

**Ashland Planning Board
Amended Meeting Minutes
Wednesday, August 23, 2017**

CALL TO ORDER: Susan MacLeod, Chair of the Planning Board called the meeting to order at 6:35 PM.

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

DISPOSITION OF MINUTES

The Board reviewed the June 28, 2017 minutes. Leigh Sharps made a motion to accept the minutes as amended. Mardean Badger seconded the motion. With three votes in the affirmative and one abstention the motion passed.

The Board reviewed the July 26, 2017 minutes. Mardean made a motion to accept the minutes as amended. Leigh Sharps seconded the motion. With three votes in the affirmative and one abstention the motion passed.

The Board reviewed the August 2, 2017 minutes. Leigh Sharps made a motion to accept the minutes as amended. Mardean seconded the motion. With three votes in the affirmative and one abstention the motion passed.

CORRESPONDENCE

Susan advised the Board that she was in receipt of an email from the Lake Management Advisory Committee to inquire if any member of the Ashland Planning Board would like to volunteer to be a representative to the Lake Management Advisory Committee. The representative would need to be a current member of the Ashland Planning Board. This would be a volunteer position. No member is able to be a representative at this time.

Susan advised the Board that she was in receipt of an email notifying the Board that registration is now open for the NHMA Law Lecture Series scheduled on Saturday, October 14, 2017 at the NHMA Offices, 24 Triangle Park Drive, Concord. The cost for the Series is \$100. The workshop that may interest the Planning Board deals with Water Management. This might be helpful to the subcommittee who is dealing with the aquifer issues in Ashland.

NEW BUSINESS

The Board spent some time organizing materials in their active files.

Case 2017-05. The Planning Board is in receipt of an Application for a Site Plan Review Waiver submitted by Justin Gregoire, the present owner of 51 Main Street, Ashland (M/L 017-008-013). The application states that a new tenant, Ms. Laura Smith is moving into the 51 Main Street location. She is the owner of Stitchworks LLC. This is an embroidery business which sells embroidery goods and decorative garments. All shipping will be through UPS. The hours of operation for the business is Monday-Friday 8 AM-4 PM. There will be street parking for the business. Mr. Gregoire states that there is no change of use since the location is already approved for retail use. The location meets the requirements for a safety inspection. There was a complete safety inspection of 51 Main Street in 2016.

The lease that was attached to the application indicates that Mr. Justin Gregoire, property owner, knows the tenant and knows how the space is going to be used. To create the embroidery items for sale will require large embroidery machinery. The Planning Board is concerned if the electrical system in the building is adequate for the electrical needs of the embroidery machinery needed for the business. After discussion the following motion was made: To approve the Application for a Site Plan Review Waiver for 51 Main Street (M/L017-008-013) in the Commercial Zone for tenant business Embroidery Stitchworks LLC with the condition that the Building Inspector and the Fire Chief sign off that the electrical system in the building is sufficient for the business. Carol Fucarile moved to approve the application. Leigh Sharps seconded the motion. The motion passed unanimously.

The Planning Board had a brief discussion about the timeliness of processing incoming applications. The Gregoire application came to the Town Office on Monday, August 21, 2017. The application was stamped July 21, 2017. All items that come into the Town Office need to be correctly date stamped. In the case of correspondence to the Planning Board the outer envelope needs to be date stamped and opened only by the Chair of the Planning Board. The tracking sheet needs to be filled out for each case.

Mardean advised the Planning Board that she has communicated with Mike Izard from LRPC relative to the subcommittee concerned with the re-designation of the town aquifer. The date of the first subcommittee meeting will be either Monday, September 18 or Tuesday, September 19. The time and location of the meeting has not been determined. Material relative to regulations pertaining to the aquifer from the Zoning Board, Planning Board, DES and Water and Sewer Commission will be collected and dispensed to members of the subcommittee before the meeting.

The Planning Board reviewed their budget for 2018. This year the Planning Board will be submitting a separate budget. The Zoning Board will submit their own budget for 2018. The following items were discussed:

- The Land Use staff position has been removed as a line item from this budget
- Legal fees: \$3,500 instead of \$5,000
- The Planning Board would like to confer with Mark Puffer as their legal counsel
- Planning Board Minute Taker In the General Expenses line: \$1,500
- Printing amount will remain the same
- Postage: \$50. The application fees usually cover the cost of postage for applications and abutters notifications
- Put in \$1 to keep this line open
- OEP Municipal Workshops: \$300 (leave this amount)
- The Planning Board is making a request for \$5,501 in funding for the 2018 calendar year.

Mardean made a motion to approve the proposed 2018 Planning Board Budget of \$5,501. Leigh Sharps seconded the motion. All votes in the affirmative. The motion passed unanimously.

The Planning Board discussed the membership of Erica Hebert on the Planning Board. The Planning Board will contact Erica and request that she submit a letter to the Board to advise the Board of her intention to serve or to submit a letter of resignation. If the Planning Board has not heard from Erica by a date certain the Planning Board will consider that she has resigned and that the seat is vacant. Leigh Sharps made a motion to adjourn. Carol Fucarile seconded the motion. With all votes in the affirmative the motion passed. The meeting adjourned at 7:45 PM.

Minutes submitted by Paula Hancock