



PLANNING BOARD

Town of Ayer

1 Main Street, Ayer, MA 01432

Tel: (978) 772-8218 | Fax: (978) 772-3017 | Planning@Ayer.MA.US

Minutes of the August 4, 2016 Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

Members Present: James Fay (JF), Jen Gibbons (JG), Mark Fermanian (MF). Geoff Tillotson (GT) was absent.

Others present: Steve Mullaney, S.J. Mullaney Engineering, Nick Pauling, GPR, Inc., Mark Wetzel, Ruth Rhonemus, Everett Tatelbaum and Andrew Bernstein, Kearsarge Energy for Ayer Solar I, LLC

Chairman Jim Fay called the meeting to order at 6:00 pm.

General Business

Approval of the Agenda for tonight's meeting. MF motioned, JG 2nd, the Board voted unanimously to accept.

Approve Minutes for July 7, 2016 Board Meeting. MF made the motion to approve, JG 2nd, the Board voted unanimously to accept.

The Planning Board met July 14, 2016, as a Working Group to discuss an updated Operations Manual for the Planning Board and to update the way the Subdivision Bylaws are presented on the Town's website.

Woodland Way, Modification of a Definitive Subdivision

JF requested a motion to close the Public Hearing from July 7, 2016. The hearing had not been closed to wait for DPW approval of the modifications. Having received the approval from DPW, MF motioned to close the hearing, JG 2nd, and the Board voted unanimously to accept.

JF requested a motion to sign the Certificate of Approval of a Definitive Subdivision, MF, "so moved", JG 2nd. JF requested that JG read the modifications aloud. Considering the length of the document MF motioned that just the modifications be read. JG 2nd and with a unanimous vote the Board approved. The Board then signed the Certificate of Approval of a Definitive Subdivision Modification. The Mylars will be signed at the September 1, 2016 Planning Board meeting.

Next Planning Board Meeting: To convene at 6 pm September 1, 2016.

Discussion

Nashua Street Extension Further discussion about requiring granite curbs. JF mentioned that after careful review of the video from the original meeting of August, 2014, "Board member Rick Roper wanted granite". After discussion with Mark Wetzel from the DPW and because Mr. Moore was unavailable to attend the meeting, Nick Pauling from GPR was his representative. The Board decided that Mark Wetzel and the developer Calvin Moore should come to an agreement and advise the Board at the September 1, 2016 meeting.

JF noted that granite curbs will be required going forward for all subdivisions.

The Board was advised that the Town is investigating the possible purchase of Nashua Street Extension, an 18.75 acre parcel that is slated to come out of Chapter 61A and become a subdivision.

Ayer Solar sent their local representatives Andrew Bernstein and Everett Tatelbaum from Kearsarge Energy. Ayer Solar I, LLC has been purchased by Kearsarge Energy, to own and operate for 20 years. The company has managed many projects in MA.

Three (3) examples of a Surety Bond were presented for the Board to review. The Bond assures remediation of the site at the end of the life of the solar panels. JF told Kearsarge that any final documents will go before Council and that the Board would like the Bond in place before construction begins. Kearsarge will present a Surety Bond Draft to the Board at the meeting September 1, 2016.

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Mark Fermanian

Global Montello sent plans for a modification of the already approved plan for the Board's consideration. The Board reviewed this modification and determined that 22 parking spaces are required there are 24 spaces. This change triggers a Plan Review for modification. MF suggested tabling until September 1, 2016 meeting. Global Montello to be notified.

General Business

Representatives to MRPC & MJTC, until there is another member on the Planning Board, JF has asked Economic Director, Alan Manoian, to brief the Planning Board on these meetings. Board approved.

Planning Board Vacancy, the Board would like suggestions for new members.

iPad Use Vice-Chair JG will be meeting with the IT Director, Cindy Knox and will debut its use at the September 1, 2016 meeting.

Working Group Meeting for Procedures Manual and Website Subdivision Regulations will be held at 6 pm September 22, 2016.

Planning Board Updates

JF advised the Board that he had signed Zoning Board Variance Documents on July 28, 2016 and returned them to the Zoning Board of Appeals.

