



## PLANNING BOARD

### Town of Ayer

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#### Minutes of November 22, 2022 - Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded and then broadcasted on APAC

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TOWN CLERK

**Members Present:** Jonathan Kranz, Chairman, Ken Diskin, Vice Chairman; and Geof Tillotson, Clerk (arrived at 6:16 PM), Julie Murray and Nathan King

**Also Present:** Mark Archambault, Town Planner

Chairman Kranz called the meeting of the Planning Board to order at 6:15 PM.

#### General Business

##### Approve the Agenda

At 6:15 PM Ms. Julie Murray made a motion to approve the agenda as amended. Mr. Nathan King seconded. No discussion. Unanimous vote to approve. (4-0-0)

#### Covant and Bond Releses - None

#### Public Hearing— Site Plan Review,

*Present: Peter Bemis, Consultant for applicant*

At 6:16 PM Chairman Kranz read aloud the public hearing notice opening the public hearing for the Site Plan Review for 17 Bligh Street.

At 6:16 PM Mr. Geof Tillotson made a motion to open the hearing. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Mark Archambault showed the Board an aerial view of the property location at 17 Bligh Street. The proposed site plan is for a 1,792 sq.ft. addition to an existing building. Mr. Archambault mentioned that he went through the application and plans and the proposed addition is a simple site plan that meets all the requirements and due to the minor addition to the existing site there are a few waivers that are requested to the site plan requirements the Board should approve when and if they accept the Site Plan Review.

Mr. Peter Bemis, consultant for the applicant, gave the Board a brief background of his work on the property mentioning that he has been working with the owner for the last 10 years and helped him with the first addition built on the site. Mr. Bemis stated there is a paved area that is currently used as a staging area on site the proposed addition will enclose that paved staging area. There is no need for a full stormwater review since the location for the addition is currently paved and there will be no change to the stormwater calculations.

Mr. Bemis shared some photos of the site with the Board showing them the proposed location of the addition. The project is ready to go for a building permit once the Board approves the Site Plan.

The Board had some minor questions for Mr. Bemis. In regards to the addition including heat, foundation and stormwater for the roof of the addition which Mr. Bemis answered.

**At 6:28 PM Mr. Geof Tillotson made a motion to accept the plan and application for 17 Bligh Street as complete and for review. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (5-0-0)**

**At 6:28 PM Mr. Geof Tillotson made a motion to approve the findings for the Site Plan Review as stated in the Town Planners report. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)**

**At 6:30 PM Mr. Geof Tillotson made a motion to approve the Site Plan Review for the 1,792 sq.ft. addition at 17 Bligh Street as presented with no special conditions. Ms. Julie Murray seconded. Discussion: Mr. Ken Diskin mentioned that there are general conditions for all Site Plans. Unanimous vote to approve. (5-0-0).**

**At 6:32 PM Mr. Geof Tillotson made a motion to close the public hearing. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)**

#### **Town Planner Update**

Mr. Archambault mentioned that due to Nasoya being delayed at the Zoning Board of Appeals they did not make the deadline for the next meeting for their Site Plan Review. They will most likely be at the 2<sup>nd</sup> meeting in December which is scheduled for December 27<sup>th</sup>.

#### **Approval of Meeting Minutes, September 8, 2022 and September 27, 2022**

**At 6:37 PM Mr. Geof Tillotson made a motion to approve the meeting minutes of September 8, 2022, as written. Mr. Ken Diskin seconded. No discussion. Vote to approve, 4-0-1, Julie Murray abstained.**

**At 6:37 PM Mr. Geof Tillotson made a motion to approve the meeting minutes of September 27, 2022, as written. Mr. Ken Diskin seconded. No discussion. Vote to approve, 4-0-1, Julie Murray abstained.**

**There was a brief 5-minute recess**

#### **Discussion – Working Group Session**

##### **Stratton Hill – Request for Proposals, Engineering**

Chairman Kranz stated there is a RFP before the Board to review Stratton Hill. Chairman Kranz spoke with Dan Van Schalkwyk, Director of the Department of Public Works, to see if the engineering review for Stratton Hill is something his office could do or if it should be sent to a third party to review, due to staffing and the extent of the project Mr. Van Schalkwyk requested that a third party be bought in for the review. Chairman Kranz mentioned the Mr. Archambault has been working on the RFP for the engineering review and thought Board should review and give comments.

