

**Ashland Planning Board  
Amended Meeting Minutes  
Wednesday, May 26, 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
- OTHERS PRESENT: Paul Dann, Executive Director of NFI North, Jan Williamson, Regional Services Director, Luke Renard, Chief Operations Officer, Liz Peoples, present property owner
- 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.

NFI NORTH INFORMAL CONSULTATION 71 MAIN STREET (T/M/L 016-012-001)

Paul Dann, Executive Director of NFI North made a presentation to the Ashland Planning Board outlining his proposal for 71 Main Street (T/M/L 016-012-001). He made the following points:

- NFI North is an organization providing community residential services for people who have emotional or behavioral health challenges since 1991
- The organization meets all local, State and federal requirements/accreditation for the services they deliver.
- 71 Main Street will be an 8 bed residence for adults with emotional/behavioral challenges
- Priority for this service program will be given to Ashland residents and residents of the surrounding area
- NFI intends to renovate the property to meet all life/safety codes, as well as local/fire marshal approval for the installation of a sprinkler system.
- The building will be made handicapped accessible to accommodate ~~our~~ residents with disabilities.
- The property will remain in residential use and will not change its present footprint.
- NFI uses a professional staff model with a day/evening/overnight direct care professional staff; overnight staff is “awake” staff; staff will be coming and going during shift changes.
- Staff includes case management staff, counselors and therapists
- Present parking will accommodate the staff as well as two vans for appointments/outings; there will be 5-6 parking spaces for staff.
- All participants in the program are working toward moving into their own home in their own community or community of choice; average length of their stay will be 14 months; those participants needing longer stays receive additional assistance.
- NFI has engaged the Keach-Nordstrom engineering firm for all renovations to the property.
- Residents in the program volunteer in the community, for example, assisting elders with property chores, stacking wood and volunteer in other community programs
- NFI can offer employment opportunities at NFI to community/area residents

The Planning Board made the following procedural recommendations:

- Site Plan Review Regulations/Application form can be found on the Planning Board website; include all abutters and professionals, and letter of authorization if needed.
- The present owner of the property is having the property surveyed; results of the survey will be passed on to NFI North
- The property survey should be included in the Site Plan application; the Planning Board presently has no such survey of the property on file.
- Site Plan Review Regulations, Article 2, will give the organization a list of the standards the Planning Board reviews in their Site Plan Review Public Hearing process; some standards will apply to the proposed project and some standards will not
- 71 Main Street is in the Commercial Zone where mixed use is allowed, including residential use.
- Contact Fire Chief Steve Heath for Life/Safety codes and Scott Vien, our Building Inspector/Code Enforcement Officer, for building regulations and permits
- Timeline: NFI hopes to submit all Site Plan Review/Site Plan Review Application documentation by June 16 to be added to the July 7 Planning Board agenda

#### DISPOSITION OF MINUTES

Kathleen DeWolfe made a motion to accept the minutes from the Wednesday, May 5, 2021 meeting as presented. Andy Fitch seconded the motion. With 3 yes roll call votes, the motion passed.

#### LETTER TO NEW BUSINESSES

The Planning Board reviewed the draft of a letter to new businesses. The letter briefly explains the processes that new businesses need to complete. The letter recommends that the new business owner meet with the Planning Board in an informal conversation/consultation to explain his/her plans for their business. The draft will be reviewed/discussed further at our next meeting.

#### FARNHAM TOWING AND RECOVERY INSPECTION REPORT

Mardean Badger summarized the results of a recent inspection of the Farnham Towing/Recovery business. On May 20, 2021 Scott Vien, Building Inspector/Code Enforcement Officer and Steve Heath, Fire Chief and Life/Safety Codes went to the property for an inspection. Based on the conditions in the Notice of Decision, their findings were as follows:

- All automobile parts, materials and equipment considered to be part of an automobile salvage or recycling business were not removed from the premises
- Plan has not been submitted to the Planning Board and Building Inspector outlining containment and remediation of spillage of hazardous substances
- An open electrical panel
- No plan to address any of the safety issues cited in the Inspection Report of the Fire Safety
- No fire suppression system installed
- Sprinkler system is not working
- No fire extinguishers in working order or up to date
- No State DES permits have been obtained for the business in that location
- Next step is a Determination whether a Cease and Desist Order is needed.
- This report will be sent to the Town Manager and the Selectboard for determination and action

#### NOMINATION TO LRPC BOARD

The Planning Board has received a letter from the Lakes Region Planning Commission (LRPC) advising that Ashland presently has two representatives on the LRPC Commission. Mardean Badger's,

term is expiring on Saturday, June 5, 2021, and David Toth's term expired on April 3, 2021. The Planning Board nominates two representatives for the Commission. The Board sends the nomination(s) to the Selectboard, which in turn appoints that person(s) to the Commission. This appointment information is sent on to LRPC.

Andrew Fitch made a motion that Mardean Badger be nominated as a representative to the LRPC. Paula Hancock seconded the motion. Roll call vote: Andrew Fitch yes; Kathleen DeWolfe yes; Paula Hancock yes with one abstention (Mardean Badger). The motion passed.

#### UPDATES

Kathleen DeWolfe suggested to the Board that at a future meeting we create/discuss a more detailed set of regulations/ordinances for campgrounds.

#### MEETING UPDATE

The next Planning Board meeting will be Wednesday, June 2, 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 7:20 PM.

*Minutes submitted by Paula Hancock*