



PLANNING BOARD

Town of Ayer

1 Main Street, Ayer, MA 01432

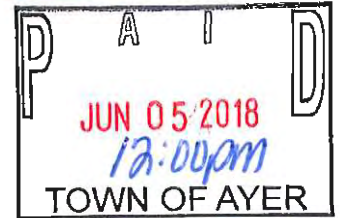
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Approved 5/22/2018

Minutes of May 8, 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, Ken Diskin and Julie Murray

Also Present: Mark Archambault, Town Planner

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. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve the agenda. (5-0-0)

Chairman Fay began the meeting by welcoming the Planning Boards newest member Ms. Julie Murray. Chairman Fay also recognize Mr. Mark Fermanian for all his years of service to the town as a member of the Planning Board.

Approval of Meeting Minutes from April 19, 2018

At 6:17 PM Mr. Geof Tillotson made a motion to approve the minutes as written. Mr. Ken Diskin seconded.

Discussion

Both Mr. Geof Tillotson and Ken Diskin had minor corrections to the minutes.

At 6:20 PM Mr. Geof Tillotson made a motion to approve the minutes as amended. Mr. Ken Diskin seconded. No discussion. Vote to approve. (4-0-1, Ms. Julie Murray abstained)

Administrative Items

Letter of Support for the Scenic and Wild Nashua River Project.

Chairman Fay asked for a motion to sign a letter of support for the Town Meeting Article for the Scenic and Wild Nashua River Project.

At 6:23 PM Mr. Ken Diskin made a motion to sign a letter of support for the Town Meeting Article for the Scenic and Wild Nashua River Project. Mr. Geof Tillotson seconded. No discussion. Unanimous vote to approve. (5-0-0)

Invoice

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At 6:25 PM Mr. Geof Tillotson made a motion to pay an invoice from Nashoba Voice for public hearing postings in the amount of \$487.86. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve the agenda. (5-0-0)

Reorganization, Planning Board

Ms. Sue Kennedy nominated Mr. Jim Fay for Chairman to the Planning Board.

Mr. Fay accepted the nomination.

At 6:26 PM Mr. Geof Tillotson made a motion to approve Mr. Jim Fay as Chairman. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Ken Diskin nominated Mr. Geof Tillotson as Vice-chair to the Planning Board.

Mr. Tillotson accepted the nomination

At 6:27 PM Mr. Ken Diskin made a motion to approve Mr. Geof Tillotson as Vice-chair. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Ken Diskin nominated Ms. Sue Kennedy as Clerk to the Planning Board.

Ms. Sue Kennedy accepted the nomination.

At 6:28 PM Mr. Geof Tillotson made a motion to approve Ms. Sue Kennedy as Clerk. Ms. Ken Diskin seconded. No discussion. Unanimous vote to approve the agenda. (5-0-0)

Ms. Julie Murray, stated that the Planning Board needs to appoint a new representative to the Community Preservation Commission and would be willing to serve as she is already a member of the Community Preservation Committee.

Ms. Sue Kennedy nominated Ms. Julie Murray as Planning Board representative to the Community Preservation Committee.

Ms. Julie Murray accepted.

At 6:29 PM Ms. Sue Kennedy made a motion to approve the appointment of Ms. Julie Murray as representative to the Community Preservation Committee. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Mark Archambault, Town Planner, stated that Mr. Robert Pontbriand, Town Manager, mentioned that the Planning Board needs to appoint a member of the Board to the MART Transit Committee. Mr. Archambault stated that he can serve for the Board and has no issue with being appointed the representative.

At 6:30 PM Mr. Geof Tillotson made a motion to appoint Mr. Archambault to the MART Transit Committee. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (5-0-0)

Chairman Fay opened the hearing to the public for input, there was none.

Unanimous vote to approve the agenda. (5-0-0)

At 7:07 PM Ms. Sue Kennedy made a motion to close the public hearing. Mr. Geof Tillotson seconded. No discussion. Unanimous vote to approve. (5-0-0)

Informal discussion, Joe Cataldo, 66 Westford Road Proposal

Present: Joe Cataldo, and Mike Cataldo owners and Sean Malone Engineer Oak Consulting Group.

Chairman Fay thanked Mr. Malone and Mr. Cataldo for coming to see the Planning Board to discuss their project and stated that the Board will direct all major concerns and questions to Mr. Archambault after the meeting.

Mr. Sean Malone stated that the proposed project is located at 66 Westford Road and is in the Industrial Zoning District. Mr. Malone stated that the proposed project is to redevelop the site as a contractor's yard with a 10,000 square foot building with office space and storage with a garage underneath in the back of the building. Mr. Malone stated that the main operation at the site will be material processing and stock piling of materials to be used for the landscaping business. Mr. Malone stated the plans show a berm to be placed on the back side of the property that will have plantings along the top to help with screening.

Chairman Fay asked what the traffic impacts would at the site.

Mr. Malone stated that the traffic would be limited to employees coming and leaving the site in the morning and at the end of the work day.

Mr. Joe Cataldo stated there would be about 30-40 trips in the morning and in the evening and possibly 3-10 in the midday.

Mr. Tillotson asked if there would be any fuel stored on the site.

Mr. Joe Cataldo stated that all the refueling of vehicles takes place off site and there will be no large fuel storage tanks on site only transfer tanks on the trucks.

Mr. Diskin asked if the curb cut going into the property would require a special permit.

Mr. Malone stated that there will be a waiver request for the curb cut width.

Discussion, Master Plan Update

Present: Courtney Starling Planner with COG and Alan Manoian, Director of Community and Economic Development, Town of Ayer

Mr. Alan Manoian stated the Mater Plan draft has been posted to the website for people to review and comment on.

Ms. Courtney Starling stated that the most important part of the Master Plan is the Implantation Plan, which is the last chapter of the Master Plan and goes over the overall goals for the Town.

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Ms. Starling went over a brief history of the Master Plan and the newest update, and then went over the five main goals of the Implantation Plan.

The Board had a brief discussion regarding each of the five main goals of the Implantation Plan and there details.

Mr. Archambault stated a public hearing is scheduled for the next Planning Board meeting on May 22nd for the Board to vote and approve the Master plan update.

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 and went over each of them with the Board.

Meeting Adjournment

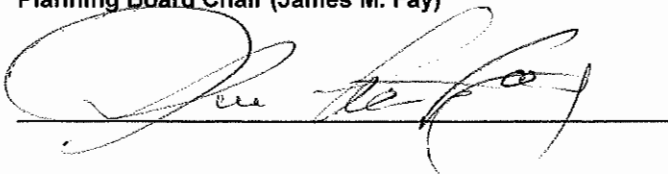
8:38 PM Mr. Geof Tillotson motioned to adjourn the Planning Board meeting. Ms. Sue Kennedy seconded. No discussion. The Board voted unanimously to adjourn. (5-0-0)

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval

5/22/18
Date

Planning Board Chair (James M. Fay)

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