan Community Facilities Work Group is beginning its formation, and will schedule its first meeting in late March-early April. The Community Facilities Work Group will include local the Ayer PD, Ayer FD, Ayer PW, School Administrator, Town Hall Administrators, etc. (C. Starling)
7. Ayer Business & Industry Survey: The Survey document has been completed (by Community Opportunities Group), posted on-line through "Survey Monkey", and Ayer Dir. Community & Economic Development is responsible to transmit the survey document out to the local business & industry community. A. Manoian will report on progress by week of March 13th. (C. Starling & A. Manoian)
8. H. Zane & C. Starling reported on vehicular Site Tour conducted (afternoon of Feb 28th) of local commercial/industrial Building Redevelopment opportunities & Underutilized Commercial properties. (H. Zane & C. Starling)
9. Brief Committee discussion regarding the proposed Completion Date of Town of Ayer Master Plan. It is proposed the Committee is working towards a completion date of October 2017. (A. Manoian & R. Pontbriand)
10. Master Plan Process Update to BOS: Town Administrator R. Pontbriand advised and directed the Committee & Consulting Firm to prepare and conduct a Master Plan Production Status Report & Completion Schedule presentation for the Ayer Board of Selectmen on March 28th. (R. Pontbriand)
11. Master Plan Website Presence: Town Administrator expressed the importance and real-time need to build-up the Master Plan Website presence and constant civic stimulus and

informative/engaging updates of Master Plan activities. A. Manoian will begin to have weekly sessions with C. Know of Ayer IT to ramp-up Master Plan website activity. (R. Pontbriand)

12. Placing & Naming Ayer's Neighborhoods: The Committee members engaged in a geo-spatial/mapping planning & development task to provide a basis for improved Master Plan Strategies founded upon a more "Neighborhood-based" understanding and approach. Ayer's network of historic and more contemporary neighborhoods must be better understood in order to compose, produce and deliver a more effective and implementable town-wide Master Plan. What makes a neighborhood, a neighborhood? How are the boundaries of various Ayer neighborhoods set? Do all of Ayer's neighborhoods have names; (The Acre, West End, The Hill, Rosemont, East End, Grove Pond, Sandy Pond, Snake Hill?) What is the center of each neighborhood? What unites neighborhoods? The Committee members enthusiastically engaged in this innovative group idea-exchange facilitated by Dir. Community & Economic Development.
13. Motion to Adjourn: J. Morriss, 2nd: M. Wetzel. Vote: Unanimous.
14. Meeting Adjourned 7:30PM.