Mr. Archambault mentioned he researched some models from other towns for reference and has also shared the draft with Mr. Van Schalkwyk. Mr. Archambault mentioned that the Board had expressed that since the traffic study had been reviewed during the Preliminary stage it has been removed from the RFP. Mr. Archambault did state that he does have it listed that the consultant review the traffic reports.

Chairman Kranz stated that there is street lighting is listed in the RFP but mentioned that there has been comments to either removed or limit the number of streetlights on site.

Mr. Archambault stated that the consultant can look at the impact of street lighting.

Mr. Tillotson commented that the consultant that is hired has experience with street design as there was a comment during the Preliminary review on curbing as well as street lighting which could help lessen the impact.

Chairman Kranz mentioned that the consultant should also be experienced with Open Space Residential Subdivision Design.

Mr. Diskin commented that the Board spent a lot of time on the Preliminary Plan design and that the consultant should be spending more time on the stormwater and other calculations.

Mr. Archambault stated that if they receive a lot of responses to the RFP hopefully a subgroup can be set up to work with the consultant on the review needed.

Chairman Kranz wanted to express caution with the sending the RFP too soon before a definitive plan is submitted as we will not have final design.

Mr. Archambault stated that he would like help in determining if the application is complete due to the complexity of the project.

The Board held a discussion on the timeline of sending the RFP and details included in the RFP regarding details of the project.

The Board went through the draft RFP and gave Mr. Archambault their edits some which required comment including traffic, off site improvements, limits of off-site improvements to end at Wright Road and some grammatical errors.

The Board also discussed other outside meetings that may need to occur with the Department of Public Works for wastewater capacity and Sandy Pond causeway concerns.

Mr. Archambault will edit the draft RFP with the Boards comments and send it back out to them for final review and vote.

### **2023 Planning Board to-do items**

Mr. Archambault went over a list of 2023 Board items to be completed. The list included MBTA Communities, reorganizing the parking Bylaw, looking at mobile food establishments bylaw, short term rentals, blasting and rock removal regulations, density bonus review, and affordable housing.

The Board held a discussion on each of the topics and their level of importance and details on each one.

**Mr. Ken Diskin excused himself from the meeting.**

#### **Ayer Solar II**

Chairman Kranz expressed concern with the stormwater and overall construction on site that has not been completed to plans.

**At 8:17 PM Mr. Geof Tillotson made a motion to issue a cease and deist on all work on the property associated with Ayer Solar II. Ms. Julie Murray seconded. Discussion: Mr. Archambault would like to discuss the site with the DPW and Conservation Agent before any letter gets sent out. Chairman Kranz believes that action needs to be taken on site. Vote to approve 3-1-0, Mr. Nathan King abstained.**

**Mr. Diskin returned to the meeting.**

#### **Project Update**

Mr. Tillotson commented that he would like an update on all approved projects in town and would be willing to give one at an upcoming meeting.

#### **Transit Matters**

Mr. Nathan King would like to have a presentation given by Transit Matters, they are an advocacy group and they would like to give a presentation that includes updates to the MBTA like electrifying and platforms. Mr. King suggested that the presentation be a joint presentation with the Select Board.

#### **Meeting Adjournment**

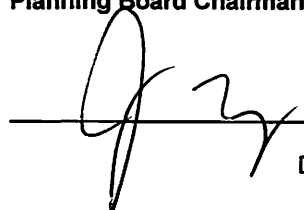
**At 8:28 PM Mr. Geof Tillotson made a motion to adjourn.**

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Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval \_\_\_\_\_  
Date

Planning Board Chairman (Jonathan Kranz)

 3/10/23  
Date