

**Ashfield Planning Board
Minutes of August 20, 2009**

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

Others Present: James G. Clarke

The meeting is called to order at 7:35 pm.

1. Board reviews the mail.
2. Board review and accepts the August 6, 2009 meeting minutes as amended.
3. Board reviews and signs an ANR boundary line change for James G. Clark. Form A and fee are submitted.
4. MF reports that he has written an email to W. Sweetser informing her that their green subdivision drafting / marketing project is just not quite right for the Ashfield Planning Board. He has not received a response back.
5. BS announces that the September 3, 2009 meeting will be her last, at least until December, due to scheduling issues. The Board discusses whether it would be possible to meet on another night- the first and third Wednesday of every month is suggested as an alternative.
6. KM presents the Rt. 112 Scenic Byway Plan. He offers to read through the document and highlight the sections most salient for the Board.
7. MF reports that he attended a Select Board meeting and spoke with M. Cranston regarding transferring special permit case files to a locked file cabinet. This will be done once space is cleared. It is also learned that certain email documents, excluding general administrative correspondence or drafts for consideration, must be sent to the Town Clerk to be kept for one year.
8. Board compares the AFD with the Rules and Regulations Governing the Subdivision of Land in Ashfield.
 - a. Page 2 – addition to Section A, Purpose – to include reference to the Rules and Regulations Governing the Subdivision of Land document.
 - b. Discussion – when to require documents – during the preliminary stage or definitive stage.
 - c. Discussion – filing fees
 - d. Remove redundancies on page 8, 2, c

The meeting ends at 9:30 pm.

Respectfully submitted,
Barb Sussbauer

2/9/2010