

Town of Ashburnham Planning Board
Wednesday, August 10, 2022 @ 6:30 PM

Training Room – Public Safety Building

Minutes

Joint Meeting with Select Board

1. Opening Business

- **Call to Order**
- **Attendance Roll Call**- Chairman, Walt Meisner (WM), Vice chairman, Steve Causwell (SC), Lyndsy Butler (LB2), associate member Roger Hoyt (RH) present. Larry Boudreau (LB1) and David Perry (DP) were absent.
- **Notifications**
 - *Agenda is posted on the Town website and includes items reasonably anticipated by the Chairman 48 hours prior to the meeting. VOTES MAY BE TAKEN*
 - *Order and exact times of agenda items may vary at the Board's discretion (except for public hearings which cannot start prior to the scheduled time)*
 - *Documents submitted for review can be found under the Planning Board tab on the Town website*
- Chair and Vice-Chair Comments- WM moves to amend and add 84 Main St. waiver of site. WM moves, LB seconded.
- House numbers- WM moves to add. LB seconded.

2. Karen Chapman MRPC – Status Update of Master Plan Chapters in Process

Members from MRPC Present-

Karen Chapman, Ryan Doherty, Jeff Legros, Jonathan Voss, Tyler Goguen

- Review & Initial Analysis of Survey Results- Review of the survey. 214 respondents, 25% stopped at some point in the survey. It took approximately 22 minutes. Majority lived in North Ashburnham. Natural Environment were the top strengths, with school coming in next. Weaknesses were taxes and town center, poor roads and public access to lakes and ponds. Top priorities for the master plan were town center improvements and walkability and connectivity.
- S&F Chapter Overview- Tyler Godin presenting. A draft report was sent out to the board. Ashburnham has the second highest tax rate of comparable towns. Baseline conditions analysis reviews the services and conditions of the facilities.
- Public outreach can be done in small groups as opposed to public meetings. Stakeholders can be targeted to work on specific chapters.
- Strategy for Completing Open Space & Recreation Plan- The BOS voted in support of having MRPC complete the chapter by fall for \$5,000.

3. Hearings and Applications

- 84 Main Street, waiver of site plan for review for Spice & Grain Café. They will be applying for a Special Permit from ZBA. The area is less than 2,000 sq. ft. with no changes to interior or exterior.
- LB2 Moves to approve waiver with a condition that any change in plans as described, they will need to come back before the board. SC seconded. All in favor.
- Willard Road -House number request- LB2 moves for RH to submit a number. SC seconded. All in favor.
- Sled Road- RH will issue number.

4. Public Comment

None

5. Administrative Matters

- Old Business:
 - Bray Ave Subdivision – Request to Release Performance Funds- Request has been made to release funds. DPW said that the road is acceptable. The project is not 100% complete. They are only looking to release funds to pay for paving. WM spoke with town counsel about the request and would like to release the funds with the invoices are provided. It is approximately \$44,000.
 - LB2 moves to approve with an engineer's stamp of approval on the roads. SC seconded. All in favor.
- Tree Cutting/Removal Strategy Letter- None
- Private Road Acceptance Draft Template- None
- Whitney Park Preliminary Subdivision- None
- Member Reports from Other Boards & Committees- None
- Town Notices and/or Announcements – Sent out in email
- Approval of Meeting Minutes-
- February 23,22- SC moves to approve. WM seconded. All in favor.
- July 20, 2022- WM moves. SC seconded. All in favor.

6. Next Meetings

September 14, 2022

September 28, 2022

7. Adjourn

LB2 moves to adjourn. SC seconded. All in favor.