



PLANNING BOARD

Town of Ayer

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Approved 1/11/2022

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TOWN OF AYER
TOWN CLERK

Minutes of December 14, 2021 - Ayer Planning Board Meeting

Location: via Zoom

Meeting was recorded and then broadcasted on APAC

Members Present: Geof Tillotson, Chairman; Ken Diskin, Vice Chairman; Jonathan Kranz, Clerk; Julie Murray and Nathan King

Also Present: Mark Archambault, Town Planner

Chairman Tillotson called the meeting to order at 6:15 PM.

At 6:15 PM Chairman Tillotson read aloud the notice allowing for remote participation meetings as stated on the posted agenda.

General Business

Approve the Agenda

At 6:16 PM Mr. Jonathan Kranz made a motion to approve the agenda as presented. Mr. Julie Murray seconded.

Discussion:

Chairman Tillotson stated that Mr. Glen Easton from MRPC will be giving the Board a brief presentation on what MRPC does and can help Towns with. The presentation will be first on the agenda after the covenant releases.

Vote to approve by roll call vote: Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye; Mr. Jonathan Kranz, aye and Chairman Tillotson, aye.

Covenant and Bond Releases – Patriot Way Release, Lots 3A – 14 inclusive

Present: Attorney Robert Annese

Mr. Mark Archambault stated that Attorney Robert Annese contacted him about a month ago regarding the covenant for a subdivision on Patriot Way that was never fully released by the Planning Board. Mr. Dan Van Schalkwyk had submitted a letter to the Board stating that all the work has been completed to DPW standards and the road was accepted by the Town in 2012. Mr. Archambault stated that the Form J has been drafted by Attorney Annese and reviewed by himself and is all set for the Board to vote and sign to release the covenant this evening.

Attorney Annese stated that he did draft the Form J and mentioned that Lot 3A just sold a few months ago and there is a sum of money being held in escrow till the covenant is released.

The Board held a discussion on whether to release Lot 3A stated in the drafted Form J or to release all the lots. The Board revised the draft Form J to include all the lots along Patriot Way not just Lot 3A.

At 6:26 PM Mr. Jonathan Kranz made a motion to approve the covenant release for Lots 3A-14 Inclusive on Patriot Way and approve the Form J as discussed. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye; Mr. Jonathan Kranz, aye and Chairman Tillotson, aye.

Discussion, Montachusett Regional Planning Commission, (MRPC), Mr. Glen Eaton

Present: Mr. Glen Eaton, MRPC

Mr. Glen Eaton gave the Board a brief presentation on what the Montachusett Regional Planning Commission is and what it does for area city and towns including GIS services, traffic counts, and grant funding.

The Board asked Mr. Eaton a few questions regarding MRPC's ability to conduct traffic counts along with GIS mapping.

Mr. Eaton stated that he would check with those departments to answer the Board's questions.

Chairman Tillotson thanked Mr. Eaton for his time this evening.

Public Hearing 141 Washington Street, Ayer-Shirley Regional High School, Stormwater Management Permit

Site Plan Review, 141 Washington Street, Ayer-Shirley Regional High School, Track Renovation Project

Present: Jonathan Charwick, Activitas Inc., Engineer and Mr. Mark Wetzel, Field Committee Member

At 6:51 PM Mr. Jonathan Kranz made a motion open the Site Plan review for 141 Washington Street. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Ken Diskin, aye; Mr. Jonathan Kranz, aye; Ms. Julie Murray, aye; Mr. Nathan King, aye and Chairman Tillotson, aye.

At 6:52 PM Mr. Jonathan Kranz made a motion to open the public hearing for the Stormwater Management Permit for 141 Washington Street. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Ken Diskin, aye; Mr. Jonathan Kranz, aye; Ms. Julie Murray, aye; Mr. Nathan King, aye and Chairman Tillotson, aye.

Mr. Archambault gave a brief introduction to the project stating that the Board had received a brief overview of the project last month for the renovation of the athletic fields at the Ayer-Shirley High School.

Mr. Mark Wetzel gave a brief background of the site and overview of the project and plans.

Mr. Ken Diskin stated that the Board should vote to accept the plans for consideration.

At 6:58 PM Mr. Ken Diskin made a motion to accept the plans for 141 Washington Street Site Plan and Stormwater Management Permit dated November 22, 2021, for consideration. Mr. Jonathan Kranz seconded. No discussion. Vote to approve by roll call vote: Mr. Ken Diskin, aye; Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye and Chairman Tillotson, aye.

Mr. Jonathan Charwick gave a brief presentation of the site and the proposed improvements to the athletic fields at the Ayer-Shirley High School. Mr. Charwick stated that the planned improvements to the site include a new larger track around the football field, replacing the existing natural turf football field with an artificial turf field, a new ticket booth and concession stand with bathrooms and announcer booth and stands that will meet ADA compliance. Mr. Charwick mentioned that there will also be improvements made to the baseball field, which will be enlarged to increase the size of the soccer field as well. There will be approximately 15,000 square feet of clearing done to increase the field size. A new perimeter fence will be installed for the softball field. The project also includes new lighting for the fields. Mr. Charwick mentioned that they went to the State Plumbing Board to get a variance for the number of bathrooms needed. Mr. Charwick mentioned that Mr. Dan Van Schalkwyk, Department of Public Works, had a few comments on the project and they will all be addressed in a final set of plans.

The Board and Mr. Charwick went over the comments from the DPW.

There were a few abutter comments on the project including concern about effects on private wells in the area and proposed signage for the project. All questions were answered, and comments will be taken into consideration.

Mr. Archambault stated that if the Board was ready to vote on the Site Plan and Stormwater Management Permit this evening, he has prepared some findings and special condition for the Site Plan.

The Board agreed to not hold a site visit for the project as they are familiar with the site and understand that the project is under a strict timeline to get bids out in the new year.

Mr. Archambault read the findings and special conditions for the Site Plan and Stormwater Management Permit as listed in his Town Planner Report.

At 7:41 PM Mr. Jonathan Kranz made a motion to accept the Findings and Special Conditions as stated by the Town Planner and approve the Site Plan for 141 Washington Street for the renovation of the athletic fields and buildings. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: MS. Julie Murray, aye; Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Mr. Ken Diskin, aye and Chairman Tillotson, aye.

At 7:41 PM Mr. Jonathan Kranz made a motion to approve the major Stormwater Management Permit for 141 Washington Street for the athletic field project as presented. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Nathan King, aye; Mr. Ken Diskin, aye; Mr. Jonathan Kranz, aye; Ms. Julie Murray, aye and Chairman Tillotson, aye.

At 7:42 PM Mr. Jonathan Kranz made a motion to close the Site Plan Review for 141 Washington Street. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Ken Diskin, aye; Mr. Nathan King, aye; Mr. Jonathan Kranz, aye; Ms. Julie Murray, aye and Chairman Tillotson, aye.

At 7:43 PM Mr. Jonathan Kranz made a motion to close the public hearing for the Stormwater Management permit for 141 Washington Street. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Ken Diskin, aye; Mr. Nathan King, aye; Mr. Jonathan Kranz, aye; Ms. Julie Murray, aye and Chairman Tillotson, aye.

Continued Public Hearing, Definitive Subdivision, Wright Road Stratton Hill

Continued Public Hearing, Stormwater Management Permit, Wright Road, Stratton Hill

Continued Site Plan Review, Ayer Zoning Bylaw Section 9.6, Land Clearing and Grading, Wright Road Stratton Hill

Present: There were no applicant representatives present at the time of the meeting

Mr. Archambault stated that he received an email from Attorney Bob Collins requesting that the hearings be continued this evening and that they would also grant an extension on the decision date to the end of March 2022. Mr. Archambault stated that a request was made to receive a letter with the request in writing and to have it include a date for the continued hearing to be extended to, which has not been received by the office at this time.

Mr. Diskin asked if there was an update on the Request for Proposal for the traffic study.

Mr. Archambault informed the Board that the consultants want to wait to review the applicant's traffic study to review first which we have not received at this time.

At 7:50 PM Mr. Jonathan Kranz made a motion to continue the public hearing for the Definitive Subdivision for Stratton Hill, off Wright Road will the Planning Boards first meeting in January 2022.

Ms. Julie Murray seconded.

Discussion:

Mr. Jonathan Kranz stated that the Board needs to ensure that we get a letter allowing for the extension before the next meeting.

Mr. Archambault stated that he will contact Attorney Collins and make sure we have a letter before the next meeting on January 11, 2022.

Vote to approve by roll call vote: Ms. Julie Murray, aye; Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Mr. Ken Diskin, aye and Chairman Tillotson aye.

At 7:54 PM Mr. Jonathan Kranz made a motion to continue the Public Hearing for the Stormwater Management Permit for Stratton Hill subdivision on Wright Road to the Planning Boards first meeting in January 2022. Ms. Julie Murray seconded. No discussion. Vote by roll call vote: Mr. Ken Diskin, aye; Mr. Nathan King, aye; Mr. Jonathan Kranz, aye; Ms. Julie Murray, aye and Chairman Tillotson, aye.

At 7:55 PM Mr. Jonathan Kranz made a motion to continue the Site Plan Review for Stratton Hill off Wright Road to the Planning Boards first meeting in January 2022. Ms. Julie Murray seconded. No discussion. Vote by roll call vote: Ms. Julie Murray, aye; Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Mr. Ken Diskin, aye and Chairman Tillotson, aye.

Town Planner Update

Mr. Archambault stated that he has completed the letter that will be sent to the Attorney General's Office for clarification on zoning typo regarding the Industrial Zone lot size. Mr. Archambault sent the letter to both Mr. Diskin and Chairman Tillotson for review and comments and once it has been reviewed, he will send the letter out.

Mr. Archambault stated that the Board needs to sign a new Zoning Map based on the revisions made that added the West Main Street Form Based Code approved at Town Meeting in March of 2021. The item will be on the agenda for the Boards next meeting.

Mr. Archambault said the Town Manager's Office brought to his attention a request to sell a parcel of land that is currently in 61A requiring the Town to review the Right of First Refusal. The land is located on Snakehill Road and is .3 acres in size, the Conservation Commission has already stated that they do not wish to purchase the property.

At 8:07 PM Mr. Jonathan Kranz made a motion to exercise the Planning Boards right of first refusal and not purchase the .3 acres on Snakehill Road. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: : Ms. Julie Murray, aye; Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Mr. Ken Diskin, aye and Chairman Tillotson, aye.

Meeting Minutes November 9, 2021

At 8:08 PM Mr. Jonathan Kranz made a motion to approve the minutes from the November 9, 2021, meeting as amended. Mr. Ken Diskin seconded. No discussion. Vote to approve by roll call vote: Mr. Ken Diskin, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye, Mr. Jonathan Kranz, aye and Chairman Tillotson, aye.

Old Business

Update on Projects

Chairman Tillotson mentioned that there is not an update on all the projects in town but mentioned that he can give an update on a few ongoing projects in town.

Mr. Ken Diskin stated that he can give an update on the Ayer Solar II project since he sees it every day. Mr. Diskin mentioned that most of the clearing is completed, and they are working on completing the crossing before they can move forward on the project.

Chairman Tillotson stated that he has driven by a few projects in town and can update the Board on those. Curley Circle has around 12-14 houses in various stages within the project. Shaker Hill has completed two foundations, and Washington Street, Panther Place has started the construction of two duplexes.

Upcoming Bylaws

Chairman Tillotson stated that he would like to see the Board work on getting a bylaw drafted for site work/ledge/rock removal. Chairman Tillotson mentioned that there have been a number of projects before the Board recently where ledge/rock removal was a big concern, and the issue will persist with the open land that is left in town. Chairman Tillotson stated he would like to see the Board be proactive on the issue and should get a working group together that includes the Fire Department.

New Business

Posting of Meeting Martials

Chairman Tillotson mentioned to the Board at all the meeting martials sent to the Board members will now also be available online for the public to view.

Next meeting
December 28th meeting

At 8:33 PM Mr. Jonathan Kranz made a motion to cancel the Planning Boards December 28, 2021, meeting. Ms. Nathan King seconded. Vote to approve by roll call vote: Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Jonathan Kranz, aye; Chairman Tillotson, aye and Mr. Ken Diskin, abstained.

The Next Planning Board meeting will be January 11, 2022

Meeting Adjournment

At 8:43 PM Jonathan Kranz made a motion to adjourn. Ms. Julie Murray seconded. No discussion. No discussion. Vote to approve by roll call vote: Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Jonathan Kranz, aye and Chairman Tillotson, aye.

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval 1/15/22
Date

Planning Board Chairman (Geof Tillotson)


