

**Ashland Planning Board Meeting
Amended Minutes
Wednesday, September 6, 2017**

CALL TO ORDER: Susan MacLeod called the meeting to order at 6:30 PM.

MEMBERS PRESENT: Members present were Susan MacLeod, Mardean Badger, Carol Fucarile, Leigh Sharps and Fran Newton.

OTHERS PRESENT: Members of the public present were David Toth, Alan Cilley, Christine Cilley and Tejasinha Sivalingam.

DISPOSITION OF MINUTES

The Planning Board reviewed the minutes from their Wednesday, August 23, 2017 meeting. After the review Mardean Badger made a motion to accept the minutes as amended. Carol Fucarile seconded the motion. With four votes in the affirmative and one abstention the motion passed.

The Planning Board discussed briefly the recent response to a request to the Town for a current list of building permits. After a brief discussion, it was agreed that Fran Newton would make a request to the Town Administrator for the list. She will return to the Planning Board with the response to her request.

The Planning Board discussed briefly the Application for a Site Plan Review from the Water and Sewer Department for their proposed new construction of their Septage Receiving Station. Initially, the Town Administrator returned the application to the Water and Sewer Commissioners citing at the time that the application lacked Site Plan drawings of the project and lacked a complete abutters list. The application was tabled at this point in the meeting but was revisited and discussed later in the meeting.

The Planning Board discussed their input on the donation of the Ames Brook Campground sewer lines to the Town of Ashland. The Town Administrator advised the Planning Board that in order for the Town to accept the Ames Brook Campground sewer lines as a donation the issue needs to go before the Ashland Planning Board and the Ashland Conservation Commission prior to the BOS public hearing. The Planning Board advised that they would need to see the Site Map diagrams of the Campground to see where the sewer lines have been laid. The Planning Board was given the following assurances:

- There were engineering drawings available of the property
- Any land use or public impact goes through the Planning Board
- That there is a sewer line that goes through private property
- Vern Marion, the owner, has his lawyers investigating all easements on the property and they are taking care of the transfer of the easements.
- The sewer lines go from the Campground parallel to Washington Street and are then connected to the town sewer system at Washington Street
- The Campground sewer system is constructed of 8" pvc pipe and a pump station that is about 30 years old.
- The Town would own and maintain the sewer system at the Campground
- The benefit of the donation would be that the Sewer Department could provide a sewer line to Brunt Avenue and run a sewer line to Winona Road.
- The Campground is connected to the town sewer system. Brunt Avenue is not connected to the system.
- The Planning Board is requesting diagrams showing the layout of the sewer pipes on the

property and a written description of the property and proposal. As built diagrams have been done of the property and a written description can be created.

- The Campground owner's lawyers are taking care of the transfer of the easements.
- There is an easement to access the pump station on the property since the sewer line goes through a driveway.

The Planning Board agreed that there could be a joint session of the Planning Board, the Conservation Commission to review and discuss the recommendations for the donation of this property to the Town.

The Planning Board revisited their discussion of the Water and Sewer Department's Application for a Site Plan Review for their new construction of the Septage Receiving Station Project. Alan Cilley presented the application and Site Plan to the Board. The Board reviewed the Site Plan. Their only concern was did the property have the proper setback according to the Ashland Zoning Ordinance.

Alan presented the Board with the abutters list which included the notification of the Town of Bridgewater, Town of New Hampton, the State DOT and the Town of Ashland. There will be proper notification with an ad in the local newspaper. Notification will be placed on the website to assure that the residents of Collins Street are notified of the Public Hearing for the Water and Sewer Application for Site Plan Review. The Planning Board reviewed the Site Plan with the construction of a steel building with two buildings with five feet between the buildings for fire protection. The building will measure 35' x 70'. The Planning Board raised their concern about management of any water runoff on the property and water runoff from the roof. The Site Plan shows the use of asphalt to direct water runoff. Alan gave the Board a copy of the 30% draft of the complete project. The Planning Board scheduled a Public Hearing on the Site Plan Review Application of the Water and Sewer Department's new construction of their Septage Receiving Station for Wednesday, October 4, 2017 at 6:30 PM at the Ashland Elementary School.

