

**Ashland Planning Board  
Approved Meeting Minutes  
Wednesday, August 25, 2021**

CALL TO ORDER: Mardean Badger, Chair of the Board, called the meeting to order at 6:30 PM

MEMBERS PRESENT: Mardean Badger, Kathleen DeWolfe, Andy Fitch, Paula Hancock

OTHERS PRESENT: David Farnham, Catherine Farnham, Kristine Comeau

DISPOSITION OF MINUTES

The Board briefly reviewed the minutes from their Wednesday, August 4, 2021, meeting. Kathleen DeWolfe made a motion to accept the draft of the Wednesday, August 4, 2021, minutes as presented. Mardean seconded the motion. Roll call vote: 3-0-1 Mardean, Kathleen and Paula voted in the affirmative. Andy abstained. The motion passed.

DAVID FARNHAM UPDATE

David Farnham, owner of Farnham Towing and Recovery, (T/M/L 017-008-002) located at 6 Mill Street came before the Planning Board on Wednesday, March 24, 2021. In the Notice of Decision of the March 24, 2021, meeting a Conditional Site Plan Approval was granted. Certain conditions were imposed on the applicant at that meeting. The Planning Board met again with Mr. Farnham at their Wednesday, July 28, 2021, meeting. The Planning Board needed verification that the conditions imposed at the March 24 meeting had been met.

The Planning Board at their Wednesday, July 28, 2021, meeting by motion, agreed to delay the revocation of the Site Plan Approval for 30 days to Wednesday, August 25, 2021, with the following conditions to be met by that date:

- Arrangement made with the Code Enforcement Officer for a follow-up inspection to be completed by August 20, 2021 and the results be submitted to the Planning Board by August 25, 2021 to verify that: 1) all fire extinguishers have been brought up to date; 2) all automobile parts, materials and equipment considered as part of a motor vehicle salvage or automotive recycling business have been removed from the premises; all activities considered motor vehicle salvage or automotive recycling have ceased.
- Communication to the Planning Board regarding any DES process and requirements for the site and business
- Submission of a plan outlining containment and remediation of spillage of hazardous substances to the Planning Board.
- DES be contacted concerning their process/procedure for obtaining necessary permits and meeting all DES regulations relative to the site/business.
- The applicant addresses the recommendations put forth in the Fire Marshall's Report relative to the Fire Marshal's inspection of the premises.
- The applicant obtains all required permits to allow Mr. Farnham to legally handle all hazardous material spillages.

If the Planning Board did not see significant progress in addressing the conditions listed above the Planning Board would revoke the original Site Plan Approval. The Roll Call vote on Wednesday, July 28, 2021, was 3-1 with Paula, Kathleen, and Andy voting in the affirmative and Mardean voting in the negative. The motion passed.

At the Wednesday, **August 25, 2021, Planning Board meeting** David Farnham submitted to the Planning Board a single copy of his responses to the conditions set forth in the Wednesday, March 24, and Wednesday, July 28, 2021, meetings. David Farnham had made the following responses:

- Mr. Farnham provided a folder containing a diagram of the premises with fire extinguishers and exits indicated, and various procedures for handling spills, etc.
- Mr. Farnham is purchasing a spill kit for handling spills.
- Mr. Farnham has bought and is in the process of installing up to date fire extinguishers recommended by the Fire Chief
- Mr. Farnham has installed a new cover over the electrical panel on premises.
- Mr. Farnham has contacted DES. He was able to connect with Sarah Johnson of DES who has agreed to make a site visit and help him navigate through the DES process. He had obtained a Best Management Practices Regulations from DES.

The Planning Board made the following recommendations:

- To obtain and display a MSDS (Material Safety Data Sheet) for any hazardous substance that the business deals with
- In the event of a hazardous material spill, have a procedure in place to immediately contact the Fire Department.
- Mr. Farnham contact Scott Vien, Code Enforcement Officer, by Thursday morning August 26, 2021, to schedule an inspection of the business/premises. The inspection must take place and a report submitted to the Planning Board verifying the inspection by Scott Vien before Wednesday, September 1, 2021.

The Planning Board made the decision that the Board will meet on Wednesday, September 1, 2021, to make a final decision/vote on the Revocation of a Site Plan Approval granted on Wednesday, March 24, 2021.

#### 2022 BUDGET REVISION

The Planning Board reviewed a draft of the 2022 Planning Board budget. Mardean briefly explained the changes made in the budget draft since our last meeting. Mardean will meet with the Town Manager and the Vice Chair of the Zoning Board of Adjustment relative to the 2022 budget draft concerning any further changes to the document.

#### WARRANT ARTICLE UPDATE

The Board discussed briefly any warrant articles that need to be submitted for the 2022 Town Meeting. Further discussion of warrant articles will be revisited at our next scheduled meeting. The submission schedule for warrant articles will be reviewed.

#### ADJOURNMENT

Mardean Badger made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 7:25 PM.

*Minutes submitted by Paula Hancock*