



## PLANNING BOARD

### Town of Ayer

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Minutes of the April 14, 2016 Ayer Planning Board

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

Members Present: Jeremy Callahan (JC) Mark Fermanian (MF), Jenn Gibbons (JG), and Geoff Tillotson (GT)

#### MEETING WAS CALLED TO ORDER AT 6:03 P.M.

#### GENERAL BUSINESS:

- **CONFIRMATION OF AGENDA:**

- GT motioned and MF 2<sup>nd</sup> to re-order the agenda. **Affirmative Vote 4/0**

- **ANNOUNCEMENTS:**

- 15 Littleton Road: Construction will begin in June and will finish by the end of the summer.
- Riley Jayne Farm Subdivision at 114 Pleasant Street Public Hearing scheduled for May 5<sup>th</sup>.
- Sandy Bean is the new administrative coordinator.
- JG has completed her conflict of Interest on-line training.

- **APPROVE MINUTES:**

- MF motioned to accept the draft minutes of March 3 and GT 2<sup>nd</sup>. **Affirmative Vote 4/0**

- **41 E. MAIN STREET – RELIEF FROM SITE PLAN REVIEW:**

- Mark Saydah came before the Board with updated plans for 2 townhouses (four units in two buildings) proposed for 41 E. Main Street. He had already spoken with the Building Inspector and after some discussion with the Planning Board, the Chair told Mr. Saydah he would investigate if the project requires a site plan review and will let him know next week. (The original plan was presented to the PB Dec. 3, 2009.)

- **PINGRY HILL DEFINITIVE SUBDIVISION MODIFICATION—STEVE MULLANEY**

- Mr. Mullaney came before the PB asking for a modification of the last phase of the subdivision because the wetland area has increased, and because state and federal storm water regulations have changed. The modification would be confined to a reconfiguration of Woodland Way and could increase the number of buildable lots by three. The modification would be handled like a subdivision application. The public hearing will be held at the June meeting.

- **PROCEDURES MANUAL:**

- The first draft of the new procedures manual has been drafted and proofread. The Board agreed with JG's suggestion of putting a chart showing procedures and timelines on the back of the manual.

#### SCHEDULE NEXT MEETING:

- The next meeting is scheduled for 6 pm Thursday, May 5.

#### MEETING ADJOURNMENT

- At 6:20 pm MF motioned to adjourn the meeting and 2<sup>nd</sup> by JG. **Affirmative Vote 4/0**

Minutes recorded and submitted by Jane Morriss

Planning Board Approval Date

May 5, 2016

Planning Board Chair:

*Jeremy Callahan*

(Jeremy Callahan)