

**Ashland Planning Board Meeting
Ashland Elementary School Library
Minutes
April 2, 2014**

Members Present: Susan MacLeod, Gordon McCormack Jr., Fran Newton (BOS representative)

Members Absent: Cheryl Cox (absent with notice); Liz Cody (absent with notice); Phil Preston (BOS alternate)

Others Present: Paul Branscombe, Eli Badger, David Toth, Norm DeWolfe, Kathleen DeWolfe, Pam Howes, Jennifer Howes

The Public Hearing for Master Plan Chapter 10, *Implementation*, was opened by Chair MacLeod at 6:30 pm.

All recommendations from the previous nine chapters of the Master Plan were pulled out into a separate list. The Planning Board determined which department(s) had responsibility to carry out the recommendations, designated each as a long, medium, or short-term goal, and listed funding and resources needed. Then the recommendations were prioritized according to Planning Board and town input. As the next step, the various appropriate departments, committees, etc. were asked to go through the same process -- prioritize the relevant recommendations, indicate the parties responsible for addressing the recommendations, and designate priorities,(short, medium, or long).

Input from the public

- Mr. Branscombe commented regarding the upgrading of Highland Street, referenced in Chapter 2. A previous letter from DOT indicated their wish to continue to pursue Town issues with the street (3 non-contiguous sections owned by DOT that are in disrepair). The DOT also reviewed Highland Street in 2011 and the sections they are responsible for. The town will put Highland Street on the DOT list now for future consideration.
- Mr. DeWolfe asked whether all appropriate parties responded to the Planning Board. There were no responses from Jim Gleich (Parks And Recreation Department) and Tim Paquette (Highway Department).
- Mr. Badger asked whether the Water and Sewer Department were contacted regarding the water quality item. The Conservation Department did respond. Ms. MacLeod indicated that the Water and Sewer Department were also copied in correspondence regarding chapter 7; Mr. Badger indicated that it was never discussed at any of their meetings.
- The Ashland Historical Society, although under no obligation as they are not a town department, responded regarding Chapter 9 with recommendations. Ms. MacLeod reviewed their responses.

- Mr. Branscombe asked why renewable energy (Chapter 7) was not included in the priorities. While there was no recent input from the Electric Commission to the Planning Board, renewable energy may become a topic addressed by the proposed Economic Development Committee, and the utilities have expressed interest in being involved in that process. Broadband communication also needs to be discussed.
- Some items are missing priority indicators (short/medium/long). Some departments did not respond.
- Ms. Newton indicated a desire for the new Board of Selectmen to review the list for refining the information.
- The CIP process also included reviewing the Master Plan recommendations, especially those that had price tags.
- Mr. DeWolfe commended the Planning Board for the time and work involved in completing this document.
- The contract with Mike Izzard (LRPC) for development of the Master Plan and Implementation chapter is completed. The next step is official adoption of the document by the Planning Board. LRPC will provide the final digital versions of the chapters, but it is the responsibility of the Town for putting the document together and printing.

The Public Hearing was closed at 6:55 pm.

The regular meeting was opened by Chair MacLeod at 6:56 pm. Roll call was taken. It was noted that there are 3 openings for alternate members of the Planning Board.

David Page was originally scheduled for a pre-application consultation to discuss his proposed business (nanobrewery). He called to reschedule for the Planning Board's next work session.

Disposition of Minutes

- **March 5, 2014.** The motion was made by Fran Newton, seconded by Gordon McCormack Jr., to approve the minutes of 3/5/2014 as written, The vote was 3-0, in the affirmative.
- **March 26, 2014.** The motion was made by Fran Newton, seconded by Gordon McCormack Jr., to approve the minutes of 3/26/2014 as written. The vote was 3-0, in the affirmative.

Other Business

There is no further information from the John J. McCormack law office or the surveyor regarding Case 2013-02, Walsh Trust.

The Planning Board has received a faxed **application for a voluntary merger by Freudenberg NOK. The application was submitted on March 26, 2014, for the combination of 2 lots with the same owner (Lot # 004-004-004 and Lot # 004-004-002).** The form only requires the signature of Chair MacLeod, who will sign the original when it is received via “snail mail.”

Chair MacLeod has created templates for abutter notification, applicant notification and surveyor notification for all applications that come in for subdivisions and site plans. Pertinent information can be put into the templates.

It was noted that the Building Inspector has not been approached regarding incorporating certain land use tasks into his job.

Chair MacLeod reminded the Planning Board members to look over application forms and the flow charts for revisions. She has found a template from OEP for a request for waiver of site plan review process. The template can be adapted for the Town of Ashland, especially to create a paper trail for tenants, owners and town files.

In response to a question from Mr. DeWolfe, Ms. MacLeod explained that, after a voluntary merger, if the owner of the property later decides to sell part of the parcel, they would go through the subdivision process.

Mrs. Kathleen DeWolfe asked if applications have a check box to indicate whether a special exception has been requested in the past. Ms. MacLeod explained that they are trying to create/maintain a paper trail for history of all actions on a property, including requesting that the entire property file is at the meeting when it is being discussed.

Mr. Badger noted that he had received a phone call from a gentleman regarding a substandard lot on Riverside Drive. Mr. Badger suggested that the gentleman review the file to see what has been approved via variance before he talks with the Building Inspector. We need a better process to gather all relevant materials together to improve the process for both the Building Inspector and the applicant.

Chair MacLeod has been researching information on the parking at the American Legion. She has a copy of the original warrant article, but she would like to see the original lease. Mr. Badger also suggested reading the minutes from the meeting at which the lease was created. Ms. Newton indicated it will be brought up at a Board of Selectmen meeting.

The Economic Development Committee proposal will be presented at the Board of Selectmen meeting, April 7, 2014.

The meeting was adjourned at 7:14 pm.

Submitted by Mardean Badger

**Attachments: Master Plan, Chapter 10, Implementation
Letter, Ashland Historical Society, March 12, 2014**