



PLANNING BOARD

Town of Ayer

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Approved 5/8/2018

Minutes of April 19, 2018 - Ayer Planning Board Meeting

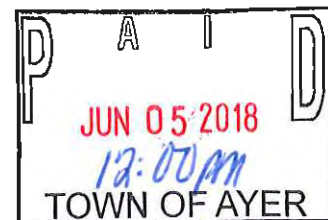
Location: First Floor Meeting Room, Ayer Town Hall

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 6:15 PM Mr. Geof Tillotson made a motion to approve the agenda. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve the agenda. (4-0-0)

Approval of Meeting Minutes from April 5, 2018

At 6:16 PM Mr. Geof Tillotson made a motion to approve the minutes as amended. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Discussion, Planning Board Administrative Rules and Regulations

Mr. Mark Archambault had a handout for the Board with updated Administrative Rules and Regulations for the Board to review. Mr. Archambault stated that Mr. Ken Diskin and he went through the Rules and Regulations together and come up with this the newly proposed draft.

Mr. Archambault stated that a public hearing is scheduled for the next Planning Board meeting on Tuesday May 8th.

Mr. Archambault went through all the changes made in the Rules and Regulations from the last meeting.

Chairman Fay stated that he feels the Board should not allow waivers to the Regulations and if the Board were to allow a wavier request a super majority vote should be required.

At 6:41 PM Ms. Sue Kennedy made a motion to have waivers to Administrative Rules and Regulations need to have a super majority vote. Mr. Geof Tillotson seconded.

Discussion:

Mr. Tillotson stated that he does not agree with requiring a super majority vote for waivers as a majority vote is needed to approve a permit from the Planning Board.

April 19, 2018 Planning Board meeting

Motion did not pass, Vote 2-2.

The Board went through each section of the Administrative Rules and Regulations and held discussions on Articles 1, 4, 5, 9, 10, 11 and 19.

Article 4, Associate members

Ms. Sue Kennedy asked for clarification on what duties an associate member of the Planning Board would have in regards to voting.

Mr. Archambault stated that he would check in Mass General Law for the references in the Regulations.

Article 5, Duties of Officers

Mr. Tillotson stated that he would like to see more than one associate member.

Ms. Kennedy stated that she would like to see the clerk listed after the Vice-Chair if both the Chairman and Vice-Chairman are absent.

Article 9, Quorums and Voting

Mr. Tillotson stated that he would like the Planning Board to look into remote participation and check with the Board of Selectman's policy regarding remote participation.

Mr. Archambault stated that he will check and see what the Board of Selectman allow and bring that information to the Board at the next meeting.

Article 10, Application Procedures, ANR Site Plan and Subdivision.

The Board had a brief discussion on how they would like to have ANR plans submitted to the Board and what Mass General Law states as well.

At 7:27 Mr. Ken Diskin made a motion to have town council review Article 10 in regards to the submission of ANR applications to the Planning Board to ensure they are correct. Mr. Geof Tillotson seconded.

Discussion:

Ms. Kennedy stated that she felt that town council's review will not be needed.

VOTE: 1-3, Geof Tillotson, Sue Kennedy and Chairman Fay opposed.

Mr. Geof Tillotson stated that number 11 in Article 10 stated that a roll call vote is needed to approve.

At 7:31 PM Mr. Geof Tillotson made a motion to remove the wording requiring a roll call vote in section 11 of Article 10. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Article 11 Agenda Management

Mr. Diskin requested that in section 11.2 a reasonable period of time be replaced with a minimum of 3 days.

Article 19, Site Plan Review Requirements

Mr. Diskin asked if the new Bylaw that was passed at Town meeting referenced any Site Plan Review Requirements similar to the old Bylaw which had several pages regarding Site Plan submittals.

Mr. Archambault stated that there is only a reference to Site Plan Requirements that will be a separate document that he will be working on in the upcoming weeks.

Discussion, Planning Board Fee Schedule

Mr. Geof Tillotson stated that he went through the draft fee schedule that Mr. Archambault had drafted for the Board and created an average of the surrounding towns to show where the Town of Ayer was on the scale.

Mr. Tillotson stated that he thought some of the suggested fee increases were a bit low especially in regards to ANR plans.

The Board held a brief discussion regarding the increase of ANR fee.

