



PLANNING BOARD

Town of Ayer

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Approved 4/9/2019

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APR 17 2019

TOWN OF AYER
Shawn Apeland

Minutes of March 26, 2019 - Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

Members Present: Geof Tillotson, Ken Diskin, Jonathan Kranz and Julie M. Murray (arrived at 6:19 PM)

Also Present: Mark Archambault, Town Planner

Absent: Sue Kennedy, Clerk

Vice-Chairman Tillotson called the meeting to order at 6:15 PM.

General Business

Approve the Agenda

At 6:17 PM Mr. Ken Diskin made a motion to approve the agenda as presented. Mr. Jonathan Kranz seconded.

Mr. Mark Archambault stated that Town Manager, Robert Pontbriand, is present at the meeting this evening to discuss some time sensitive Department of Public Works projects.

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

Discussion, Town Manager Robert Pontbriand

Mr. Robert Pontbriand, Town Manager thanked the Board for granting him a few minutes to address the Board with a request to call a special meeting for a Site Plan Application for a Solar Project at the town landfill. Mr. Pontbriand stated that the project was approved by the Board of Selectmen and went out to bid last year and was awarded to Citizen Energy. In that time the Zoning Bylaw has changed and now requires a Site Plan Review by the Planning Board. The project is facing a narrow window for financing and the project is important to the town to have completed to help fund the transfer station.

Vice-Chairman Tillotson asked if Monday April 1, 2019 would work for the Board and give the Department of Public Works enough time to complete the Site Plan Application.

Mr. Pontbriand stated that the date works fine and mentioned that there will be some waiver requests as part of the Site Plan Application to expedite the review process.

Vice-Chairman Tillotson stated that he has no issue in calling a special meeting for such an important project.

The Board will hold a Special Meeting on Monday April 1, 2019 to act on the Site Plan Application for the proposed Solar Array at the Landfill on Groton-Harvard Road.

General Business - Minutes

Approve the minutes from March 12, 2019

At 6:27 PM Mr. Jonathan Kranz made a motion to approve the minutes from February 25, 2019 as written. Mr. Ken Diskin seconded.

Discussion:

Mr. Jonathan Kranz stated that he had a minor correction to page 2 of the minutes.

At 6:28 Ms. Julie Murray made a motion to approve the minutes as amended. Mr. Jonathan Kranz seconded. No discussion. Unanimous vote to approve. (4-0-0)

Discussion, Recreational Marijuana Zoning Bylaw

Mr. Mark Archambault stated that the public hearing for the newly proposed Marijuana Establishment Bylaw will be at the next regular meeting on April 9, 2019. Mr. Archambault stated that he will be giving the same presentation that he gave last week at the information session.

Mr. Archambault went over the proposed bylaw for the Board.

Mr. Diskin had a few questions regarding the definitions and use table.

Mr. Archambault stated the he looked at both the state model and surrounding towns in order to draft the proposed bylaw. Mr. Archambault stated that Town Counsel will also review the proposed bylaw.

Mr. Diskin stated that he did watch the information session on TV and thank Mark for a great job.

Discussion, Alan Manoian Form Based Code update

Present: Alan Manoian, Economic Development Director

Mr. Alan Manoian hand out a copy of the revised Form Based Code that has been submitted to Town Council for review.

Mr. Manoian went over the latest changes that have been made to the proposed Form Based Code. The changes were highlighted in green on the copy of the proposed Code handed out to the Board. Mr. Manoian reminded the Board again that the new Form Based Code will replace entirely the existing Downtown Business Zoning District. Mr. Manoian mentioned he has accepted a recommendation from the Board to reduce the percentage frontage buildout requirement, shown on page 24, Downtown Traditional Neighborhood (T.5.1) Transect from the previous 60% requirement to 40%.

Mr. Manoian recommended to the Board, and asked for support, for two changes in use in the new Form Based Code District. First, the change to "permitted" from "not permitted" from "SPB" for Auto

Sales & Service and Gasoline Stations. The Board discussed both matters, but no motions were made or votes taken.

Town Planner Update

Upcoming Department of Public Works Projects

Vice-Chairman Tillotson stated that the Department of Public Works has two projects that they will be bring to the Board on the April 23rd meeting. The projects include a treatment plant for PCAFS and a new garage at the 25 Brooks Street location.

Mr. Archambault stated that the treatment plant will be located at 99 Barnum Road, and the DPW is working to get all the information to the Board in time for the April 23rd meeting.

Vice-Chairman Tillotson informed the Board that the DPW is also looking to construct a garage on their property over on Brook Street that will also need to come before the Board for approval. Vice-Chairman Tillotson stated that under the new Zoning Bylaw site plan review is required for municipal projects.

Associate Board Members

Mr. Archambault stated that the Board has received interest in Associate Members and under the Planning Board Rules and Regulations is allowed to have at least one.

Vice-Chairman Tillotson asked Mr. Archambault to work with the Town Manager's Office in order to get an associate member on the Board to help fulfill quorum concerns.

Citizens Planner Training Collaborative

Mr. Archambault stated that the Citizens Planner Training Collaborative Annual Conference was last weekend and thanked all the Board members that attended. Mr. Archambault stated that he made copies of all the handouts from the workshops he attended in case anyone wanted to review them.

Mr. Diskin thanked all those that attended and stated that all the workshops he attended were well orchestrated.

Meeting Adjournment

At 8:33 PM Mr. Jonathan Kranz made a motion to adjourn. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Approved 4/9/2019

Planning Board Approval 4/9/19
Date

Planning Board Vice-Chair (Geof Tillotson)


