

**Ashland Planning Board  
Meeting Minutes  
Wednesday, May 1, 2024**

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

**MEMBERS PRESENT:** Mardean Badger, Kathleen DeWolfe, Andy Fitch, Paula Hancock, Frank Stephens (alternate)

Frank Stevens was appointed by Mardean Badger, Chair, as a voting member for this meeting.

**DISPOSITION OF MINUTES**

The Board reviewed the minutes of the Wednesday, April 24, 2024, meeting. Kathleen DeWolfe made a motion to accept the minutes of Wednesday, April 24, 2024, as written. Frank Stevens seconded the motion. The motion passed on a 4 yes (Badger, DeWolfe, Stevens, Hancock), 0 no, 1 abstention (Fitch).

**MASTER PLAN SURVEY**

The updated survey draft for the vision statement was distributed. We are still looking for an online survey program to use. The free versions of two programs (Survey Monkey and Sogolytics) will not accommodate the question formats that we want to use and would require about \$300 for an annual subscription.

[Kendall Hughes joined the meeting.]

**SUBDIVISION REGULATION REVIEW**

The Board briefly reviewed Article 5 (Subdivision Procedures and Requirements) of the Subdivision Regulations. Many items in this section are similar to parts of the Site Plan Review Regulations, e.g., types of consultations and elements that must be on the subdivision layout or site plan. A checklist should also be considered for the subdivision application. Mardean Badger will draft a comparison of the Site Plan Review Regulations and the Subdivision Regulations.

The chair has sent the Town Manager and the BOS a request for the town legal counsel to review current version of the Subdivision Regulations for legal changes.

**ADJOURNMENT**

Mardean Badger adjourned the meeting at 7:30 PM. The next Planning Board meeting will be Wednesday, May 22, 2024, at 6:30 PM at 6 Collins Street.

*Minutes submitted by Paula Hancock*