Emerson Road, Devens, JG was unable to attend the meeting. Will provide information after follow-up.

Public Input, there was none.

The next meeting will convene at 6 pm, September 1, 2016

Meeting Adjournment

7:08 pm MF motioned to adjourn, JG 2nd, Board voted unanimously to adjourn.

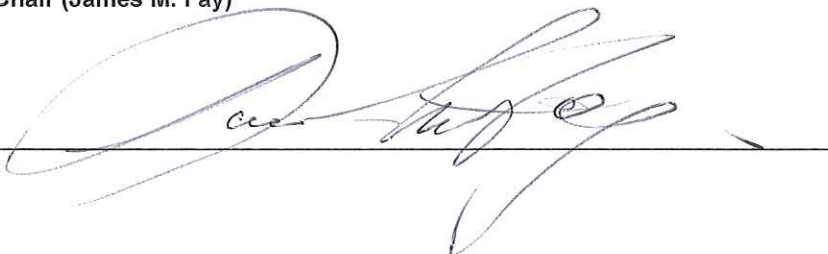
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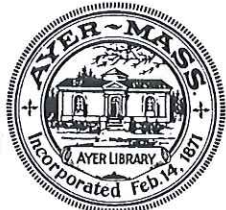
Minutes recorded and submitted by Sandy Bean, Administrative Coordinator

Planning Board Approval

9/1/16
Date

Planning Board Chair (James M. Fay)





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Minutes of the June 2, 2016 Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

Members Present: Jim Fay (JF), Mark Fermanian (MF), Jennifer Gibbons (JG), and Geoff Tillotson (GT)

ACTING CHAIRMAN JENNIFER GIBBONS CALLED THE MEETING TO ORDER AT 6 PM.

REORGANIZATION OF THE BOARD:

- **Chairman:** JG nominated JF to fill the position of chairman and JF accepted the nomination. GT 2nd, and the Board voted unanimously (with MF not yet in attendance) to affirm JF as chairman. **(A 3/0)**
- **Vice Chairman:** MF nominated JG to fill vice-chairman position and GT 2nd. JG accepted the nomination, and the Board voted unanimously to affirm JG as vice-chairman, (with MF joining the Board in time to vote). **(A 4/0)**
- **Clerk:** GT nominated MF to serve as clerk and JG 2nd. MF accepted the nomination and the Board voted unanimously to affirm MF as clerk. **(A 4/0)**
- **Naming Planning Board Representatives to sit on various Boards and Commissions:**
 - **PB Rep for Montachusett Regional Planning Commission:** The Board agreed to postpone decision until next meeting.
 - **Montachusett Joint Transportation Committee:** Board agreed to postpone decision until next meeting.
 - **CPC:** MF nominated himself and GT 2nd. The Board voted unanimously to affirm MF as CPC representative. **(A 4/0)**
 - **Master Plan:** GT made a motion to volunteer himself to serve as the PB representative on the Master Plan, JG 2nd. The Board voted unanimously to affirm GT as the Master Plan Committee representative. **(A 4/0)**

PUBLIC HEARING: RILEY JAYNE FARM—NICK PAULING, ENGINEER WITH GP&R (CONTINUED FROM MAY 5):

- At its May 5 meeting, the Planning Board voted to continue the Public Hearing and to postpone a formal vote on the Riley Jayne Definitive Subdivision application pending DPW review. Mr. Pauling said he was prepared to talk about comments from DPW Superintendent Mark Wetzel that were received earlier in the day (June 2). For the sake of those in attendance, he also agreed to recap the applicant's requests for various waivers from subdivision rules and regulations.
 - **Motion to Approve:** Following the discussion and comments by the public, and based on the May 5th Board Decision, JG made a motion and MF 2nd the motion to approve the Riley Jayne Farms LLC Definitive Subdivision and to execute the Certificate of Approval as drafted by Jeremy Callahan in a document dated June 2, included in the June 2 meeting packet and appended to these minutes in accordance with MGL Ch 41 Section 81R, waiving the Ayer Planning Board Subdivision Rules and Regulations in Sections IV.A.2.A; Section IV.B.2; and Section V.J.1
- **Vote:** After agreeing to waive the Planning Board Subdivision Rules and Regulations as cited above **(A 4/0)**, the Board agreed to execute the Certificate of Approval at its July 7th meeting. **(A 4/0)**

