

Ayer Board of Selectmen Special Meeting

Tuesday, June 14, 2005

Ayer Town Hall, 1st Floor Meeting Room, Main Street, Ayer, MA

4:15pm Open Session

The Board met with Chairman Morrison, Selectman Bresnahan, and Selectman Maxant
Absent: Selectman Conley and Selectman Sullivan. Present for the discussion: Shaun
Suhoski, Anita Scheipers.

Chairman Morrison opened the meeting at 4:20pm.

To discuss the sole agenda item of North Post Joint Meeting Preparation:

Shaun Suhoski reviewed the pre-agreed scope of work for the North Post review to be completed by Sasaki Associates as part of the agreement between Ayer, Shirley and MassDev. The following comments and questions were raised to be brought up at the 5pm meeting in Shirley.

- Who will be conducting the study? When will it be done? What work will be completed?
- The schedule showed 3 to 4 weeks of work for the Existing Conditions Analysis. Is this 3 to 4 weeks of one person or of Full Time Equivalents (FTEs)?
- Due to the DDEB sub-committee work already reviewing some of the information to be covered in the existing conditions review, can this time frame be shortened?
- Has the consultant hired to do the environmental/species review begun their work? How will their timeframe affect our scope's schedule?
- When do we wish to have the two public meetings to be scheduled?
- It seems that it would be best to have the public hearing(s) in September to ensure better attendance by the public.
- Any preliminary information created by the consultant should be made available to us ASAP (prior to the public meetings) so that it could be given to the appropriate DDEB sub-committees to assist them in their work process.

Selectman Bresnahan moved to adjourn 2nd by Selectman Maxant, VOTE: unanimous, so moved.

4:45p.m. Meeting adjourned

DATE: _____

Pauline Conley, Clerk

Ayer Board of Selectmen Special Meeting
Shirley Town Hall, Great Hall, Keady Way, Shirley, MA
Tuesday, June 14, 2005

5:00p.m. Open Session

Present: Chairman Morrison , Selectman Bresnahan, and Selectman Maxant

Present for the discussion: Shaun Suhoski Town of Ayer Economic Development Director, Anita Scheipers -Town of Ayer Town Administrator, Kyle Keady-Town of Shirley Town Administrator, Rich Montouri – Devens TM, Ed Starzec – Devens Planner, *Willa Cou – Sasaki rep (clarify name please)*

Chairman Morrison opened the meeting of the Ayer Board of Selectmen at 5:10pm. to discuss the sole agenda item of North Post Study

Chairman Morrison outlined the following comments and questions raised at the earlier meeting of the Ayer Board of Selectmen:

- Who will be conducting the study? When will it be done? What work will be completed?

Sasaki stated a team of aprox 8 people will be conducting the work. They anticipate the work to start after June 23rd. The work will be completed in late September/early October.

- The schedule showed 3 to 4 weeks of work for the Existing Conditions Analysis. Is this 3 to 4 weeks of one person or of Full Time Equivalents (FTEs)?

Sasaki answered that the time is based on FTEs.

- Due to the DDEB sub-committee work already reviewing some of the information to be covered in the existing conditions review, can this time frame be shortened?

Sasaki answered that this phase could be shortened to three weeks, however the product of the environmental/species work being conducted by the consultant Tilla (? Spelling) will not fully available until August, but can be presented in preliminary form to aide in keeping this scope to the intended schedule as best as possible. Other work not related to the environmental business zone will be done first.

- Has the consultant hired to do the environmental/species review begun their work? How will their timeframe affect our scope's schedule?

Tilla(?) has already begun their work and, as previously stated, will require a longer time for final work product than this schedule calls for, but the attempt will be made to provide preliminary information as early as possible.

- When do we wish to have the two public meetings to be scheduled?
- It seems that it would be best to have the public hearing(s) in September to ensure better attendance by the public.

Group discussion reached the consensus that it would be best to have the first meeting to review and comment on existing conditions in early September (9/6 to 9/15 timeframe). And the second meeting to review possible development alternative to be schedule aprox. three weeks later in the 9/27 to 10/6 time frame.

It was also stated that it would be best to have the Shirley and Ayer meetings combined to maximize input, etc – with the possibility of alternating the meeting location. Advertisement of the meetings shall be key to ensure attendance from both towns.

- Any preliminary information created by the consultant should be made available to us ASAP (prior to the public meetings) so that it could be given to the appropriate DDEB sub-committees to assist them in their work process.

Sasaki agreed that this will be done.

5:45 p.m. Selectman Bresnahan moved to adjourn 2nd by Selectman Maxant, Vote unanimous, so moved.

DATE: _____

Pauline Conley, Clerk
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