

These minutes approved as amended by a vote of 4-0 on May 3, 2017.

Ashfield Planning Board Minutes
Ashfield Town Hall
April 19, 2017

Present: Michael Fitzgerald (MF), Chair
Alan Rice (AR), Clerk
Jim Cutler (JC)
Lauren Preston-Wells (LPW)

Absent: Meghan Bowen, scribe (MB)
Ken Miller (KM)

Meeting was called to order at 7:40 PM.

1. General discussion of minutes and mail, but no votes. Minutes from the April 5, meeting were unavailable.

2. AR reported on the Town's Open Space and Recreation Plan. Meeting was postponed, but Town has budgeted a percentage match of \$2,000. Updating of mapping of protected lands (Chapter 61, cemeteries, etc.) is ongoing.

3. Update on organizing the Planning Board files. AR, JC and MB met and brainstormed all topics for filing with the focus on making public access easy. JC reviewed options for starting a database that could eventually ease the transition to electronic filing. The five headings to cover currently known topics include:

1. Filings (e.g. ANRs, Special Permits and Home Occupations)
2. PB activity (e.g. minutes)
3. Fundamental Blank Documents (e.g. Special Permit checklist, Forms, Special Permit Vote Sheet)
4. Rules & Regulations (e.g. Town Bylaws, MGL other town bylaws)
5. Studies & Reports (e.g. Wind, pipelines, OSRP)

MF recommended checking on the timetable for maintaining records and collaborating with the new town clerk since she will need to access files when there are public requests.

AR will also send the forms that he has updated to the clerk. Clarified the reference on Form A to 2c, AR will add M.G.L. after 2c. MF Recommended updating Forms B & C. AR will do so. AR showed 2 forms relating to Special Permit applications. One is a checklist and one is more descriptive guidelines. We could move to combine the two into one document.

4. AR had a phone call from Dave Cunningham (DC) asking what to do about widening his driveway. MF recommended that he contact Tom Poissant, Superintendent of the Highway Department, to talk about the road cut. AR will report back to DC.

5. AR attended the Citizen Planner Workshop in Worcester on planning for new marijuana law. Handed out summation of topics and timeline he received there.

These minutes approved as amended by a vote of 4-0 on May 3, 2017.

6. Senior Housing By-law is on the Warrant for Annual Town Meeting.

7. Green Development. Good topic for Board to address at this time. MF reviewed history of town starting discussion in 2006 due to some development pressure that then dissipated. In order to discuss alternative subdivision options, it will be important to familiarize ourselves with the MA subdivision control law.

AR moved to adjourn the meeting, JC seconded. All in favor (4-0).
Meeting adjourned at 9:00 PM.

Respectfully submitted,
Lauren Preston-Wells