

# Town of Ayer

## Office of the Town Planner



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Town of Ayer | Ayer Town Hall | 1 Main Street, 3<sup>rd</sup> Floor | Ayer, MA 01432 | 978-772-8218 | [www.ayer.ma.us](http://www.ayer.ma.us)

### Monthly Staff Report

To: Robert Pontbriand, Town Administrator

From: Mark Archambault, Ayer Town Planner

Re: Monthly report for the period February 20, 2018 – March 19, 2018

Date: March 20, 2018

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1. Project Review: During the last one month period, I prepared Staff Reports for the Planning Board on several cases that came before it in late-February and March. These included two ANR plans and the Site Plans for several emergency communication antennas for the Fire Department, Police Department and the Public Works Department.
2. Preparation for March 19 Special Town Meeting on the proposed Zoning Bylaw and Solar Energy Overlay District Bylaw: Most of my time over the last month was spent preparing presentations on the new Zoning Bylaw and Solar Energy Systems Overlay District Bylaw. I also spent considerable time preparing the handouts and practicing the presentation before fellow Land-Use and Town Hall staff. Several last minute issues also had to be addressed in getting the Bylaws ‘across the finish line’ of a successful Town Meeting vote on the two warrant articles. I am pleased to report that both Bylaws were approved by Town Meeting.
3. Interdepartmental Review Process: I am still in the process of developing an improved process for interdepartmental review of development projects that come before the ZBA, Planning Board, Conservation Commission and the Board of Health. A key aspect of this process will be informal ‘pre-application meetings’ at which applicants meet with the Town Planner, Conservation Agent, Building Inspector, ZBA staff person and the Health Agent to coordinate review before the various Boards. This will result in improved communication and expedited review in town. The goal is to develop written guidelines for interdepartmental review by the end of April, 2018.

