

Town of Ayer  
Comprehensive Plan Committee  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



**Tuesday September 30, 2015**  
**Meeting Minutes**

Present: Jannice L. Livingston, John Ellis, Jane Morriss, Susan Tordella, Ruth Rhonemus, Harry Zane, Ed Kelley, Dan Graham, Jeremy Callahan, Carolyn McCreary

Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator  
Mark L. Wetzel, Superintendent, Department of Public Works  
David Maher, Director of Economic and Community Development  
Kevin Johnston, Benefits and Payroll Director

**Call to Order:** J. Livingston called the meeting to order at 6:00 PM.

**Visioning Exercise:** R. Pontbriand welcomed committee members and asked them to think about the Town of Ayer and what they would like it to look like in 5-10 years or think about major or minor issues facing the Town.

E. Kelley stated that he would like to see the downtown have more retail businesses.

R. Rhonemus stated that she would like the town to shed its' old army town image.

H. Zane stated that he would like the split tax rate reviewed, local economy protection, ensuring competition in the internet market and reuse of the former Moore Airfield as a wind/solar resource. He also stated his frustration with the lack of implementation of the 2005 Comprehensive Plan.

C. McCreary stated that she would like to see updates made to the Zoning Bylaw, specifically cluster housing and the promotion of open space. She would also like to see the bylaw address smaller houses for reduced energy consumption.

J. Morriss stated that she would like to see Ayer as a community hub and that the Town has all the ingredients that make it more than just a bedroom community.

S. Tordella stated that she was interested in police and public safety issues, specifically restorative justice reform that will be more equitable and less punitive.

**Lessons Learned:** R. Pontbriand then asked members of this committee, who served on the last committee, why they didn't see the plan as successful.

C. McCreary stated that it was driven too much by the consultant and the Committee didn't steer the process as much as they should have.

R. Rhonemus stated that it is usually the same group of people who are volunteering and that they have too many other commitments.

M. Wetzel stated that in his reading of the 2005 Comprehensive Plan, the policies were very broad and needed to be refined.

M. Wetzel then gave a PowerPoint presentation outlining the roles and responsibilities of those crafting the comprehensive plan and gave background information on comprehensive plans in general.

**Selection of Facilitator/Consultant:** H. Zane stated that the Committee ought to be very selective in finding a consultant and felt that the term facilitator was more appropriate. He wants to avoid the facilitator driving too much of the process, which happened during the last comprehensive plan update.

R. Pontbriand stated he will reach out to different communities and see if he can get sample RFP's and that a subcommittee should write the RFP for the entire committee to approve.

**Committee Organization:** R. Pontbriand told the Committee that they need to start thinking about naming a Chair, Vice-Chair and Clerk and that could be formally voted in an upcoming meeting.

**Adjournment:** A motion was made by J. Livingston and seconded by H. Zane to adjourn at 7:16 PM.

**Motion passed unanimously.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

**Minutes Approved by Comprehensive Plan Committee on:** 11/26/16

**Co – Chair Signature Indicating Approval:** 