

**Ashland Planning Board
Approved Meeting Minutes
Wednesday, July 12, 2023**

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

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

DISPOSITION OF MINUTES

The Board reviewed the minutes of their Wednesday, June 28, 2023, meeting. Kathleen DeWolfe made a motion to accept the minutes of the Wednesday, June 28, 2023, Planning Board meeting as presented. Andy Fitch seconded the motion. The motion passed on a 5 yes (Mardean Badger, Kathleen DeWolfe, Andy Fitch, Paula Hancock and Kendall Hughes yes vote) and 0 no votes on a roll call vote.

CASE 2023-10, APPLICATION FOR VOLUNTARY MERGER, NORTH ASHLAND ROAD
[FORMER WOODMILL DEVELOPMENT]

Andy Fitch advised the board that he would recuse himself from the Case 2023-10, Application for Voluntary Merger, Town of Ashland, on North Ashland Road for Lots 201-018 lots 11-35. Andy Fitch signed the merger form as Vice Chair of the Ashland Selectboard. Bob Letourneau, chair of the Selectboard, notarized the merger form as well.

For a Voluntary Merger Application, the application is accepted by the Planning Board. It is not voted on. Mardean Badger as Chair of the Planning Board signed the Voluntary Merger Application. Mardean Badger will then return the Merger Application to Fred Welch, Town Administrator.

Andy Fitch rejoined the Board at 6:40 PM following the conclusion of the Voluntary Merger Application issue.

SITE PLAN REVIEW REGULATIONS UPDATE

Mardean Badger tabled the review of the Site Plan Review Regulations for this meeting. The Board will continue to review the Site Plan Review Regulations at their Wednesday, July 26, 2023, meeting. Mardean advised that the following information needs to be made part of the Site Plan Review Regulations:

- Review and update the current Waiver of a Site Plan Review Form
- Review all corrections relative to our Site Plan Review Regulations
- Review and update the Site Plan Review Regulations list.
- Create a comprehensive list of all information that needs to be submitted with an application from all applicants.
- Review all changes to the Flood Plain document.

2024 BUDGET UPDATE

At the Wednesday, July 26, 2023, scheduled meeting the Board will work on the 2024 Land Use budget. The deadline for submission of the Land Use budget is August 15.

A printout of the 2023 budget and narrative will be reviewed by the Board. The Chair has collected information relative to all spending by the Planning Board through June 30, 2023. The Planning Board would like to inquire about a quote for a new computer. This quote will include all costs for all needed software for the new computer. This information will be submitted for review at the Wednesday, July 26, 2023, meeting.

Mardean advised the Board that the Land Use office is in need of the following items:

- 3-4 additional file cabinets with 3-4 drawers each to accommodate letter or legal-size documents.
- A map filing system for all maps that can accommodate a variety of sizes of maps filed with the Planning Board.
- The maps used to create the GIS mapping project need to be refiled.

CORRESPONDENCE UPDATES

The following correspondence has been received by the Planning Board:

- Mardean advised the Board that the Planning Board has received a request from William Hess of William Hess Engineering for an Informal Consultation with the Board at their Wednesday, July 26, 2023, meeting. Mr. Hess advised that his company has a client who is interested in developing a piece of property on West Street. No further information is available at this time.
- When the Board meets with Bryan Moriarty, the nephew of John Moriarty, the Board needs to establish the current status of this individual relative to his representation in a boundary line issue.
- Kathleen DeWolfe has consented to represent the Ashland Planning Board relative to the Hazard Mitigation Plan

WHITE MOUNTAIN COUNTRY CLUB UPDATES

Kathleen DeWolfe updated the Board relative to DES Case 2023-01299 and DES Case 20230530-125 the White Mountain Country Club. DES is requesting more information from the owners of White Mountain Country Club relative to both cases.

Max Lash inquired if the signage needed for White Mountain Country Club could meet the Commercial I Zone regulations rather than the Rural Residential regulations; the White Mountain Country Club currently has two non-conforming signs on their property.

COMPACT ZONE UPDATE

Andy Fitch advised the Planning Board that the Selectboard needs to define the Compact Zone as it is referenced in some town ordinances. Andy made the following points:

- Town ordinances need to define the compact zone.
- Andy Fitch is working with the Selectboard to review and update ordinances relative to firearms, fireworks, and noise.
- Ashland does not currently have an official detailed street map; Ashland needs such a map on file with the Town.
- The Compact Zone Ordinance map needs to be made part of our GIS system.

- Kendall Hughes suggested that the Fire Department's hydrant area map might be useful to delineate the Compact Zone of the community; further discussion with Steve Heath is needed.
- The parameters of the hydrant area map would be helpful for use by the Planning Board.
- The Leavitt Hill development developed by Barry Gaw has its own hydrant system as part of the development.
- Rochester Shoe Tree Company has its own hydrant system that meets the regulations from the Fire Department.

ADJOURNMENT

Mardean Badger made a motion to adjourn. Kathleen DeWolfe seconded the motion. The motion passed on a 5 yes and 0 no vote. The meeting adjourned at 7:05 PM. The next meeting of the Planning Board will be Wednesday, July 26, 2023, at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock