

**Ashland Planning Board
Amended Meeting Minutes
Wednesday, December 27, 2017**

CALL TO ORDER

Susan MacLeod, Chair of the Planning Board, called the meeting to order at 6:30 PM.

MEMBERS PRESENT

Members present were Mardean Badger, Susan MacLeod and Fran Newton.

DISPOSITION OF MINUTES

The Planning Board reviewed the minutes from their Wednesday, December 6, 2017 meeting. Fran Newton made a motion to accept the minutes as amended. Mardean seconded the motion. With all votes in the affirmative the motion passed.

NEW BUSINESS

The members of the Planning Board reviewed the wording of their Annual Report. The changes in wording will be finalized and sent to the Town Office.

The Planning Board reviewed a warrant article relative to height restrictions. This warrant article will be submitted for a vote at the 2018 Town Meeting. The following concerns were discussed:

- Our present town zoning limits height standards to 65'.
- The Pemi Overlay has a limit of 35'.
- The Board of Selectmen had approved the height of the flagpole and the cell tower.
- The warrant article proposes that no new structure can be built on town-owned land that exceeds 60' in height.
- The Planning Board inquired what is the intent of this warrant article. The Planning Board further inquired if the warrant article can withstand a legal review, especially if it is not in the Zoning Ordinance.

The Planning Board discussed creating a proposal for a Land Use Legal Assistant position. Further discussion needs to take place to decide how to fund this position. This candidate would have the following responsibilities:

- To fill out the tracking sheet on all applications submitted to the Planning Board.
- To maintain all case files. To make sure that all documentation pertaining to all applications are gathered into each case file. To make sure that all minutes pertaining to a particular case are included in all documentation for the case.
- The appropriation for the position would be rolled from the Planning Board's legal fund.
- To make sure that all Notices of Decision have the same format.
- The minutes of a particular case must show decisions made pertaining to the case.
- The Zoning Board and Planning Board need to discuss the proposed Land Use Legal Assistant position.

The job description for a Land Use Legal Assistant can be found elsewhere in these minutes.

The Planning Board was in receipt of Carol Fucarile's resignation from the Planning Board. Susan MacLeod, Chair of the Planning Board, accepted Carol's resignation with regret and appreciated her contributions to the Board.

The Planning Board discussed the upcoming Wednesday, January 3, 2018 meeting. There are two Public Hearings scheduled: one for the Groundwater Protection Ordinance and Zoning Ordinance amendments; one for Sanctuary ATC Site Plan Review application.

The following points were discussed relative to the application review:

- Physical waste from the business.
- Odors produced from the business
- Traffic and parking
- Need to clarify how their business operation will use the building space.
- The Planning Board has invited the Police Department, the Water and Sewer Commission, the Fire Department, the Electric Department and the Building Inspector to the Sanctuary ATC Public Hearing.
- The Planning Board would like Sanctuary ATC's responses in writing as well as responding to the Planning Board's questions and the community's questions at the Public Hearing.
- The Sanctuary ATC Public Hearing could be continued to the Wednesday, January 10, 2018 Planning Board meeting to assure all questions and concerns are dealt with.

The Planning Board discussed the review of the bond for the Leavitt Hill Road. The following points were discussed.

Craig Moore, Director of DPW, toured the road and stated in an email:

- The cracks in the road are elongated. The cracks need to be sealed. As of the end of the 2017 construction season the cracks had not been sealed.
- The manholes on the road are above the surface and are a hazard to vehicular traffic.
- \$45,000 will not cover the cost of the seal and overlay portion of the Leavitt Hill Project.
- The project developer has not followed through with repairing the road by the 2017 deadline.
- Is the road returned to its original condition?
- No bond monies will be released until the road is finished.
- The conditions from both parties need to be put in writing and submitted to the Planning Board.
- There is a computer program that has rated all roads in Ashland. The Planning Board will request the LRPC report with the rating of Leavitt Hill Road.
- Check the condition of the Leavitt Hill Road in the spring.
- Document all positions from all parties of this project.

ADJOURNMENT

Fran made a motion to adjourn. Mardean seconded the motion. With all votes in the affirmative the motion passed. The meeting adjourned at 7:35 PM.

Minutes submitted by Paula Hancock

DRAFT FOR ASHLAND



TOWN OF ASHLAND Land Use Boards

LAND USE LEGAL ASSISTANT

JOB OVERVIEW: This Town employee is hired by the Board of Selectmen as an administrator for both the Town's Planning Board and Zoning Board of Adjustment.

JOB DESCRIPTION:

- Attendance at Planning Board and Zoning Board of Adjustment meetings as needed
- All noticing and posting requirements (abutters, public, newspaper)
- Agendas, with review by Chairmen or other Board members
- Notice of Decisions
- Review of applications and assistance to applicants
- Correspondence
- Packet of information preparation and distribution in advance of meetings
- Provide any new legislation updates to both Boards
- Research for zoning and regulation amendments

JOB REQUIREMENTS:

- 12-hour per month commitment for the Planning Board
- 6-hour per month commitment to the Zoning Board of Adjustment
- Proficient in both Word and Excel or other related computer programs
- *Attendance at state- or NHMA-sponsored workshops at least annually*

SAMPLE FROM SANDWICH



TOWN OF SANDWICH JOB DESCRIPTION

- APPOINTED
- FULL TIME
- PART TIME

LAND USE SECRETARY

JOB OVERVIEW: This Town employee is hired by the Board of Selectmen as an administrator for both the Town's Planning Board and Zoning Board of Adjustment.

JOB DESCRIPTION:

- Attendance at all Planning Board and Zoning Board of Adjustment meetings
- Minutes (Draft minutes must be available within 5 business days after the meeting)
- All noticing and posting requirements (abutters, public, newspaper)
- Agendas (with review by Chairmen or others)
- Notice of Decisions
- Review of applications and assistance to applicants
- Correspondence
- Packet preparation and distribution in advance of meetings
- Provide any new legislation updates to both Boards
- Research for zoning and regulation amendments (Planning Board)

JOB REQUIREMENTS:

- 12-hour per month commitment for the Planning Board
- 6-hour per month commitment for the Zoning Board of Adjustment
- Proficient in both Word and Excel or other related computer programs
- Attendance at state-sponsored Land Use workshops at least annually

I have read and understand this job description. I believe I am qualified to apply for, and succeed in, this position.

Applicant's Signature

Date

Amended 8/2016