- **Public Hearing Closed:** GT moved to close the Public Hearing for Riley Jayne Farm LLC Definitive Subdivision and MF 2nd. The Board voted unanimously to close the public hearing at 6:55 p.m. (A 4/0)

CALVIN MOORE RE: NASHUA STREET EXTENSION GRANITE CURBING ISSUE

- Mr. Moore approached the Board questioning a decision made during the August 7, 2014 meeting pertaining to a granite curbing requirement for a proposed subdivision on Nashua Street Extension. The Board agreed to take up the issue at its July 7 meeting.

GENERAL BUSINESS:

- **ANR-Wright Road—David Ross Associates—David LeRoy (for applicant John W. & Stephanie C. Burns, received plans May 19, 2016)** A Motion to approve the plans as submitted was made by MF and 2nd by JG. The Board voted unanimously to approve the plans. (A 4/0) Members then signed the Mylar.
- **Approval of Minutes from May 5 Meeting:** MF made a motion to approve the minutes and GI 2nd. The Board then voted unanimously to accept the minutes of the May 5 meeting. (A 4/0)
- **Bill Pay:** MF made a motion and GT 2nd to authorize the release of funds in the amount of \$139.62 from the Riley Jayne Farm permitting-fees account to cover the legal notices appearing in Nashoba Publishing publications for ads appearing in the April 15, 22 and 29th editions of the local newspaper. The Board then voted unanimously to authorize the release of \$139. (A4/0)
- **Procedures Manual—Review Draft:** The Board decided to hold a workshop to work on revising its subdivision regulations at 6 p.m. Thursday, July 14. This meeting will be posted and held in the Great Room on the second-floor of Town Hall.

NEW BUSINESS:

- **iPad or Tablet (Discussion):** The Board asked JF to investigate the possibility of providing iPads to Board members and will be reporting back at the next meeting.
- **Reserve Fund Transfer:** JF has met with TA Robert Pontbriand to discuss funding options to support clerical support and office expenses and there may be ways and means available.
- **Devens Plaza Update:** JF and Economic Development Director Alan Manoian attended an information sharing session with an outside developer who was showing an interest in 210 W. Main Street. The prospective owner was pleased with this approach and he will be considering his options.
- **Master Plan Meeting:** GT and JF reported that the Master Plan Committee kickoff on May 24 drew about 50 people and generated a lot of excitement about re-investment in Ayer.

THE NEXT MEETING SCHEDULE:

- The next meeting will convene at 6 pm July 7, at which time the Board plans to execute the Certificate of Approval of a Definitive Subdivision for Riley Jayne Farm LLC, conduct A Public Hearing on Woodland Way Subdivision, and discuss with the applicant, the August 7, 2014 decision having to do with the granite curbing requirements for Nashua Street Extension subdivision.

MEETING ADJOURNMENT

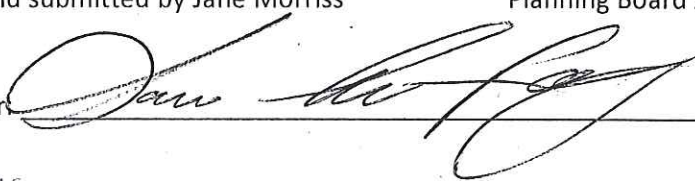
- At 7:45 pm MF motioned to adjourn the meeting and 2nd by JG. **Affirmative Vote (A4/0)**

Minutes recorded and submitted by Jane Morriss

Planning Board Approval Date

7/7/16

Planning Board Chair



(Jim Fay)



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Location: First Floor Meeting Room, Ayer Town Hall

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Members Present: Jim Fay (JF), Mark Fermanian (MF), Jennifer Gibbons (JG), and Geoff Tillotson (GT)

Others present: Helen D'Amato, Richard D'Amato, Suzanne Camilleri, Roger Kilgus, Nick Pauling, Ruth Maxant Schulz, Darryl Harrison, Kathy Harrison, Steve Mullaney, Calvin Moore, Beth Suedmeyer

Chairman Jim Fay called the meeting to order at 6:05 pm.

Announcements:

A Working Group Meeting will be held July 14 to edit and amend the Subdivision Regulations and Operations Manual and to review changes.

Public Hearing:

Woodland Way: Subdivision Modification of Phase 5 Pingry Hill (Stephen Mullaney):

In response to changes in the wetlands, the applicant came before the Board requesting modifications to the configuration of Hemlock Way. The reconfiguration would add three additional houses and 300 feet of additional roadway. The memo from the DPW pertaining to the modification was given to the applicant at the meeting. To allow time for the applicant to read the DPW memo, JF motioned to continue the public hearing to August 4. JG 2nd, and the Board voted unanimously to continue the meeting to August 4, 2016.

Administrative Policy:

Riley Jayne Farm: Discuss wording of tree-planting exemption in National Grid easement area:

A motion to amend the June 2, 2016, Certificate of Approval for Riley Jayne Subdivision that was accepted at the June 2nd meeting was made by MF and 2nd by JG. The Board voted unanimously to amend the June 2, 2016, Certificate of Approval.

JG then made a motion to approve the July 7 Certificate of Approval (which amended the June 2 Certificate) for Riley Jayne Subdivision, which she read in its entirety. The Board voted unanimously to approve the motion and afterward signed the Certificate with instructions that it be recorded and filed with the Town Clerk and be filed with these minutes.

MF made a motion to sign the covenant for Riley Jayne Farm LLC, which was 2nd by JG, and followed by a unanimous vote to approve. It was then given to the applicant to be notarized and filed with the Town Clerk.

Sign street-light waiver for National Grid:

JG made a motion to approve the PB Chairman's signing of a waiver for National Grid (reference Number MA-WR 21387171) verifying that the PB is not requiring street lights for the Riley Jayne Subdivision. The motion was 2nd by GT and the Board voted unanimously to approve JF's signing of the waiver.

The Board Members then signed three Mylars and initialed 19 additional copies of the Riley Jayne Subdivision plans.

Nashua Street Extension: Granite Curb (Calvin Moore):

C. Moore contended that the PB did not originally require granite curbing. He further contended that there was a discrepancy between a directive written on the Nashua Street Extension plans by the former Planning Board Chairman Jeremy Callahan requiring the installation of granite curbing, and the actual will of the Board as captured on the video of the August 7, 2014 meeting. The members of the Board agreed to look at the video of August 7 2014, beginning at 1:59 and read the minutes. The Board expressed its will to settle the matter and agreed to put it on August 4 meeting agenda.

General Business:

Approval of minutes of June 2 meeting:

MF motioned to accept the minutes of the June 2nd meeting as written ,and GT 2nd. The Board voted unanimously to approve the minutes,

Budget Discussion:

The Planning Board does not have a budget. JG suggested that the Board request funding for training and for getting information out to the public.

Appointments:

The Planning Board vacancy remains, and the members were asked to think about who might fill it. PB representatives are still needed for Complete Streets, Montachusett Regional Planning Commission, and Montachusett Joint Transportation Committee.

Next meeting:

The next meeting will convene at 6 pm August 4, 2016

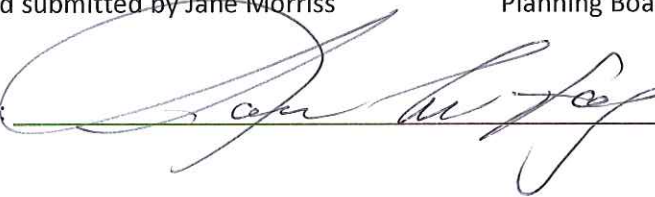
Meeting adjournment

At 7:20 pm MF motioned to adjourn the meeting and JG 2nd. The Board voted unanimously to adjourn.

Minutes recorded and submitted by Jane Morriss

Planning Board Approval Date 4 AUG 2016

Planning Board Chair:



(Jim Fay)

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