

Town of Ayer

Office of the Town Planner



Town of Ayer | Ayer Town Hall | 1 Main Street, 3rd Floor | Ayer, MA 01432 | 978-772-8218 | www.ayer.ma.us

Monthly Report

To: Robert Pontbriand, Town Administrator

From: Mark Archambault, Ayer Town Planner

Re: Monthly report for period September 26 – October 19, 2017

Date: October 23, 2017

1. Starting New Position: I spent several hours in the first week becoming familiar with the Town of Ayer personnel policies, IT policies, my computer and iPhone and the general layout of Town Hall, as well as meeting and getting to know my fellow employees, especially in the Land-Use realm.
2. Project Review: During the past few weeks I spent considerable time coming up to speed on the Ayer Solar II project. I reviewed the project files and plans and went on a site visit with Planning Board chair Jim Fay and project engineer Kyle Burchard of GPR. I drafted a list of ‘Conditions of Approval’ in the event the Planning Board is ready to vote on the application at its upcoming meeting on November 2. I met with Town Dept. Heads and Staff to review the plan and obtain feedback on the Conditions of Approval. I am in the process of drafting a letter to Town Counsel on the outstanding legal issues that have arisen in the course of this review.
3. Work Plan: I prepared a Work Plan to guide my work on major projects over the next several months, which I shared with the Planning Board at its October 19 Special Meeting. The work plan describes the work anticipated for several projects, including 1. Developing a Solar Energy Overlay District Bylaw, 2. Conducting public education and outreach on the proposed Zoning Bylaw, 3. Developing procedural Planning Board Rules and Regulations, 4. Developing a template for Staff Reports on ANR, subdivision and site plan applications that come before the Planning Board, 5. Formalizing an Interdepartmental Review Process and 6. Overhauling the Planning Board’s Subdivision Regulations.

4. Streetscape Master Plan Study: I attended the meeting at the Ayer DPW headquarters on the streetscape plan for Main and Park Streets. I learned a great deal about the issues facing these key streets from both the DPW Director and Community Development Director, as well as the consultants for the project.
5. Review of proposed Zoning Bylaw: I have begun review of Judi Barrett's proposed Zoning Bylaw, and over the next few months will be closely reviewing it both on my own and with assistance from the Community Development director, Conservation Agent and Building Commissioner. I will develop a system, with advice from Judi Barret, on how best to incorporate any recommendations we have into the new bylaw prior to the planned public outreach and education efforts leading up to the March 19, 2018 Special Town Meeting vote on the bylaw.
6. Research for new Solar Energy Overlay District Bylaw: I have started internet-based research, a review of my files and the state model zoning guidance on what should be included in a solar energy overlay district bylaw. I anticipate that the solar energy overlay district bylaw will be voted on at the same March 19, 2018 Special Town Meeting on the comprehensive