

**Ashland Planning Board  
Draft Minutes  
March 23, 2016**

**CALL TO ORDER:** The meeting called to order by Susan MacLeod, chair, at 6:36 PM.

**MEMBERS PRESENT:** Members present for the meeting were Susan MacLeod, chair, Mardean Badger, Carol Fucarile, Cheryl Cox, Fran Newton and Normand DeWolfe

**CORRESPONDENCE**

The Planning Board received an Application for a Subdivision and Boundary Line Adjustment from Steven and Lorna Leigh Sharps and Shawn O’Leary and Kara Sharps O’Leary. Map 023-001-002 and 023-001-018. A similar application was submitted to the Planning Board several years ago for a Subdivision and Boundary Line Adjustment. The Sharp property is a small compound comprising several houses. One of Steven Sharp’s children needs a discreet lot.

The Subdivision is Map 331-2. The property has been surveyed by Surveyor Kevin L. French. The proper map has been submitted. The property meets all frontage requirements of the town. The present abutters to the property have been listed; mailing labels have been printed for proper abutters’ notifications. The present abutters list has been submitted to the Board. The property is off a private road. The property has a shared well. The property is on a septic system. All this is explained in the property deed. The property is in the rural residential zone. The present owners would like to enlarge the smaller portion of the property.

The Board will need to review any setbacks of the property that are impacted by the Boundary Line Adjustment. The property owners have received approval for the subdivision from DES due to the septic system. The Planning Board needs to inquire about any other approvals from other agencies. There needs to be receipt of these approvals before the Planning Board can give its approval.

The Board took up the Resolution of Citizen Inquiry (ML 004-002-002). Susan MacLeod advised the Board that the Citizen Inquiry submitted by Lee Huckins of West Street concerning the sign lights on the Burger King property has been resolved. The inquiry submission arose from the installation of new sign lights on the Burger King sign that shone onto the abutting Huckins property. Burger King was notified of the problem and has recently installed lights that project the light downward and away from the abutting properties. The abutting property owner seems to be happy with the solution. Burger King is working with Bob Flanders Code Enforcement Officer and Steve Heath, Fire Chief to resolve some other code issues.

The Board discussed the Northern Pass Intervenor status for Ashland. Eli Badger went to a scheduled SEC meeting on Monday, March 21. At that meeting Eli gave testimony and presented the concerns that the Town of Ashland and its various committees and commissions have concerning the Northern Pass Project. As a result of the testimony given at this meeting the Town of Ashland, the Water and Sewer Commission, and the Conservation Commission were again given Intervenor status with regard to the Northern Pass Project. At the next meeting Ashland has been grouped in Group 3 with several other more southern communities who have quite different concerns and questions about the Northern Pass Project. There are some intervenor status communities who wish to file to have their community groupings changed. At this upcoming meeting there will be one person to address the SEC outlining the

concerns of the grouped communities. The intervenors are restricted to a total of 50 questions to be answered before the SEC.

On Monday, March 28, 2016 at 6:30 PM at the Ashland Fire Station a joint meeting of the Board of Selectmen, Water & Sewer Commission, Planning Board, Conservation Commission and Economic Development Committee will discuss and draft a document delineating their concerns for Northern Pass. The SEC will permit the filing of motions for individual community concerns. The SEC expects to have a final decision on Northern Pass by December 2016. There are some state organizations who would like to see the Northern Pass Project final decision put off for 18 months to two years.

The Board discussed Design Standards for the town. Susan MacLeod drafted a letter to the business owners and property owners particularly along Main Street. The letter invites the business owners and property owners to become part of the Design Standards process; to have input into the Design Standards to be implemented on Main Street in the Commercial Zone. The Planning Board plans to send out letters to the business owners and property owners on Main Street to invite them to a meeting on Wednesday, May 25, 2016 at the Ashland Booster Club to give their ideas, concerns and input into Design Standards. Light refreshments will be served.

The Board spent some time reviewing the draft of the letter. The following suggestions were discussed:

- Format the letter in letter format rather than memo format
- Make the letter friendlier; use friendlier language
- The Board values the businesses and property owners
- We look forward to hearing your thoughts
- Use of the word consideration instead of attention
- Display regular meeting schedule along the bottom of the letter
- Display CC: along the bottom of the letter
- Explain to the businesses the role of the Planning Board
- Have handouts available for businesses and property owners
- Hand out the letters to the individual businesses; make a face-to-face contact
- Follow up with an e-mail reminder of the meeting

Susan will check into the use of the Booster Club on Wednesday, May 25 and book the space.

The Planning Board as of March 23, 2016 has not received a map from Dr. Lester ahead of the scheduled Compliance Hearing on May 4. The Planning Board needs to schedule a Site Walk of the Lester property before the Compliance Hearing. The receipt of the map and the scheduling of the Site Walk need to be decided at the April meeting. The Board needs to vote on the issue of inviting Walter Mitchell to be present at the Compliance Hearing.

Fran Newton made a motion to adjourn.

## **ADJOURNMENT**

**The next meeting is the Board meeting, will be Wednesday, April 6, 2016 6:30 pm at the Ashland Elementary School Library.**

With nothing more to come before it the Board adjourned. The meeting adjourned at 7:40 PM.

*Minutes submitted by Paula Hancock*