



PLANNING BOARD

Town of Ayer

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Approved 9/11/2018

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SEP 13 2018

TOWN OF AYER
TOWN CLERK

11:25AM lf

Minutes of August 28, 2018 - Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

Members Present: James Fay, Chair, Sue Kennedy, Clerk, Ken Diskin, Julie Murray

Absent: Geof Tillotson, Vice-Chairman and Mark Archambault, Town Planner

Chairman Jim Fay 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. (4-0-0)

Approval of Meeting Minutes from August 6, 2018

At 6:16 PM Mr. Ken Diskin made a motion to approve the minutes from August 6, 2018 as written. Ms. Sue Kennedy seconded. No discussion. Vote to approve. (3-0-1, Ms. Julie Murray abstained)

Approval of Meeting Minutes from August 14, 2018

At 6:17 PM Ms. Sue Kennedy made a motion to approve the minutes from August 14, 2018 as written. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (4-0-0)

Discussion, Road Acceptance Norwood Ave Elizabeth Estates

Chairman Fay gave the Board a brief background on the development.

Chairman Fay stated that the Board of Selectman have requested that the Planning Board review Department of Public Works Superintendent Mark Wetzel's comments regarding Norwood Ave and the punch list of items to be completed and have the Town Planner prepare a report for the Board to review and vote on for the Board of Selectman and town meeting.

At 6:20 PM Mr. Ken Diskin made a motion to recommend the Town Planner prepare a report regarding the road acceptance for Norwood Ave. Ms. Julie Murray seconded.

Discussion:

Ms. Sue Kennedy stated that she had some questions regarding road improvements near the Washington Street end of Norwood Ave.

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Chairman Fay stated that all Board members should any questions to Mark Archambault, Town Planner via email.

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

Public Hearing 186 Littleton Road, Brent Routhier

Present: No one Present

Chairman Fay stated that at the last meeting the Board did not vote to accept the withdraw and vote to close the public hearing.

At 6:25 PM Ms. Sue Kennedy made a motion to accept the request to withdrawn the application without prejudice Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (4-0-0)

At 6:26 PM Ms. Julie Murray made a motion to close the public hearing for 186 Littleton Road. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)

Review, Site Plan – 28 Harvard Road Global

Present: Thomas Gibbons, Attorney for owner, Jesse Johnson, Engineer Bohler Engineering, Timothy Letton, Traffic Engineer Greenman-Pedersen Inc. and David Avery, Dan Berry and Kevin Doyle all from Global and Jeff Bandini Nitsch Engineering

Chairman Fay stated that he would like to focus this meeting on the review from both Nitsch Engineering and the Department of Public Works as well as go over the letter from the Board of Selectman that was given to the Planning Board this evening.

Mr. Jesse Johnson went through his responses to the DPW letter dated August 9th 2018 one by one. Mr. Johnson stated that the site plans were updated per the DPW comments and requests from the Conservation Commission and the Woodland Cemetery. Both the Conservation Commission and the Woodland Cemetery Commission requested additional plantings that have been added to the plan. The DPW comments have been noted on the plans and addressed the DPW stormwater comments requested additional catch basins and drainage swales and berms on site. Mr. Johnson also went over the details of the sidewalk that will end at Markham Circle and will not include any berm off of the property due to drainage concerns but will have grass on either side of the asphalt.

Chairman Fay stated that during the site walk the Board discussed having the sidewalk go to Markham Circle and is fine with that decision as discussed at the last meeting. Chairman Fay asked if the Board wanted to discuss the letter from the Board of Selectman that the Board received this evening requesting the sidewalk be extended to the rotary, include granite curbing and sidewalks on both sides of Harvard Road.

Ms. Kennedy stated that both the DPW and the Board of Selectman want to see the sidewalk extended.

Mr. Diskin stated that a lot of improvements have been added to the plans including planting grant curbing on site and a sidewalk to Markham Circle. Mr. Diskin stated that he did not feel that the Board could ask for anything else at this point given all that has been added from the original plan.

Ms. Tom Gibbins stated the rules of which the Board can approve to decide a site plan application.

Mr. Jeff Bandini, from Nitsch Engineering went over his review letter of GPI traffic study.

Chairman Fay asked Mr. Bandini if a left turn lane was needed on Harvard Road.

Mr. Bandini stated that in his review he suggests that the area be study further to make that decision.

Chairman Fay stated that the Mark Archambault, Town Planner will draft a report with his findings on the project and submit it to the Board for them to make a decision on the project at the meeting on September 11th.

At 7:07 PM Mr. Ken Diskin made a motion to continue the site plan review for 28 Harvard Road as allowed by the applicant representative till the Planning Board's next meeting on September 11, 2018. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Meeting Adjournment

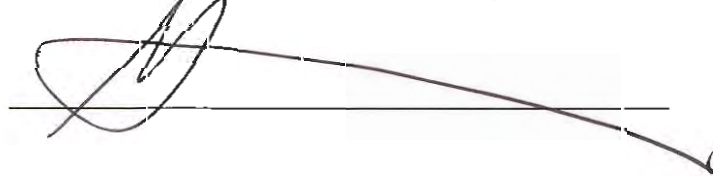
At 7:10 PM Mr. Ken Diskin made a motion to adjourn. Ms. Julie Murray seconded. No discussion. The Board voted unanimously to adjourn. (4-0-0)

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval

9/11/18
Date

Planning Board Vice-Chair (Geof Tillotson)

A handwritten signature in dark ink, appearing to be 'Geof Tillotson', is written over a horizontal line. The signature is stylized with a large loop at the beginning and a long, sweeping tail that extends to the right.