

**ASHLAND PLANNING BOARD  
WORK SESSION MEETING MINUTES  
OCT. 23, 2013**

Call to Order

Chairman McLeod called the meeting to order at 6:30 PM.

Members Present

Susan McLeod, Frances Newton, Gordon McCormack, Phil Preston, Cheryl Cox,  
Normand DeWolfe

Members Absent - Anthony Randall, Elizabeth Cody, Patricia Tucker

Others present - Mike Izard, LRPC

Mike Izard was present to discuss how best to proceed with Chapter 10, **Implementation** of the Master Plan. The following items were agreed to:

- All Planning Board members to prioritize recommendations for each chapter for meeting on **Nov. 6**.
- Planning Board should communicate to all other groups (including but not limited to Board of Selectman/Town Administrator, Conservation Commission, Public Works, Water and Sewer Commissioners, Electric Commissioners, Capital Improvement Committee, School Committee) the PB's initial assignment and priority of each recommendation.
- Each group assigned should then review recommendations, determine due dates for short and long term items. If necessary, short and long terms steps needed to accomplish the recommendations should be listed.
- Mike Izard will create matrix for all actions and will include: steps to be taken, due date, group responsible, funding source, etc. **NOTE:** Contract with Lakes Region Planning expires on Jan. 15.
- Planning Board should periodically (6 months – one year) review and monitor progress of actions taken on recommendations.

Other Business

New RSAs books will be ordered.

Escrow account for EHFAR has been created.

No member present saw any issue with the Bread and Butter restaurant seeking a liquor license.

The meeting was adjourned at 8:29 PM.

Notes taken by Cheryl Cox.