

**Ashfield Planning Board  
Minutes of November 18, 2009**

Members Present: Michael Fitzgerald, Chairperson (MF)  
Ken Miller (KM)  
Judy Haupt (JH)  
Sarah Holbrook (SH)

Others Present: Alan Rice, Holly Wescott  
The meeting is called to order at 7:35 pm.

1. Board review and accepts the Nov. 4, 2009 meeting minutes as amended.
2. Discussion about item 3 in the Nov. 4, 2009 minutes regarding police chief signature. MF explains that state law requires an official to review projects to ensure emergency vehicle access. Although Ashfield's special permit application asks for police chief signature, it is not a state requirement. The Board votes to change the language in the Nov. 4, 2009 meeting minutes, number 3, to read: "The Board agrees that a signature from the Police Department will satisfy the emergency vehicle review required in the Special Permit application."
3. Board discusses whether or not to sign the endorsement form letter prepared by HCI regarding the Bulitt property project. The Board decides that it should not present an official stance on a project that may, at some time, be reviewed by the Board. JH offers to notify W. Sweetser about this decision.
4. General discussion about Open Meeting Law and what is and is not a violation in regards to emails.
5. Alan Rice and Holly Wescott meet with the Board to discuss and review their special permit application to create a common driveway off an existing driveway on South St.

Mr. Rice and Ms. Wescott ask the Board to review components of their application. They are particularly concerned with completing all necessary steps in abutter/parties of interest notification and when to advertise hearing in the newspapers. The Board explains process and reviews their materials. JH moves to approve the special permit application, SH seconds it and all are in agreement. The special permit hearing is scheduled for Thursday, December 17, 2009 for 7:30 pm.

6. The Board agrees to pass on the HCI publication about CPAs to the Select Board with the attached note: *Planning Board suggests revisiting this.*

The meeting ends at 8:50 pm.

Respectfully submitted,  
Barb Sussbauer