

**Ashland Planning Board Meeting
Minutes
October 1, 2014
Ashland Elementary School Library**

Members Present: Susan MacLeod, Cheryl Cox, Fran Newton, Liz Cody

Members Absent: Gordon McCormack Jr.; Miriam Brown (excused)

Others Present: Norm DeWolfe, Kathy DeWolfe

The meeting was called to order at 7:04 pm by Chairman MacLeod.

DISPOSITION OF MINUTES

September 24, 2014 – **A motion was made (Cody) and seconded (Newton) to approve the minutes of September 24, 2014. The vote was 4-0, unanimous in the affirmative.**

CORRESPONDENCE / OLD BUSINESS

Chair MacLeod noted that she received communication that the parties in the Walsh Trust Condominiumization (Case 2013-02) were not prepared to appear before the Planning Board today.

NEW BUSINESS

Heritage Commission

The Board discussed wording for a warrant article to establish a Heritage Commission. Chair MacLeod read one suggested standard wording for consideration; she will forward possible wording sources to the Board members for review. Several questions and issues still need to be discussed and decided upon:

- How many members will there be? (RSA says minimum 3 members and maximum 7 members) – it was pointed out that, due to difficulty in finding members for other boards, a 5-member commission might be preferable.
- Will the warrant article specify who the members will be, in addition to the required ex-officio Selectboard member?
- How will the members of the commission be chosen?
- Will the warrant article make reference to the future of the current Historic Commission? Will it be dissolved or will it be absorbed? Should it be discussed with the current 2 members of the Historic Commission?
- Will there be an additional handout describing the role of the Heritage Commission, financial aspects, advisory capacity, and other explanatory information?

OTHER BUSINESS

2015 Budget Update

Chair MacLeod updated the Board on the part-time position of *Land Use Administrative Assistant* that is being proposed for the 2015 budget. The position will be discussed at the Board of Selectmen meeting on Friday, October 3, at 7:00 am.

Items mentioned included:

- The original motion for the position by the Planning Board was for 12 hours/week (approximately \$12,000).
- The proposal created by the Chairs of the Planning Board and the Zoning Board recommends 20 hours/week (approximately \$20,000).
- The salary line submitted by the 2 Board Chairs for the budget is \$20,000.
- The pay rate used is \$20 per hour.
- The number of hours discussed ranged from 12 to 16 to 20 hours. The issue before the Select Board will be to determine the minimum number of hours that can be supported in the budget and by the voters. Fran Newton suggested that an average of 12 hours per week may be the most supportable.
- It was noted that the position does not include taking minutes at meetings.
- It was suggested to calculate the salary for 50 weeks, rather than 52 weeks.
- It was suggested that the person may not have to come to all meetings, but may just come to meetings at which cases are being presented.
- Regular hours in the Town Office would be established for the position.

It was also noted that a budget for providing training for members of both the Planning and Zoning Boards is necessary.

One Board member inquired if the Planning Board could make recommendations for changing the town's governing structure. It was clarified that it is not in the purview of the Planning Board to discuss this issue.

Public Hearing

A public hearing will be scheduled for the Planning Board's November 5 meeting. A notice for the newspaper will need to be submitted by about October 20.

- The definition of wetlands in the subdivision regulations needs to be revised.
- The site plan review form and the subdivision form will include the following fee changes:
 - The application fee will be increased to \$100, from \$90.
 - The fee for abutter/professional notices will be a flat fee of \$10 per notice.
- Minor adjustments in the formats of the applications will be reviewed.

Land Use Advisory Committee

At the meeting scheduled for Friday, October 3, 9:00 am, the committee needs to begin discussing a process for reviewing all town ordinances, in particular those that relate to planning and zoning issues.

ANNOUNCEMENTS

Chair MacLeod indicated that she attended the LRPC Commission meeting on September 29, at which the draft "Lakes Region Plan" was presented at a public hearing.

On October 8, there is a meeting of the Transportation Technical Advisory Committee (TAC), 2:00 pm, at the LRPC office in the Humiston Building in Meredith.

Upon a motion (Cody) and second (Cox), the meeting was adjourned at 8:33 pm.

Minutes submitted by Mardean Badger