

**Ashland Planning Board
Draft Meeting Minutes
Wednesday, June 26, 2024**

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

MEMBERS PRESENT: Mardean Badger, Kathleen DeWolfe, Kendall Hughes, Paula Hancock, Chris Janosa, Frank Stevens (alternate), Tricia Farris (alternate), Linda Barnes (alternate), Andy Fitch (alternate)

OTHERS PRESENT: Micheal Latulippe, Sue Woods (Granite Ridge Subdivision, Thompson Street)
Bobby Graves (146 Main Street)

DISPOSITION OF MINUTES

The Board reviewed the minutes from the Wednesday, June 5, 2024, Planning Board meeting. Kathleen DeWolfe made a motion to approve the minutes as amended. Mardean Badger seconded the motion. The motion passed on a 4 yes (Badger, DeWolfe, Hughes, Hancock) 0 no 1 abstention (Janosa) on a roll call vote.

GRANITE RIDGE SUBDIVISION UPDATE

Micheal Latulippe and Sue Woods came before the Planning Board to give the Board an update on the Granite Ridge Subdivision project on Thompson Street. They presented a letter from Brown Engineering which outlined the progress, including completed items. The following points were made:

- Permits obtained from the State include the DES Alteration of Terrain, and the DES Dredge and Fill. The DES PORS permit (Privately Owned Redistribution system) is in process.
- The Electric Department, the Water and Sewer Department and the Fire Chief have signed off on the final design.
- The driveway permit is being submitted to the Building Inspector shortly.
- An agreement between the town and M.E. Latulippe Construction has been signed for the replacement of 800 feet of water main on Thompson Street.
- The developer has made an agreement with the Town to put in a temporary water supply for the project long enough to pull and replace the water main pipes in the area of the project.

The engineering estimate for the Performance Bond for the project was submitted to the Planning Board for review. The Planning Board will verify the engineer's estimate for the Performance Bond and approve it at a future Planning Board meeting.

The Planning Board requested copies of all materials received by the developer for the Planning Board files for the project, especially project design approvals from the town departments.

Timeline for the Project: The waterline extension will be done in August. The construction company will have access to the site by September. The Performance Bond will be approved, and the plat will be signed by the Planning Board before construction can begin.

INFORMAL CONSULTATION WITH BOBBY GRAVES FOR 146 MAIN STREET (TML 214-043) OWNED BY V TWIN REALTY OF FRANCONIA LLC -- ADDITION OF WHOLESALE BAKERY TO MONTE ALTO ROASTING OPERATION

Bobby Graves from 146 Main Street, Ashland came before the Planning Board for an Informal Consultation. In May 2023 Bobby Graves came before the Planning Board for a Waiver of Full Site Plan Review to locate the Monte Alto coffee roasting operation at 146 Main Street. Bobby Graves advised the Board that the Monte Alto site in Plymouth is still in operation. The Ashland roasting project has been put on hold for now.

Bobby Graves is proposing to add a wholesale gluten free baking operation at 146 Main Street in addition to the roasting project. This would be a Change of Use to include manufacturing, storage and a commercial wholesale bakery business. The majority of the items produced will be used at Chase Street Market. The businesses would be low impact and only food items selected by the owner will be produced. The bakery will have even less impact than the roasting business.

The site will also include a commissary kitchen to be used by small businesses that are in need of commercial kitchen facilities. The site still has all kitchen equipment in place from the previous business. The hours of operation will be traditional business hours.

The Planning Board directed Bobby Graves to submit a Modification of a Site Plan application to include a floor plan of the business and a description of the roasting business and wholesale bakery.

SUBDIVISION REGULATIONS REVIEW

The Ashland Subdivision Regulations have been sent to the town legal counsel for review. In the near future this document will be returned to the Planning Board with possible changes. Tricia Farris has created an updated checklist draft for the Subdivision Regulations. The Planning Board will review both the Subdivision Regulations and the updated checklist at a future meeting.

REVIEW OF PROCEDURES

Mardean reviewed two summaries of procedures, in preparation for the July 10 meeting which includes three public hearings (for Site Plan Review and lot line adjustment) and one Design Review case.

ADJOURNMENT

Mardean Badger made a motion to adjourn. The meeting adjourned at 7:40 PM. The next meeting of the Planning Board will be Wednesday, July 10, 2024, at 6:30 PM at 6 Collins Street. There will be a joint meeting of the Planning Board and Zoning Board of Adjustment on Thursday, July 11, 2024, at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock