



## PLANNING BOARD

### Town of Ayer

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Approved 5/9/2022



#### **Minutes of April 26, 2022 - Ayer Planning Board Meeting**

Location: 1<sup>st</sup> Floor Meeting Room, Ayer Town Hall

Meeting was recorded and then broadcasted on APAC

**Members Present:** Geof Tillotson, Chairman; Ken Diskin, Vice Chairman; and 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.**

#### **General Business**

##### **Approve the Agenda**

**At 6:15 PM Mr. Jonathan Kranz made a motion to approve the agenda as presented. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)**

#### **Covenant and Bond Releases** – None

#### **Site Plan Review – 0 Littleton Road, Elizabeth Hamilton, Mobile Food Establishment**

*Present: Elizabeth Hamilton, applicant*

Chairman Geof Tillotson stated that the Board went on a site visit to view the location on Thursday April 21<sup>st</sup> and thanked Ms. Hamilton for bringing the trailer for the Board to see.

Mr. Mark Archambault said that there was no new information on the site plan. We should expect to receive an update on the abutter notices telling us if they were all mailed out and when.

Ms. Hamilton stated that she sent all the notices out but was just able to send the abutter notice to the Condo Association today, as there was some trouble getting the address for the Association.

Mr. Archambault stated that the Board can not act on the site plan till the abutters have been notified and recommended that the Board continue the hearing to the next meeting.

Mr. Ken Diskin stated that a new notice would have to be sent to the Condo Association since the one they will receive will have tonight's meeting date and they will receive it after the meeting took place. Mr. Diskin recommended sending a second letter to the Condo Association stating that the hearing was continued and list the continued hearing date on it in order to allow the residents of the 55 Littleton Road Condominium complex a chance to comment on the site plan if they wish to.

**At 6:30 PM Mr. Jonathan Kranz made a motion to continue the public hearing for the site plan review to the next Planning Board meeting. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)**

**Discussion, Next Meeting Date**

Chairman Tillotson mentioned that the next scheduled Planning Board meeting date is May 10<sup>th</sup>, which is town election day. The Board can not hold a meeting on election day and will need to find a new date to meet. Chairman Tillotson stated that Assistant Town Manager, Carly Antonellis informed him that May 11<sup>th</sup> is unavailable and asked if there was any availability on May 9<sup>th</sup>.

Ms. Heather Hampson, Administrative Coordinator, informed the Board that the Board of Health is meeting at 5:30 PM on May 9<sup>th</sup>.

The Board discussed the date and time. The Board concluded that, if possible, they would like to hold their meeting on May 9<sup>th</sup> at 7:00 PM after the Board of Health has concluded their meeting.

Ms. Hampson will check with the Town Manager's Office in the morning to confirm the date and time.

**Town Planner Report**

**Site Visits**

Mr. Archambault mentioned that the Shaker Pond Subdivision is in the process of building 6 houses, and they are willing to host the Board on a site visit in the near future.

The Board had a brief discussion on dates and settled on May 5<sup>th</sup> at 8:30 AM.

Mr. Archambault will give the developer a call to verify the day and time.

**MBTA**

Mr. Archambault gave the Board a brief presentation on the MBTA Communities Act. In the presentation Mr. Archambault mentioned that the Planning Office has received a grant to have MRPC help with reviewing the current zoning and what if anything will need to be added to the current Bylaw to ensure the Town complies with the criteria of the Act. Mr. Archambault also shared the actions and deadlines that are required in the Act, some of which have already been completed.

The Board had a brief discussion on the MBTA Communities Act and if the Town's current zoning meets the required density.

**22 Fitchburg Rd**

Mr. Archambault informed the Board that the engineer for 22 Fitchburg Road contacted him about coming to an upcoming meeting with a minor site plan amendment for the approved Site Plan for the property at 22 Fitchburg Road.

**Meeting Minutes of April 12, 2022**

**At 7:17 PM Mr. Jonathan Kranz made a motion to approve the meeting minutes of April 12, 2022, as amended. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)**



### **New Business/Old Business**

#### **CPC**

Ms. Julie Murray reminded the Board and anyone watching about the upcoming CPC public forum/survey meeting on May 5<sup>th</sup>. Ms. Murray reminded everyone that they have to preregister for the event as it will be an interactive survey and if anyone can not attend the event virtually there are paper copies of the survey at Town Hall and the Library.

#### **Stratton Hill Update**

Mr. Ken Diskin asked Mr. Archambault if there had been any update from the property owner or the representative regarding the Stratton Hill project.

Mr. Archambault stated that he has not received any plans at this time but does anticipate something coming soon and will keep the Board informed if something does come in.

#### **Pleasant Street/ Riley Jayne Lane Guardrail**

Chairman Tillotson mentioned that he wanted to have this item added to the next meeting and invite, Mr. CJ Moore, Mr. Dan Van Schalkwyk and the neighbors that drafted the letter to Mr. Van Schalkwyk expressing their concern with the guardrail.

The Board had a brief discussion on the matter and agreed inviting everyone to a meeting is the best way to resolve the concern of the neighbors.

#### **Site walks**

Chairman Tillotson spoke about the site visit that took place on April 21<sup>st</sup> at Curley Circle, mentioning that the project is in the process of finishing up with only 5 or 6 more houses to be constructed.

Mr. Kranz stated that he enjoyed the site visit to Curley Circle and wanted to mention that one of the biggest concerns of the neighbors to the project was the high water table and since construction the water table had not been an issue and the neighbors have commented that the water issues they once had are gone.

Chairman Tillotson mentioned that other site visits that the Board should go one are to Panther Place and Shaker Mill Pond, which is scheduled for May 5<sup>th</sup>.

Mr. Diskin gave a brief update on the construction of Panther Place stating the road is in along with some of the drainage and water systems.

#### **Town Meeting Discussion**

Chairman Tillotson mentioned that at last night's Town Meeting the two Zoning Amendments the Board brought passed with no comment and thanked Mr. Archambault for all his hard work.

Chairman Tillotson also mentioned that the Citizen Petition for the rezoning of 27 Harvard Road, Mr. Maxant's property passed as well with no opposition.

#### **Meeting Adjournment**

At 7:18 PM Jonathan Kranz made a motion to adjourn. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)


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Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval

5/9/2022  
Date

Planning Board Chairman (Geof Tillotson)

  
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