



PLANNING BOARD  
Town of Ayer  
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2017 APR 12 AM 10:56

**Minutes of the March 9, 2017, Ayer Planning Board – Operations Manual Working Group Meeting**

Location: Second Floor Meeting Room, Ayer Town Hall

**Members present:** James Fay, Chair, Jen Gibbons, Vice Chair, Sue Kennedy, Geof Tillotson. Mark Fermanian, Clerk was absent.

**Others present:** Ruth Rhonemus, Sandy Bean

**Chairman Jim Fay called the meeting to order at 6:20 PM.**

**(JF) Whereas this meeting is a Working Group, no votes were taken. The meeting was not recorded.**

**Discussion on Planning Operations Manual**

Jim Fay presented a summary of changes made to the Draft Copy of the Operations Manual. The Board will operate by current Bylaw. A copy of this document is available in the Planning Office during regular business hours.

- The group discussed an option to have MRPC review operations.
- The Board felt that it is important to recodify the Bylaws before anything can move forward. Jen Gibbons stated that Judi Barrett, consultant for the Bylaws, is "ready to go". Judy Barrett will be contacted and invited to attend the next meeting on April 6<sup>th</sup>. Jim Fay requested that Town Administrator, Robert Pontbriand be notified about the April meeting.
- Discussion continued on Bylaw needs:
  - Recodification
  - The group noted that there have been three updates to MGL (Massachusetts General Law)
  - State & Town changes to SPGA (Special Permit Granting Authority) – Aquifer Protection
  - Topics that need to be added: Marijuana, Site Plan Review requirements and Solar
    - Sue Kennedy is researching possible language that could be used for Solar and Marijuana. Sue and Economic Director, Alan Manoian, have discussed having a Public Forum so the Town's residents have a voice in the decision of recreational marijuana use in Ayer.

The Planning Board is an elected volunteer board. The group discussed how many hours a week should be spent on Planning Board business. The consensus was 10 – 15 hours per week and to limit the meetings when possible to 2 hours, 6:15 PM – 8:15 PM.

The Board discussed future requirements for Site Plan Review.

The Planning deadline for application is 10 business days before the scheduled meeting. A complete Application, all appropriate paper work, plans, PDF files, including architectural building elevations as

stated in Town Bylaw, are presented at this time. The application should be delivered to the Planning Office. Planning will make sure everything is stamped in with the Town Clerk. The Planning Board will then receive the Application for review at the next regularly scheduled meeting. The Planning Board will then distribute half sized plans and a copy of the application to all departments (10) for review and will then act on the application as needed and set the timeline.

Planning Administrator will send PDF files to the Board for review 10 days before scheduled meeting.

Paperwork required for application:

12 copies of the application – The Planning Administrator will stamp in with Town Clerk

5 full-sized sets of plans – Town Clerk, Planning, DPW, Building, Fire

10 half-sized Plans – department distribution and Planning packets

PDF files of all the documents presented

Mylar and 5 sets of Final Plans to sign at final meeting.

Check for \$300.00, Made out to the Town of Ayer

Further discussion needed:

(The Planning Board advises (cannot be required because of State Law changes) two legal notices in the Nashoba Valley Voice and Abutters notices (within 300 ft.). The paper prints on Fridays – if applicant chooses to do this, Planning will write the Legal Notice and supply it to the applicant for abutters. Legal Notices will be published by the Planning Board and are paid to the Town by the applicant. A separate check is required. Check is made out to the Town of Ayer.)

**The next Working Group will convene at 6:15 PM, April 13, 2017**

**Public Input: None**

**Meeting Adjournment**

8:00 PM – Jim Fay suggested further comment be saved for the next meeting. DPW will be contacted and invited to the next meeting to review the subdivision information. Those in attendance decided unanimously to adjourn.

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Minutes recorded and submitted by Sandy Bean, Administrative Coordinator

Planning Board Approval

4/6/17  
Date

Planning Board Chair (James M. Fay)



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