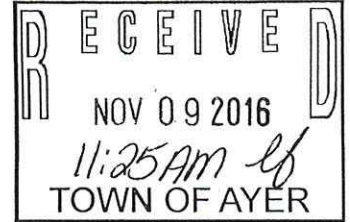


PLANNING BOARD

Town of Ayer

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Minutes of the October 20, 2016 Ayer Planning Board Subdivision Working Group Meeting

Location: Second Floor Meeting Room, Ayer Town Hall

Members Present: James Fay (JF), Geoff Tillotson (GT), Jen Gibbons (JG), Sue Kennedy (SK), Mark Fermanian (MF) was absent.

Others present: From Ayer DPW, Mark Wetzel (MW) and Dan Van Schalkwyk (DVS), Ruth Rhonemus, Sandy Bean (SB).

Chairman Jim Fay called the meeting to order at 6:00 pm.

(JF) Whereas this meeting is a Working Group, no votes will be taken and recording is not necessary.

Subdivision Discussion

(JF) opened the discussion by inviting Mark Wetzel (MW) and Dan Van Schalkwyk (DVS) from Ayer Department of Public Works (DPW) to update the Board on revisions they have been working on from the original Subdivision Bylaws. The Draft Copy is taken from the Town website listed under the Planning Board. Documents from 1998 and approved revision copies from 2010 and 2011 have been consolidated into one document. (DVS) began the review with section IV. Design Standards. Both (MW) and (DVS) have reviewed this section and will continue to make changes in the next few months. The following 14 pages are the reviewed section. Red marks the copy to be removed. Green is the language that DPW is considering, but still in review. (MW) and (DVS) will have further revisions at the next Working Group Meeting.

Discussion on Planning Operations Manual

(JF) brought up the topic of Site Plan Review. By state law, legal notices published in the newspaper and abutters notices are not required before the public hearing. The agenda must be posted in a public place. In discussion the Board seemed to agree abutter notification is a courtesy to neighbors and felt they would like to notify abutters. There will be continued discussion.

(JG) suggested that the Planning Board request their budget be replaced.

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(JG) also asked that the BOS have input as to where SPGA belongs in Bylaw, or if they have suggestions on who or in what combination, maybe Board of Health. The information will be forwarded to Judy Barrett consultant to the Town for Bylaw update. There will be follow-up discussion at the Planning Board meeting on Nov. 3.

(JF) notified the board that copies of any outside presentations at the Board Meetings must be available and recorded with the minutes.

(SB) notified the Board that November 3rd the Town will be providing a class at 10:30 AM on the updates to Laws about Records Retention that will change in 2017.

The next Working Group will convene at 6 pm, November 17, 2016

Public Input: None

Meeting Adjournment

7:15 pm - (JF) suggested further comment be saved for the next meeting. Those in attendance decided unanimously to adjourn.

Minutes recorded and submitted by Sandy Bean, Administrative Coordinator

Planning Board Approval 11/3/16
Date

Planning Board Chair (James M. Fay)

