

**Ashland Planning Board
Amended Meeting Minutes
Wednesday, May 5, 2021**

CALL TO ORDER: Mardean Badger, Chair of the Planning Board, called the meeting to order at 6:30 PM. The meeting was conducted via Zoom video and teleconference.

MEMBERS PRESENT: Mardean Badger, Kathleen DeWolfe, Paula Hancock, Andrew Fitch, BOS representative and Susan MacLeod, Land Use Assistant

OTHERS PRESENT: Joseph Green of Haffners/Energy North Group, (applicant), Chris Bell, of All Phase Construction, (contractor) for Haffners/Energy North, Liz Peoples.

RIGHT TO KNOW LAW: Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

DISPOSITION OF MINUTES

Kathleen DeWolfe made a motion to accept the minutes from the Wednesday, April 28, 2021 meeting as amended. Andy Fitch seconded the motion. With a 3 yes roll call votes, the motion passed.

CASE 2021-03 WAIVER OF FULL SITE PLAN REVIEW HEG/ENERGY NORTH INCORPORATED 162 MAIN STREET, (TML 004-002-026)

The Planning Board has received a Waiver of a Full Site Plan Review Application from HEG/Energy North Inc. at 162 Main Street (T/M/L 004-002-026) who are proposing the addition of a pizza franchise in the previously used Food Service area. Kathleen DeWolfe made a motion to accept the Application for a Waiver of a Full Site Plan Review as complete. Andy Fitch seconded the motion. Roll call vote: Andy aye, Kathleen, aye, Mardean, aye.

Most of the discussion relative to this Application for a Waiver of a Full Site Plan Review took place at the Wednesday, April 28, 2021, meeting. Mr. Green had nothing more to add to his original proposal. The Planning Board members had the following questions about the proposal:

- Are outdoor picnic tables going to be used as part of the proposed pizza franchise? Mr. Green thought it was a great idea and will be considered as part of future plans.
- The concern was raised that the installation of the refrigeration unit will interfere with parking. The unit will not interfere with parking. Cars will not be driving close to the building.
- The Planning Board members would like to see that the modular refrigeration unit blend in with the back of the building.
- Mr. Green advised the Board that he is presently removing all unnecessary merchandise in the Food Service area. He will be applying for a demolition permit shortly/as needed.
- The Planning Board requested that Mr. Green submit a revised as-built plan of the building at the conclusion of all project construction.

Kathleen DeWolfe made a motion to accept the HEG Energy North/Sal's Pizza at 162 Main Street as presented in its Site Plan Waiver with an as-built document at the conclusion of the renovations, the addition at the back blend with the look of the building and all appropriate permits are obtained. Roll call vote: Andy aye, Kathleen aye, Paula, aye, Mardean, aye. The motion passes.

REORGANIZATION OF THE PLANNING BOARD

Kathleen DeWolfe made a motion to nominate Mardean Badger as Chair of the Planning Board. Andy Fitch seconded the motion. Roll call vote: Kathleen aye, Andy aye, Paula aye, Mardean aye. Andy nominated Kathleen DeWolfe as the Vice Chair of the Planning Board. Mardean Badger seconded the motion. Paula aye, Andy, aye, Kathleen aye, Mardean, aye. Kathleen nominated Paula Hancock to be Secretary of the Board. Mardean seconded the motion. Roll call vote Andy aye, Kathleen aye, Mardean aye, Paula, aye. Paula wears two Secretary's hats. They are different. She takes the minutes for all Planning Board meetings as the Recording Secretary. The Planning Board has just appointed her as the Secretary of the Board to be the required second signature on all plans submitted to the Planning Board.

EXCAVATION REGULATIONS APPLICATION FORM

The Commercial Earth Excavation Application Form was reviewed/discussed by the Planning Board. The following additions were made to the Excavation Application Form:

- The wording “new operation, renewal license or expansion” were added to the top box.
- Under Property Zone, request that the applicant check all zones that apply.
- Add “calendar” to the submission timeline, i.e., “21 calendar days”
- To require that the abutters list also includes the applicant, agent and property owner(s).
- There will be a \$10 fee for each certified notice.
- It was also noted that the Planning Board can revise this application at any time

Kathleen DeWolfe made a motion to accept the revised Application for Site Plan Review for Commercial Earth Excavation. Andy Fitch seconded the motion. Roll call vote: Andy, aye, Kathleen, aye, Paula, aye, Mardean aye.

The Planning Board reviewed/discussed the Commercial Earth Excavation Checklist Form. The Planning Board members discussed the following issues:

- Clarify that the applicant needs to submit a copy of their Application and Site Plan to the Ashland Conservation Commission.
- The Alteration of Terrain Permit may have much of the same information as that requested from the Checklist Form, e.g., plans for equipment maintenance on the site.
- An excavation project that scrapes material from ground level is different from an excavation project that digs into the ground with a resulting pit. Each of these excavation projects need to come before the Planning Board as separate application processes/procedures.
- A reclamation fund should be in place to fund any reclamation of the site at the conclusion of the project.
- The Checklist Form is based on the requirements of Section XIII, Application Submission Items in our Commercial Earth Excavation Regulations.
- The Planning Board can waive any of these checklist regulations; the applicant can request a waiver of some of the regulations if they don't apply to the proposed project.
- The Building Inspector can use the Checklist as a guide for annual inspections.
- The Planning Board has authority to create an inspection schedule for any excavation, either for the Planning Board or its designee.

Kathleen DeWolfe made a motion to accept the Commercial Earth Excavation Application Submission Checklist with the amendment: clarify with the word “copy to Conservation Commission.” Mardean Badger seconded the motion. Roll call vote: Kathleen aye, Andy, aye, Paula, aye, Mardean, aye. The motion passes. These regulations can be revised at any time and as necessary.

Mardean Badger advised that the Planning Board received an Application for a Site Plan Review for 14 Winter Street. This will be an agenda item for the Planning Board's Wednesday, June 2, 2021 meeting. Arrangement of a site walk prior to the meeting was recommended.

MEETING UPDATE

The next Planning Board meeting will be Wednesday, May 26, 2021 at 6:30 PM.

ADJOURNMENT

Mardean Badger made a motion to adjourn. Kathleen DeWolfe seconded the motion. The motion passed. The meeting adjourned at 7:39 PM.

Minutes submitted by Paula Hancock