At 7:48 PM Mr. Ken Diskin made a motion to propose an increase of the Planning Board fees for an ANR application from \$50 application fee and \$25 per lot to \$100 application fee and \$50. Mr. Geof Tillotson seconded.

Discussion:

There was a brief discussion regarding the fees and how they should be increased.

VOTE: 2-2, both Chairman Fay and Ken Diskin opposed.

At 7:53 PM Mr. Geof Tillotson made a motion to propose an increase of the ANR application fee from \$50 application fee and \$25 per lot to \$125 application fee and \$50 per lot. Ms. Sue Kennedy seconded. No discussion. VOTE: 2-2, both Chairman Fay and Ken Diskin opposed.

At 7:54 PM Mr. Geof Tillotson made a motion to propose an increase of the ANR application fee from \$50 application fee and \$25 per lot to \$115 application fee and \$50 per lot. Ms. Sue Kennedy seconded. No discussion. VOTE: 3-1, Mr. Ken Diskin opposed.

At 7:55 PM Mr. Geof Tillotson made a motion to propose an increase for Primary Subdivision application from \$250 or \$35 per lot to \$500 application fee and \$50 per lot. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

At 8:00 PM Mr. Geof Tillotson made a motion to propose an increase for Definitive Subdivision from \$500 or \$100 per lot to \$1000 application fee and \$250 per lot. Ms. Sue Kennedy seconded.

Discussion:

Ms. Kennedy stated that the proposed is still on the low end of the scale looking at the surrounding towns.

At 8:03 PM Mr. Geof Tillotson amended his motion to have the proposed increase for Definitive Subdivision applications be \$1,250 application fee and \$250 per lot. Ms. Sue Kennedy seconded.

Discussion:

Mr. Ken Diskin stated that he would like to see the Board stay with what Mr. Archambault, Town Planner proposed for fees. VOTE: 2-2, both Chairman Fay and Ken Diskin opposed.

At 8:05 PM Mr. Geof Tillotson made a motion to propose an increase for Definitive Subdivision from \$500 or \$100 per lot to \$1000 application fee and \$250 per lot. Ms. Sue Kennedy seconded. No discussion. VOTE: 3-1, Mr. Ken Diskin opposed.

At 8:06 PM Mr. Geof Tillotson made a motion to propose a \$500 fee for Definitive Subdivision Modifications. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)

At 8:07 PM Mr. Geof Tillotson made a motion to propose an increase in the fee for Site Plan from \$300 to \$500. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

At 8:10 PM Mr. Geof Tillotson made a motion to propose a \$250 fee for Site Plan Modification. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

At 8:11 PM Mr. Geof Tillotson made a motion to propose a \$300 fee for application for a Special Permit without Site Plan. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

At 8:12 PM Mr. Geof Tillotson made a motion to propose a \$1,000 fee for applications for Requests for Rezoning of a Parcel. Mr. Sue Kennedy seconded.

Discussion:

Mr. Ken Diskin asked for some clarity on rezoning of a district.

VOTE: 3-1, Mr. Ken Diskin opposed.

Mr. Archambault stated that a public hearing is scheduled for the next Planning Board meeting on May 8th for the Board to review the final draft of the Rules and Regulations along with the fee schedule and vote to adopt the two.

Town Planner Update

Mr. Archambault gave the Planning Board members a timeline of future items that he will be working on and bringing to the Board.

General Business

Chairman Fay stated that the next Planning Board meeting will be on Tuesday May 8th at which the Board will reorganize.

Meeting Adjournment

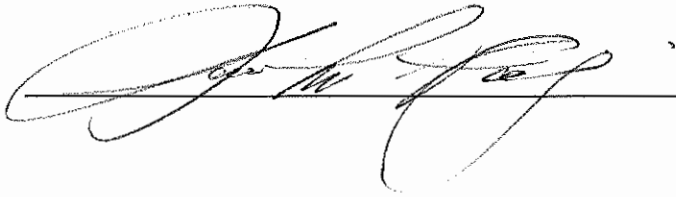
8:27 PM Mr. Geof Tillotson motioned to adjourn the Planning Board meeting. Mr. Ken Diskin seconded. No discussion. The Board voted unanimously to adjourn. (4-0-0)

Approved 5/8/2018

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval 5/8/18
Date

Planning Board Chair (James M. Fay)

A handwritten signature in cursive script, appearing to read "J. M. Fay", is written over a horizontal line.