

**Ashland Planning Board  
Draft Meeting Minutes  
Wednesday, July 24, 2024**

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

**MEMBERS PRESENT:** Mardean Badger, Paula Hancock, Tricia Farris, Linda Barnes (alternate), Bethany Franz (alternate), Andy Fitch (BOS alternate)

**MEMBERS ABSENT:** Chris Janosa (BOS), Kendall Hughes

Mardean Badger appointed Linda Barnes as a voting member of the board for this meeting in place of Kendall Hughes.

**DISPOSITION OF MINUTES**

The Board reviewed the minutes from the Wednesday, July 10, 2024, meeting. Linda Barnes made a motion to approve the minutes as amended. Paula Hancock seconded the motion. The motion passed on a 3 yes (Badger, Barnes, Hancock) votes, 0 no votes and 3 abstentions (Farris, Franz, Fitch) on a roll call vote.

**MEMBERSHIP UPDATE**

Mardean Badger, Chair, advised the board that Kathleen DeWolfe and Frank Stevens have both resigned from the board. Tricia Farris is now a regular member of the board. Linda Barnes and Bethany Franz are the board's alternates.

**REORGANIZATION OF PLANNING BOARD**

Because two regular members (Hughes, Janosa) are absent, Mardean Badger, Chair, advised the board that the reorganization of the Planning Board will be tabled for this meeting. The reorganization will be done at the Planning Board's scheduled meeting on Wednesday, August 7, 2024.

**KEY RESOURCES FOR PLANNING BOARD MEMBERS**

The Chair reviewed a list of Key Resources for the Ashland Planning Board, including the Planning Board webpage, responsibilities of the Land Use Assistant, brief review of 91-A regarding email and discussion outside of meetings, and state land use resources.

**SUBDIVISION REGULATIONS UPDATE**

The Board reviewed the Subdivision Regulation updates. The latest draft has been edited to show changes recommended by Laura Spector-Morgan, of the town's legal counsel (The Mitchell Group). Her recommendations include changes related to RSA requirements and clarification of ambiguous language.

**DESIGN REVIEW UPDATE**

Mardean Badger announced that the Design Review process would continue at the August 7 Planning Board meeting with Kevin Leonard, the engineer representing the proposed Mill Pond housing development. Just prior to the meeting, an email was received from Kevin Leonard with some procedural questions. He requested further clarification on what additional information is requested by the Board and whether department heads would be attending the continued Design Review.

1 Some of the Planning Board members felt that we should review the plans on August 7 to develop a list  
2 of our questions or additional information needed and then meet with the engineer on August 28.

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4 The Chair will further clarify the legal expectations of the Design Review process and contact Mr.  
5 Leonard regarding scheduling.

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7 **ADJOURNMENT**

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9 The meeting adjourned at 7:55 PM.

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11 The next Planning Board meeting will be Wednesday, August 7, 2024, at 6:30 PM at 6 Collins Street.

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13 A joint meeting will be held with the ZBA for a Special Exception and a Site Plan Review relative to  
14 the Dew Drop In food truck on property owned by Lisa Cross at 3 Cross Road on Thursday, August 8,  
15 2024, at 6:30 PM at 6 Collins Street.

16  
17 *Minutes submitted by Paula Hancock*

DRAFT