

These minutes approved by a vote of 3-0 on March 2, 2016.

Planning Board Minutes
February 17, 2016
Ashfield Town Hall

Present: Michael Fitzgerald (MF), Chair
Alan Rice (AR)
Ken Miller (KM)
Jim Cutler (JC) - late
Meghan Bowen (MB), scribe

Absent: Lauren Preston-Wells (LPW)

Guests: Gloria Pacosa (GP)
Teri Rutherford (TR)
Kate Kerivan (KK)

Meeting called to order at 7:37 PM.

1. Board reviewed minutes from February 3, 2016. AR moved to accept minutes as amended, KM seconded. JC arrived late to the meeting and was unable to vote. All in favor, 3-0, motion carried.
2. Board discussed Special Permit process with GP. GP brought the procedural checklist she had printed from the website, and sought guidance from the Board as to what her next steps should be. The Board advised her that she needs to complete an application, have the site plan modified to reflect a 25' setback, and revise her impact statement. She must also set a hearing date when her application is complete and submitted.
3. Board discussed KK's ANR to divide a lot from her property on Bug Hill Road. AR moved to accept KK's ANR as presented, JC seconded. All in favor, 4-0, motion carried. KK submitted her ANR.
4. Board discussed budget for the coming fiscal year. MF said that it may be beneficial to have MB assist applicants for Special Permits with certain labor intensive tasks, to prevent oversights. In the past, scribes have been responsible for this duty. AR agreed and pointed out that it would also expedite the process. Having a scribe assist a SP applicant would require a larger budget in order to pay the scribe. MF suggested that if the Town is taking on a larger portion of the responsibilities for filing a SP, it might make sense to raise the minimum application fee. AR moved to request a \$1250 budget for the coming fiscal year, JC seconded. The current budget is \$1000.
5. Board discussed agenda for the following meeting. JC requested that the Board discuss new bylaws pertaining to blasting at the upcoming meeting.

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6. KM reported that someone must be at the caucus to nominate him for another term on the Board.
7. AR moved to adjourn meeting, MF seconded. All in favor, 4-0, motion carried.

Meeting adjourned at 9:35.

Respectfully submitted,
Meghan Bowen, scribe