



## PLANNING BOARD

### Town of Ayer

1 Main Street, Ayer, MA 01432

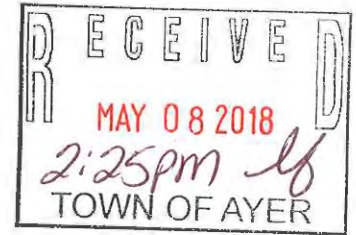
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*Approved 4/19/2018*

#### **Minutes of April 5, 2018 - Ayer Planning Board Meeting**

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC



**Members Present:** James Fay, Chair, Geof Tillotson, Sue Kennedy and Ken Diskin

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

**Absent:** Mark Fermanian

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

#### **General Business**

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

At 6:16 PM Mr. Ken Diskin made a motion to approve the agenda. Mr. Geof Tillotson seconded. No discussion. Unanimous vote to approve the agenda. (4-0-0)

##### **Approval of Meeting Minutes from February 15, 2018**

Mr. Mark Archambault stated that he asked Administrative Coordinator. Ms. Heather Hampson to add a sentence to the minutes under the section for the New Bylaw hearing regarding a handout he had given to all the Board members.

At 6:20 PM Mr. Geof Tillotson made a motion to prove the minutes as amended. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)

##### **Approval of Meeting Minutes March 1, 2018**

At 6:21 PM Mr. Geof Tillotson made a motion to approve the minutes as written. Mr. Ken Diskin seconded. No discussion. Vote to approve 3-0-1, Mr. Geof Tillotson abstained.

##### **Approval of Meeting Minutes March 15, 2018**

At 6:24 PM Mr. Geof Tillotson made a motion to approve the minutes as written. Mr. Ken Diskin seconded.

##### **Discussion:**

Mr. Ken Diskin stated that he had a few corrections to the minutes on the second page. First regarding his vote on the amendment to the Bylaw for Town meeting discussion. His second correction was a minor grammatical error in the last discussion item.

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**At 6:26 PM Mr. Geof Tillotson made a motion to approve the minutes as amended. Mr. Ken Diskin seconded. No further discussion. Unanimous vote to approve. (4-0-0)**

**Discussion, Calvin Street Extension Lot Release**

*Present: Cornelius Sullivan, Attorney for the owner*

Mr. Cornelius Sullivan appeared as a representative for the owner of 25 Calvin Street who recently sold their house. An issue with the title was discovered during the title search for the closing. The Planning Board approved the subdivision with lots being held in a covenant. The lots in the subdivision were not released from the covenant. The houses are all built and some have sold in the 20 plus years since the covenant was put in place.

Chairman Fay asked if there was any information from when the previous Planning Board signed the covenant.

Administrative Coordinator stated that she looked through the files and could not find anything on the subdivision.

Mr. Sullivan stated that he found all the recorded documents for the subdivision approval and the covenant on the register of deeds and provided them with his request for the release.

Chairman Fay asked Mr. Archambault to look into the approval of the subdivision and any additional information on the covenant for any future requests for release.

**At 6:36 Mr. Geof Tillotson made a motion to sign the release for lot 10, 25 Calvin Street Ext., releasing the lot from the covenant. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)**

**Review, ANR Plan 217 West Main Street, Calco, LLC**

*Present: There was no one present*

Mr. Mark Archambault stated that he received an email from Mr. Kyle Burchard from GPR Inc. stating that they would not be able to attend the meeting but requested that the Board accept the email as a formal request to withdraw the ANR plan for 217 West Main Street without prejudice.

**At 6:40 PM Mr. Geof Tillotson made a motion accept the email request to withdraw the application for the ANR plan for 217 West Main Street without prejudice. Ms. Sue Kennedy seconded.**

Discussion:

Mr. Ken Diskin asked Mr. Archambault to read the email from Mr. Burchard into the record.

Mr. Archambault read the email sent from Mr. Burchard on Thursday April 5, 2018 into the record.

**Unanimous vote to approve. (4-0-0)**

**General Business**

*April 5, 2018 Planning Board meeting*

**Invoices - W.B. Mason \$41.57**

At 6:46 PM Mr. Geof Tillotson made a motion to approve payment for the invoice from W.B. Mason for office supplies in the amount of \$41.57. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)

**Invoice – Lowell Sun \$592.72**

At 6:48 PM Mr. Geof Tillotson made a motion to approve payment for the invoice from the Lowell Sun for the public hearing notices for the Zoning and Solar Bylaws in the amount of \$592.72. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

**Town Planner Update**

Mr. Archambault that he went to the annual meeting and training sessions of the Citizen Planner Trainer Collaborative, CPTC last month. While there he obtained copies of extra handouts for the Board members.

Mr. Ken Diskin stated that he also went to the annual meeting and training sessions of the CPTC and suggested that next year all the Board members attend.

**Discussion, Planning Board Administrative Rules and Regulations**

Mr. Archambault reported that now that the Zoning Bylaw has passed Town Meeting it is time the Board went through and updated the Boards Administrative Rules and Regulations which have not been updated since 2001.

Mr. Archambault stated that the Rules and Regulations need to be approved during a public hearing and is hoping to hold the hearing at the Planning Board meeting on May 8<sup>th</sup>. As part of the updated Rules and Regulations a new fee schedule is also proposed.

The Board held a brief discussion on the Rules and Regulations after going through each section one by one.

Chairman Fay stated that the Board will plan to hold a public hearing on May 8<sup>th</sup> in order to adopt the proposed Rules and Regulations and encouraged members to send comments on the proposed to Mr. Archambault as they arise.

**Meeting Adjournment**

7:53 PM Mr. Geof Tillotson motioned to adjourn the Planning Board meeting. Ms. Sue Kennedy seconded. No discussion. The Board voted unanimously to adjourn. (4-0-0)

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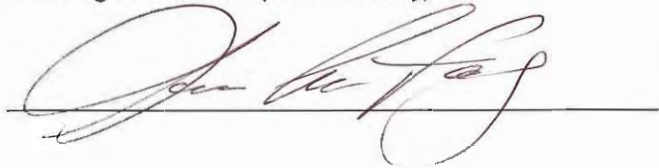
Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

*April 5, 2018 Planning Board meeting*

*Approved 4/19/2018*

Planning Board Approval 4/19/18  
Date

Planning Board Chair (James M. Fay)

A handwritten signature in dark ink, appearing to read "James M. Fay", is written over a horizontal line.