

These minutes approved as amended by a vote of 5-0 on March 15, 2017.

Ashfield Planning Board Minutes
Ashfield Town Hall
March 1, 2017

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

Absent: Ken Miller (KM)

Guests:

Meeting called to order at 7:40 PM.

1. Board reviewed minutes from February 15, 2017. LPW moved to accept minutes as amended, JC seconded. All in favor, 4-0, motion carried.
2. AR reported on funding for updating the Town's Open Space and Recreation Plan. AR spoke with Pat Smith from the FRCOG, who said that approval has been granted for funding from DLTA to continue with the updating process begun in 2016. At meeting time the funding amount was unknown. AR believes the update may be complete by the end of the calendar year.
3. AR received a brochure from the Citizen Planner Training Collaborative for a training being held in Worcester on March 18, 2017. MF said that if anyone wanted to attend, the registration fee could come out of the Board's budget.
4. MB submitted copies of newspaper ads to AR from October 4 and October 11, 2016 pertaining to the Special Hearing on October 19, 2016 for the Telecommunications and Associate Member Bylaws. AR will submit Forms 1 and 7 along with a letter to the Town Clerk.
5. Board assessed the packet of forms given to Special Permit applicants and discussed how to make the application process less confusing. AR wanted to update the forms for consistency. JC expressed concern that the process would still be confusing because some steps of the application are only necessary at the Board's discretion; AR suggested adding a caveat to the packet of forms that applicants are strongly encouraged to attend a Board meeting to clarify the steps required for their particular application.
6. AR will email MB about reorganizing the Board's filing cabinets.
7. AR commented that he did not know whether the newspaper hearing notice for the Abbatiello Special Permit Hearing scheduled for March 15, 2017 had gone out on or before February 28, the deadline for the first posting. No other member of the Board had seen the notice either. A Board member will contact the Abbatiellos to confirm the posting.

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8. Board reviewed its Rules, particularly number 15 concerning Special Permit applicants submitting their own legal notice postings and mailings. MF said that the Board took care of this portion of the application in the past, but passed the responsibility to applicants to reduce budgetary spending. MF suggested that Board consider taking on this responsibility again while increasing the application fee to cover the cost of paying a scribe. AR agreed, saying that assuming responsibility for the postings would ensure that this portion of the application, which is unfamiliar to most applicants, is completed correctly. JC was in favor of striking rule 15. Board will continue discussion at the next meeting.
9. Board discussed the agenda for the following meeting. The meeting on March 15 will begin at 7:00 PM to accommodate the Abbatiello Special Permit Hearing at 7:30 PM.
10. LPW moved to adjourn, JC seconded. All in favor, 4-0, motion carried.

Meeting adjourned at 9:15 PM.

Respectfully submitted,
Meghan Bowen, scribe