The Water and Sewer Commissioners have discussed with the Trustees of the Trust Fund that all monies necessary for this project have been earmarked for this project and placed in the department's Capital Reserve Fund to be used only for this project. The Public Hearing presentation will deal with the project, its design and its use. Engineers for the project will be at the Public Hearing to answer any questions concerning the project. It was discussed to invite the Ashland Selectboard to this public hearing to hear the presentation. Fran Newton, Chair of the Selectboard, will issue the invitation at their next scheduled meeting.

Susan opened a Public Hearing regarding Case 2017-04, M/L 018-001-010 relative to a Site Plan Review for Reales/Page for expansion of the tenant business White Mountain Brewing tasting room and food service. The following issues were discussed:

- Letter of Authorization given to David Page, tenant on August 9. Planning Board has not received the letter back from the Reales, owners of the property.
- Required inspection of the kitchen facilities at the business
- Health inspection by the Town
- State Inspection
- Approval from the Ashland Fire Department for an Occupancy Permit

The Fire Department needs to send their report on the business to the Planning Board for its files. The issue of proper parking for the seating: 1 parking space for every 4 seats. There is an issue of the possible purchase of the boat storage property from the Reales by Mr. Page to accommodate additional parking for the business.

With no representative at the Public Hearing from the White Mountain Brewery, the Planning Board continued the Public Hearing to Wednesday, September 27, 2017 at 6:30 PM at the Ashland Elementary School Library.

Mardean advised the Planning Board that she is still waiting on a date for the first meeting of the Subcommittee for the Water Protection Ordinance. When a date has been confirmed she will notify the members of the subcommittee.

The Planning Board had a brief discussion of Zoning Ordinance Amendments. The Planning Board would like to create an ordinance that addresses the issue of small businesses in the Commercial Zone that take delivery of unassembled pieces, assembling them in a garage or small room and deal with retail. It may be a small craft shop creating its crafts, holding craft classes. The Board needs to pay particular attention to the wording of this ordinance. They will review similar ordinances from other towns to obtain wording that addresses Ashland's particular issues.

The Lakes Region Planning Commission Board of Directors will meet on Monday, September 25. The Ashland Economic Development Committee will meet on Thursday, September 7 at 8 AM at the Fire Station.

The Heritage Commission will sponsor a Volunteer Day on Monday, September 11 from 3-5 PM at the Town Hall. As part of the Volunteer Day the benches at the edge of the parking lot will be stained, the front portico of the Town Hall will be painted, and the parking lot will be sealed. At 5 PM there will be a Tribute to Norm DeWolfe. A plaque will be unveiled in the garden commemorating Norm's many years of service to the Town of Ashland. The Heritage Commission will meet on Tuesday, September 12 at 4 PM at the Fire Station.

The Planning Board was updated on the Ben Amsden conversation concerning the Planning Board partnering with PSU students to assist the Town with such projects as the development of a community survey, development of avenues to get important information out to the residents of Ashland and the possible creation of a charette. The next step in the conversation is to bring interested faculty members into the conversation and the project.

Susan is in receipt of an email from the Town Administrator concerning a Purchase Agreement between Verizon and Landmark Dividend. Under the Purchase Agreement, Landmark Dividend will lease the land in Ashland from Verizon. The Town would get some income from this venture. The cell tower is on Town land, Verizon owns the tower, Verizon presently leases the cell tower to AT & T. The concern of the Planning Board relates to the introduction of a new tenant and a change of ownership. Further discussion needs to be done on this issue. It will be reviewed at a future meeting.

A motion to adjourn was made by Leigh Sharps and seconded by Marden Badger. With all votes in the affirmative the motion passed. The meeting adjourned at 7:25 PM.

Minutes submitted by Paula Hancock