

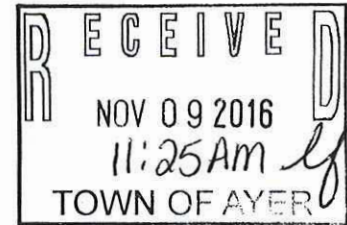


PLANNING BOARD

Town of Ayer

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Minutes of the October 6, 2016 Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

Members Present: James Fay (JF), Jen Gibbons (JG), Mark Fermanian (MF), Geoff Tillotson (GT).

Others present: Sue Kennedy, Paul Hutnak-Andrews Engineering, Stan Dillis-Ducharme & Dillis, Allan Parker, J.P. Connelly, Alan Manoian, Mark Wetzel, Ruth Rhonemus, Sandy Bean.

Chairman Jim Fay called the meeting to order at 6:00 pm.

General Business

Approval of the Agenda for the meeting. JF requested that Sue Kennedy be moved to the beginning of the meeting. JG motioned, MF 2nd, the Board voted unanimously to accept the agenda.

Approve Minutes for September 1, 2016 Board Meeting. MF motioned to approve, JG 2nd, the Board voted unanimously to accept. JF, Chair signed the minutes.

The Planning Board also met September 22, 2016, as a Working Group. The Board reviewed the minutes, GT moved to accept, JG 2nd and the Board voted unanimously to accept. JF, Chair signed the minutes.

Vacant seat on the Planning Board JF introduced Sue Kennedy. Sue has expressed an interest in joining the Planning Board. She is new to the Town of Ayer, however, brings a broad background of skills to the Board. After presenting a long list of qualifications, GT nominated Ms. Kennedy to move forward to the Board of Selectman (BOS). JG 2nd and the Board voted unanimously to move forward with the process. JF requested that Sue submit a letter of interest to the BOS. The Planning Board will request a joint meeting for October 18.

ANR Lot 2 Cambridge St. and 3 Norwood Ave - Stan Dillis from Ducharme & Dillis Civil Design Group, Inc. presented a plan to move the lot line between two existing lots. The current lot line ran through an existing garage. Moving the line will create two conforming lots. The Board considered the plan, MF moved to accept, JG 2nd, and the Board voted unanimously to accept. The Board then signed the Mylar and required copies.

Public Hearing

(6:56 pm) Site Plan Review - 1 Nemco Way, Catania Spagna (Map 17, Parcel 21) - J.P. Connolly, Andrews Survey & Engineering, Inc. presented plans for changes to employee parking so that it is away from entering trucks and to widen Nemco Way to accommodate waiting delivery trucks. Mark Wetzel has approved the plans. He will be monitoring the progress for changes in grade effecting drainage, the new curb cut and requirements for landscaping. Catania Spagna stated they would keep existing drainage. Catania Spagna also presented plans for new signs to mark the entry way and directional signs. The Planning Board as well as 2 neighbors requested a site visit and Catania Spagna said they are willing to do that. Catania Spagna will invite them when the time was appropriate.

Public Hearing was open to the public for comment and questions at 7:07pm. Michael Pattenden, 42 Westford Rd., voiced concerns about the line of sight on the curve in the road and suggested moving the new entrance further down toward Nemco Way. He also stated he had questions about the drainage and discussed them with J.P. Connelly. JF suggested that he put his concerns in writing. Elektra Pearson, 46 Westford Rd. Asked questions about the trucks sitting in que for delivery as they would be lined up in front of her house. She had health and safety concerns with the trucks sitting idling. Ms. Pearson also asked if there had been a traffic study, with concerns about line of sight with employees entering and exiting the new parking lot. Mark Wetzel stated that data had not been collected. He also asked to see a landscaping plan.

With no further comment, a motion to accept the plan as presented, Map 17, Parcel 21, dated Sept. 20, 2016 was made by MF, JG 2nd and unanimous vote to accept. Catania Spagna will return for the November 3 meeting to sign the Mylar and supply 10 sets of plans. GT motioned to close the Public Hearing, 2nd by MF, vote was unanimous.

Administrative Announcements

41 E. Main Street – A plan noted in the Planning Board minutes from January 2010 was brought before the Board. Because of the time lapse, the Board decided to require a Site Plan Review. Mark Wetzel from the DPW joined the conversation and stated that he met several times with the Developer, Mark Sedah, to discuss Storm Water Management, Water and Sewer Layout and Engineering. MF moved to require a Site Plan Review, JT second. The Board voted unanimously for Site Plan Review. The Board will notify the developer.

Zoning Bylaws Judy Barrett consultant to the Town for Zoning Bylaw phase one, presented an update to the Board. JF told Ms. Barrett that the Board has started meeting to update Operational Procedures and hoped to be finished by early 2017. JF stated that in his experience presenting the Bylaw would work better at the Fall Town Meeting. Ms. Barrett suggested that the current Bylaws need a consistent format. The Board agreed. Mark Wetzel suggested that it has been a long process and there are more considerations now. GT stated, "Codification is very important and a functional Zoning Bylaw is needed". The Board felt that it is important to keep moving forward so directed Ms. Barrett to incorporate the changes she has suggested thus far, return that copy to the Board and to Counsel and then Judy would wait to hear back from the Board.

Representatives MJTC – JF reminded the Board that a Representative to MJTC is needed. Subject is tabled until a new member can be added to the Board.

Working Group Meeting for Procedures Manual and Website Subdivision Regulations will be held at 6 pm, October 20, 2016.

Mark Wetzel said he had a discussion with the developer about the Town accepting Norwood Ave. The Board recommended a layout of the street be presented and that they will wait for Spring Town meeting. Discussion will be added to a future meeting.

Alan Manoian, Director of Community and Economic Development – Gave a presentation on "Understanding Spirit of Form Based Code". Mr. Manoian Form Base Code is all about streets functioning as composition, functional form first. Form Based Code is a new method of planning that creates predictable built results, with physical form rather than separation of use and form. It discusses "Public Realm", and answers questions such as where the most time is spent in a town, where are the places we walk, where disposable income is spent. Then a "code" is laid out to create places where Town's people and visitors love to spend time. JF stated that "affordability is misunderstood". Alan answered that "it's not how the streets look, it's how the street "lives and functions." Further discussions and presentations will be made at the next several meetings.

Ayer Solar is still in progress. The Letter of Credit and agreement must be in place before construction is started.

Public Input, there was none.

The next meeting will convene at 6 pm, November 3, 2016

Meeting Adjournment

8:24 pm MF motioned to adjourn, JG 2nd, Board voted unanimously to adjourn.

Minutes recorded and submitted by Sandy Bean, Administrative Coordinator

Planning Board Approval 11/3/16
Date

Planning Board Chair (James M. Fay)

