

These minutes approved as amended by a vote of 4-0 on April 6, 2016.

Planning Board Minutes
March 16, 2016
Ashfield Town Hall

Present: Michael Fitzgerald (MF), Chair
Alan Rice (AR)
Lauren Preston-Wells (LPW)
Meghan Bowen (MB), scribe
Jim Cutler (JC) – late

Absent: Ken Miller (KM)

Guests: Gloria Pacosa (GP)
Teri Rutherford (TR)
Elliot Marsh (EM)

Meeting called to order at 7:35 PM.

1. Board reviewed minutes from March 2, 2016. AR moved to accept minutes as amended, LPW seconded. JC arrived too late to cast a vote. All in favor, 3-0, motion carried.
2. MF reported on a Select Board meeting he attended regarding the creation of a large scale commercial industrial development bylaw, to be voted on at the annual Town Meeting. The Select Board discussed forming a committee of three to create this bylaw with members from the Select Board, the Planning Board, and the Board of Health. After the meeting ended, members from these Boards decided not to implement this idea.
3. Board reviewed mail.
4. AR and MB reported on a meeting they had with the Town Clerk Ann Dunne (AD) about the Special Permit application process. AD suggested that there be a revolving fund which would be used to cover specific expenses such as mailings, to take the burden of that expense off both the applicant and the Board. MF said that even with the revolving fund, the Board's budget would still need to increase if the Town took over duties that the applicant is responsible for now, to cover the cost of paying a scribe and other expenses. AD's primary concern is that certain aspects of the application process are confusing for an applicant to understand, and this confusion may delay the progress of future applications, or prevent them from being completed correctly.
5. Board discussed GP's Special Permit application. AR moved to accept her Special Permit application as submitted, LPW seconded. All in favor, 4-0, motion carried. MF told GP to take her notice of hearing, which is scheduled for April 6, 2016, to the Town Clerk and the post office. GP's case number is 2016-01.
6. Board discussed progress in creating a new senior housing survey. LPW suggested that the Board use Google Survey, which is a tool that allows people to take the survey online. Board decided that it would be beneficial to have a hard copy of the survey as well, for those who do not have access to a computer, and discussed where those hard copies might be located and submitted.

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7. Board will meet at 7:00 PM on April 6, 2016 to review minutes and old business before GP's Special Permit hearing.
8. Board discussed agenda for following meeting.
9. JC moved to adjourn meeting, LPW seconded. All in favor, 4-0, motion carried.

Meeting adjourned at 9:25 PM.

Respectfully submitted,
Meghan Bowen