



## PLANNING BOARD

### Town of Ayer

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Approved 11/13/2018

#### Minutes of October 23, 2018 - Ayer Planning Board Meeting

Location: First Floor meeting room, Ayer Town Hall

Meeting was recorded by APAC

**Members Present:** Sue Kennedy, Clerk, Ken Diskin, and Julie M. Murray

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

**Absent:** Vice-Chairman Geof Tillotson

Clerk Sue Kennedy called the meeting 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 presented. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (3-0-0)

##### Approve the minutes from September 11, 2018

At 6:16 PM Mr. Ken Diskin made a motion to approve the minutes from September 11, 2018 as written. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

##### Approve the minutes from September 27, 2018

At 6:17 PM Ms. Julie Murray made a motion to approve the minutes from September 27, 2018 as written. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (3-0-0)

##### Approve the minutes from October 9, 2018

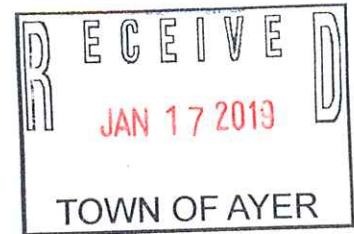
At 6:17 PM Ms. Julie Murray made a motion to approve the minutes from October 9, 2018 as written. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (3-0-0)

##### Invoice – Lowell Publishing Company

At 6:23 PM Mr. Ken Diskin made a motion to approve the payment in the amount of \$162.58 to The Lowell Publishing Company for public hearings advertising fees. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

#### Discussion, Lot Release, Lot 15 Trevor Trail, CJ Moore

*Present: C.J. Moore, Owner*



10:15am  
msw/dep/land

Mr. C.J. Moore stated that there was some confusion at the last meeting and he requested the Board release lot 11 instead of the posted lot 15. Mr. Moore stated that lot 11 was released in July of 2017 and was mistaken at the last meeting and did indeed need lot 15 released.

Ms. Heather Hampson, Administrative Coordinator, stated that she pulled the file for the subdivision and found the recording from July 2017 showing lot 11 was indeed released along with lots 12,13 14 and 16.

**At 6:28 PM Mr. Ken Diskin made a motion to release lot 15 from the covenant. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)**

### **Town Planner Update**

Debrief from Town Meeting

Mr. Mark Archambault stated that he felt over all town meeting went well despite some confusion. Mr. Archambault handed out to the Board members a handout with items to work on before the next town meeting.

Ms. Susan Kennedy stated that she wanted to discuss the time frame in which the Board received information and public hearing dates.

Mr. Ken Diskin stated that the Board was busy with the Site Plan Review for Global and other applications, but the Board was aware of zoning changes for the Fall Town Meeting.

Mr. Archambault stated that he worked on the amendments along with Charlie Shultz, Building Commissioner on what they thought were the most important, and unfortunately due to strict time lines the public hearing was held close to Town Meeting. Mr. Archambault stated that in the future more time will be given between the public hearing and Town Meeting.

Mr. Archambault went through his handout with the Board which included items learned from this past Town Meeting and ways to improve for the future.

There was a brief discussion regarding Mr. Archambault suggestions.

### **Administrative Items – New Business**

#### **Form Based Code**

*Present: Alan S. Manoian AICP Dir. Community & Economic Development*

Mr. Alan Manoian gave the Planning Board a brief presentation on Form Based Code, and stated that he is proposing a form based code for both Park Street and West Main Street. Mr. Manoian stated that his office has held civic working groups to get opinions from residents on development appearances and patterns. Mr. Manoian stated that he would like to draft the form based code with the Planning Board and bring it to Annual Town Meeting.

Mr. Ken Diskin asked where the code goes in to the Zoning Bylaw.

Mr. Manoian stated that the proposed form based code will replace the existing zoning in the proposed districts and will create a design standard that will be more streamlined and be the vision that the citizens of town want to see.

Mr. Diskin asked if there was any update on the parking garage.

Mr. Manoian gave the Board a brief update on the parking garage stating that the bid results came in high so the project has been scaled back and new Requests for Proposals should be going out again soon.

**Meeting Adjournment**

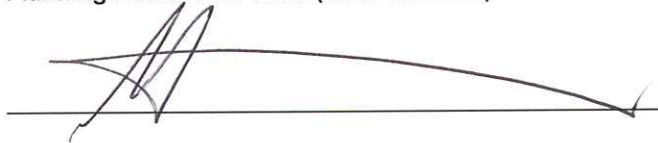
**At 7:36 PM Mr. Ken Disking made a motion to adjourn. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)**

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Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval 11/13/18  
Date

Planning Board Vice-Chair (Geof Tillotson)

A handwritten signature in dark ink, appearing to be 'Geof Tillotson', written over a horizontal line.