



## PLANNING BOARD

### Town of Ayer

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#### **Minutes of the November 17, 2016 Ayer Planning Board - Subdivision Working Group Meeting**

Location: Second Floor Meeting Room, Ayer Town Hall

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

**Others present:** From Ayer DPW, Dan Van Schalkwyk (DVS), Ruth Rhonemus, Sandy Bean (SB).

Chairman Jim Fay called the meeting to order at 6:02 pm.

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

#### **Discussion on Planning Operations Manual**

(JF) requested that the Draft Copy of the Operations Manual and the Site Plan Review document be ready for review at the December 1 meeting. There was brief discussion on how many copies of the plans should be presented by the Applicant at the time of application and it was decided 10 and a PDF file for posting online for the Board to view. Department review will still be required.

#### **Subdivision Discussion**

(JF) opened the discussion by inviting Dan Van Schalkwyk (DVS) from Ayer Department of Public Works (DPW) to continue with revisions on sections IV and V that DPW 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 and talked about continued changes that are suggested.

There was discussion on Curbing, section V-J. Mark Wetzel, Ayer DPW, will comment further at a later date. (JF) stated that the requirements must be stated clearly to avoid confusion. Section L, 2 was noted with a question about planting strips at the edge of the roadway being two (2) feet. (DVS) was to check on the requirement and get back to the Board.

(SK) questioned under section V-P. The statement, last sentence, about privately owned lights? After discussion (JF) suggested it be deleted. All approved. (JG) reminded everyone that lights were in the process of being converted to Led. Mark Wetzel, DPW will comment further at a later date.

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The following 14 pages are the reviewed sections. Red marks the copy to be removed. Green is the language that DPW is considering, but still in review. (DVS) will have further revisions at the next Working Group Meeting.

(JF) reminded the Board about the question as to where SPGA belongs in the Bylaws. The Board had asked that there be input from the BOS at the last working group. (JF) told the Board that BOS feels SPGA should stay with the Planning Board. There will be follow-up discussion at the Planning Board meeting on Dec. 1.

(JF) made sure that a copy of the outside presentation from DPW was available and would be recorded with the minutes.

The next Working Group will convene at 6 pm, January 12, 2016 – *Happy Holidays to All.*

Public Input: None

**Meeting Adjournment**

7:35 pm - (JF) suggested further comment be saved for the next meeting. Those in attendance decided unanimously to adjourn.

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Minutes recorded and submitted by Sandy Bean, Administrative Coordinator

Planning Board Approval 12/11/16  
Date

Planning Board Chair (James M. Fay)

