



PLANNING BOARD

Town of Ayer

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Approved 5/24/2022

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TOWN OF AYER
TOWN CLERK

Minutes of May 9, 2022 - Ayer Planning Board Meeting

Location: 1st Floor Meeting Room, Ayer Town Hall

Meeting was recorded and then broadcasted on APAC

Members Present: Geof Tillotson, Chairman; Ken Diskin, Vice Chairman; and Jonathan Kranz, Clerk, Julie Murray and Nathan King

Also Present: Mark Archambault, Town Planner

Chairman Tillotson called the meeting to order at 7:00 PM.

General Business

Approve the Agenda

At 7:00 PM Mr. Jonathan Kranz made a motion to approve the agenda as presented. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Covenant and Bond Releases – None

Site Plan Review – 0 Littleton Road, Elizabeth Hamilton, Mobile Food Establishment

Present: Elizabeth Hamilton, applicant

At 7:01 PM Mr. Jonathan Kranz made a motion to open the continued public hearing for Site Plan review for a mobile food establishment at 0 Littleton Rd. Mr. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Mark Archambault mentioned that the Board has been waiting for the abutter notification to the condo association at 55 Littleton Rd. The notification has been sent to the association and now the Board can look at the waivers that will be needed for the site plan: the stormwater requirements, landscaping plans, full traffic study and photometric plans.

At 7:05 PM Mr. Jonathan Kranz made a motion to grant the four waivers as listed in the Town Planner report dated May 5, 2022, for the Stormwater Report, the Landscaping Plan as listed in Section 9.1.6 and 9.2 of the Ayer Zoning Bylaw, for a full Traffic Study, and for Outdoor Lighting / Photometric Plans per Section 9.3.C of the Ayer Zoning Bylaw. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Archambault went over the findings which are listed in his report that show the proposed mobile food establishment meets the criteria for approval under Site Plan Review.

At 7:07 PM Mr. Jonathan Kranz made a motion that the Board finds that the proposed Site Plan for a mobile food establishment at 0 Littleton Road meets all the criteria for approval as listed in the Town Planner report dated May 5, 2022. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Archambault went over the draft special conditions for the site plan approval with the Board. Mr. Archambault stated that he drafted six special conditions for this site plan approval that include operational dates and hours and the need to receive and apply with Nashoba Associated Boards of Health permits and regulations.

The Board had a brief discussion on these special conditions and only had minor grammatical changes.

Mr. Archambault next went through the general conditions for the site plan approval mentioning that there are several of the 13 general conditions that do not comply to this approval since there will be no construction on site.

The Board discussed the general conditions and decided to keep general condition 2,3,4,6,7 and 13 for this approval.

At 7:26 PM Mr. Jonathan Kranz made a motion to approve the Site Plan for the mobile food establishment at 0 Littleton Road with the general and special conditions as discussed. Mr. Nathan King seconded. No discussion. Unanimous for to approve. (5-0-0)

At 7:28 PM Mr. Jonathan Kranz made a motion to close the public hearing for the site plan review. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Discussion Pleasant Street Guardrail.

Present: Dan Van Schalkwyk, DPW Superintendent and several area abutters.

Mr. Dan Van Schalkwyk mentioned that he contacted by the residents for Pleasant Street Extension regarding the guardrail that was installed on the roadway. Mr. Van Schalkwyk reached out to Mr. CJ Moore regarding the guardrail that did not match what was on the approved plans for the subdivision. Mr. Moore informed him that the previous DPW Superintendent, Mark Wetzel, gave his father Calvin Moore verbal permission to change the guardrail from a wooden guardrail to the steel one that has been installed. The letter from the residents is requesting that the guardrail be changed.

Mr. Jonathan Kranz read aloud the letter sent to Mr. Van Schalkwyk from the residents on Pleasant Street dated April 10, 2022.

Mr. Van Schalkwyk also had an email that he sent to Mr. CJ Moore regarding the guardrail and a response from Mr. Moore.

Mr. Jonathan Kranz read aloud the emails from Mr. Van Schalkwyk and Mr. Moore.

The Board held a brief discussion regarding the guardrail, the safety of the guardrail and any actions the Board could take on the getting the guardrail replaced.

Mr. Ken Diskin asked if there was any money left in escrow for the project.

Mr. Van Schalkwyk had another letter from former DPW Superintendent, Mr. Mark Wetzel stating that there was approximately \$42,000 in surety back in February of 2021 with a request to increase the amount.

Mr. Diskin asked if Mr. Moore would be going to the Town for street acceptance soon.

Mr. Van Schalkwyk mentioned that Mr. Moore has indicated that he would like to have the street acceptance done soon, most likely at the fall town meeting.

Mr. Kranz asked if there was any action the Board could take.

Mr. Archambault mentioned that the guardrail installed does not match the approved subdivision plans and the Board can request that the approved guardrail be installed as shown on the approved plans.

Chairman Tillotson suggested that the Board send a letter to Mr. Moore requesting the change to be in line with the approved plans.

At 7:45 PM Mr. Jonathan Kranz made a motion to have Town Planner, Mr. Mark Archambault draft a letter to Mr. Moore requesting that a new wooden guardrail be placed on Pleasant Street as shown on the approved subdivision plans. Ms. Julie Murray seconded. No discussion. Vote to approve 4-0-1, Mr. Diskin abstained.

Town Planner Report

Site Visits

Mr. Archambault mentioned that the site visit to the subdivision on Shaker Pond went very well and proposed that the Board go to Cataldo's on Westford Road next.

Meeting Minutes of April 26, 2022

At 7:58 PM Mr. Jonathan Kranz made a motion to approve the meeting minutes of April 26, 2022, as amended. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

New Business/Old Business

Upcoming Meetings

Chairman Tillotson stated that the Stratton Hill subdivision will be coming back to the Board in the near future with a preliminary subdivision plan.

Mr. Diskin suggested that the next meeting, on May 24, 2022, be used as a working group meeting to review the Open Space Subdivision Regulations, Section 10 in the Ayer Zoning Bylaw, prior to Stratton Hill coming before the Board.

Mr. Archambault stated that the Board can also start their preliminary review of the OSRD Rules and Regulations at that meeting as well in preparation for having the public hearing on the rules and regulations at the first meeting in June.

Meeting Adjournment

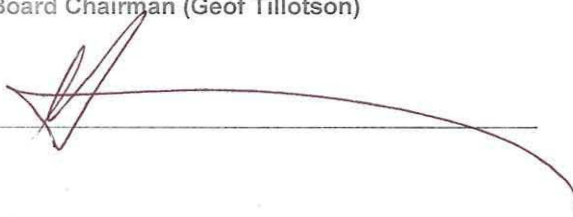
At 8:15 PM Jonathan Kranz made a motion to adjourn. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval

5/24/2022
Date

Planning Board Chairman (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, sweeping loop.