

**Ashland Planning Board Meeting**  
**Minutes (approved as revised, 3/5/14)**  
**February 26, 2014**

**Members Present:** Susan MacLeod, Fran Newton, Elizabeth Cody, Gordon McCormack, Jr., Phil Preston, Cheryl Cox (alternate, non-voting), Normand DeWolfe (alternate, non-voting)

The meeting was called to order at 6:32 pm by Chairperson Susan MacLeod.

**New Business**

Chair MacLeod updated the Board on a recent meeting she and Eli Badger (ZBA Chair) had with Paul Branscombe, regarding the secretarial and clerical needs of both land use boards.

- Each land use board will have a dedicated email address which will go to the chairs of the respective boards.
- Job descriptions and duties of land use secretary and land use clerk were drafted and shared with the town administrator. Pat Crowell will accept applications, collect fees, and notify the Board chairs; she may also process the abutters' notifications. The chairs will write the notifications and newspaper ads. The recording secretary duties for both boards will be handled by Mardean Badger.
- It was recommended to Brenda Paquette that a special revolving account be established to accept all application fees for both land use boards, rather than the fees going into the general fund. The application fee should cover all administrative costs of processing the application; technically that could cover the costs of the clerical work involved in processing it. The fund must be established by approval of a warrant article (*RSA 673:16; Local Land Use Boards, Staff, Finances*), which cannot occur before next year. This will be put on a list to accomplish for next year. Because both land use boards are allowed to establish their own fees, they can determine the actual costs and build these costs (or revenue) into their fee structure.
- The separate Planning Board and Zoning Board budget categories will be combined into a Planning Department or Land Use Department section. Discussion will continue on provision and financing of clerical duties for this year and for next.

**Correspondence**

- Tony Randall has submitted his immediate resignation (2/15/14) as an alternate on the Planning Board, due to his lack of available time and perceived conflicts of interest.
- Chair MacLeod updated the Board on the Bell/McBournie and Lester/Guyotte cases. She reviewed the 2/12/14 ZBA meeting at which they accepted Bell/McBournie's application for appeal of the PB decision of 12/18/13; the meeting is continued to March 12. The Planning Board has received correspondence from Attorney Doug Hill regarding the specific basis of their argument, that the Planning Board did not continue the public hearing of 12/18 to allow abutters' input on the revised site plan and noise abatement plan. Chair MacLeod indicated that it is Paul Sanderson's (NHMA) opinion that the PB should not have approved the revised site plan which had been altered from the ZBA plan. She also indicated that there was an opportunity to respond by the abutters and their lawyer. There has been a subsequent application by Lester/Guyotte for an administrative appeal of the ZBA's acceptance of Bell/McBournie's application. Planning Board members are encouraged to attend the March 12 ZBA meeting.

- After receiving a complaint that there were structural/exterior changes (contrary to the notice of decision) being made to the former Ash Hardware building, the building inspector reported by email that the changes were merely the re-installation of a pre-existing door and the reinforcement of the existing windows, and therefore no violation of the notice of decision.
- Chair MacLeod indicated that all reports made by the inspectors and fire chief need to be sent to the Planning Board and placed in the respective property files. Paul Branscombe will meet soon regarding inspections and disposition of reports.

### **Old Business**

- The public hearing on Master Plan Chapter 10 (Implementation) is scheduled for April 2 at 6:30 pm in the Elementary School Library, with the regular meeting to follow.
- Gordon McCormack, Jr. will meet with Stacy Luke of the Conservation Commission regarding their recommendations for priority order of Chapter 10 items.
- The Economic Development Committee document is still in draft form awaiting additional input from other committees and experts. It was noted that the Plymouth Regional Chamber of Commerce is the one that serves Ashland.

### **Cases**

- Case #2014-02 (Dollar General): The drainage report is available with the site plan. The lighting information was previously submitted, and the sign information was recently received via email. There has been no response regarding façade improvements; one member suggested offering them “the opportunity to set the standard.” Because of the shortened meeting in February, the meeting schedule with the applicant may have to include the PB’s work session.

### **Other Business**

- Meetings
  - LRPC meeting, 1/31/14, regarding regional plan and watershed issues (3 attended)
  - Squam Watershed meeting, 1/23/14 (Phil Preston attended)
  - Meeting re: Brownfields (no one able to attend)
- Items for future work / determination of priorities:
  - Review the application forms for format, application fees, etc. (Note: new postage rate has been updated on the application)
  - Establish revolving account
  - Design standards
  - Heritage commission
  - Smart Growth assessment relative to Master Plan and regulations
- Wind Ordinance: It was suggested that a letter of explanation be distributed to allay the misunderstanding of the purpose of the ordinance. Some members of the public think that voting ‘yes’ on the ordinance would allow unrestricted establishment of wind farms.

The meeting was adjourned at 7:45 pm.

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*Minutes by Mardean Badger*