



ASHLAND PLANNING BOARD
Thursday, April 3, 2025
Utility Building, 6 Collins Street 6:30 PM
Minutes
Submitted by Linda Barnes

CALL TO ORDER: Kendall Hughes, Chair, called the Public Hearings to order at 6:31 and called the roll.

MEMBERS PRESENT: Kendall Hughes, Tricia Ferris, Linda Barnes

ALTERNATES PRESENT: Donna Locurto, Andy Fitch

OTHERS PRESENT: [.] from Hess Engineering, Richard Grinnell, Sheila Grinnell,

MINUTES:

Minutes from the March 20th meeting were reviewed and approved. The minutes from the Site Walk on March 23rd were not yet ready, but would be reviewed at an upcoming meeting.

Linda Barnes agreed to record this meeting and provide the transcript for editing into meeting minutes.

NEW BUSINESS

May 10 Business Economic Affairs Spring Conference

Kendall Hughes reminded Planning Board members of the Economic Affairs Planning and Zoning Spring Conference on May 10th. There is money in the budget for members to attend. Both Donna Locurto and Linda Barnes will attend the conference.

Review of Rules of Procedure

Kendall Hughes presented a copy of the current Rules and Procedures, and a copy of proposed revisions. What is in red represents the edits, most of which involve correcting grammatical and spelling errors.

He proposed correcting the date of Planning Board meetings from Wednesdays to Thursdays. He also proposed changing the descriptions of the Recording Secretary and the Board Secretary.

The Recording Secretary is a member of the Planning Board responsible for drawing up the minutes, ensuring they are accurately done, and submitting them to the Land Use Secretary. The Recording Secretary, together with the Chair of the Planning Board, also signs Mylars and some official documents. The Board Secretary is a town employee hired to take minutes at town meetings. They review the minutes taken by the Recording Secretary to make sure they were accurately done. We are currently looking for someone to fulfill the role of Board Secretary.

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39 **Andy Fitch** moved that the Board take a vote on the proposed amendments at this meeting, because it
40 had been presented last month. He moved that there be a vote. Linda Barnes seconded the motion. The
41 motion passed five to zero.

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43 **Kendall Hughes** will get the file updated and posted on the town website. He informed the Board that
44 the Land Use Secretary is updating changes from the Town Meeting, which will also go up on the
45 website.

46 47 **OLD BUSINESS**

48 **Hess Engineering: AOT Amendment, Owl's Nest Vineyard**

49 **[Engineer from Hess Engineering]**: About six months ago at the end of West Street, unpermitted
50 blasting led to applying for an Alternation of Terrain (AOT) reclamation plan to clean, restore, and
51 stabilize it. The AOT has come through, so [came before the Planning Board with the plan to move
52 forward, with the hope to start the work the following week.

53
54 The areas that were disturbed will be completely regraded to meet the requirements for drainage and
55 be stabilized. The existing gravel road will remain in place. It will require a hammer and crusher to make
56 the material small enough to get it off the site. The state wants all those piles moved out, the land
57 graded, and leveled off. The state has issued a permit, of which the town has a copy.

58
59 **Andy Fitch** observed that the town has an ordinance that these materials have to remain on site.

60
61 **[.]** said that the state didn't want the ledger made on site, because there is no good way to stabilize it.
62 It has already been blasted, so his group is supposed to get rid of it and make it level. The blast resulted
63 in fluff, which they have to get rid of. They will create slopes and fix the unstable areas. They have also
64 addressed the drainage and erosion concerns, and the Department of Environmental Services (DES) has
65 issued a permit.

66
67 **Andy Fitch** explained that Brandon Hiltz had taken the town to court. The issue goes back three or four
68 years. The town has a copy of it, which he agreed to provide to Hess Engineering. (Mr. Hiltz had not
69 given them a copy.)

70
71 **[.]** said that Hiltz had a machine on the property. He hoped to start stabilizing the terrain without
72 removing material, because some washouts were starting to occur. However, a cease-and-desist order
73 had caused them to stop work. The state had been adamant that they wanted any fluff gone, because it
74 would create a major issue in the future. He agreed to talk with the Town Manager to determine how to
75 proceed.

76 77 **Discussion of Openings on the Planning Board**

78 **Kendall Hughes** reviewed the process when there are openings on the Board. He first calls the
79 alternates to see if they are interested. If so, they submit an application to the Select Board. Members
80 do online trainings offered by the state.

81
82 **[.]** in the audience presented his experience with a rezoning and working on a Master Plan in
83 Jacksonville. He was encouraged to submit an application to join the Planning Board.

86 **Charette: Friday April 4th, 10:30 a.m., Booster Club Building**

87 **Kendall Hughes** provided an update about the Charette and circulated one of the materials that it had
88 produced. The full copy would be presented the following day at the Charette meeting at the Booster
89 Club. The public was encouraged to attend.

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91 A Charette costs about \$6,000, which we do not have. We are working on raising the money.

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93 **Linda Barnes** asked if these materials could be put on the Planning Board page of the town website. The
94 hope is that people will tell their friends, and that as many people as possible will be involved, so that
95 the outcome represents wide community input.

96
97 **Richard Grinnell** asked whether there would be meetings for the public after working hours.

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99 **Kendall Hughes** explained that the meeting the next day had been scheduled to accommodate the
100 economic people from the state, who would lay out some materials. There will be more meetings at
101 different times, so that different groups of people can be involved as part of a townwide process. The
102 hope is to wrap up the process quickly, so that we can get on to the Master Plan and the zoning
103 ordinances. Zoning ordinances are related to the economic development of the town.

104
105 The RSAs require the Planning Board to serve as the architect of the Master Plan. The process starts
106 with the Charette, as part of the process of learning what the community wants, how to build it, and
107 how to use its momentum for the Master Plan. The greatest issue is what we, as a town, envision
108 developing.

109
110 **Mill Pond Development Applications: Status Update**

111 Kendall Hughes provided an update on the status of the Mill Pond Development application, and a
112 reminder that the discussion would continue at the meeting on April 17th.

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114 **CORRESPONDENCE**

115 **Horizons Engineering: AOT Amendment, Owl's Nest Vineyard**

116 The Alteration of Terrain amendment will be discussed at an upcoming meeting. We have received
117 correspondence from them.

118
119 **NEXT MEETING(S):**

120 April 17, 2025 (Public Hearing), Booster Club Building. The April 17th meeting will continue the public
121 hearing with the Mill Pond group.

122
123 **Kendall Hughes** reminded everyone about the notification system on the town website, for which
124 anyone can sign up. Over 1,000 people have signed up so far. It will be tested through the
125 announcement of the upcoming deliberative session.

126
127 **ADJOURNMENT**

128 **Kendall Hughes** adjourned the meeting at 6:59 p.m.