

Webster Planning Board Minutes - Meeting of April 17, 2008

Present: Chairman Cliff Broker, selectmen member David Klumb; members Jere Buckley (Secretary) and Alan Hofmann; and alternate Susan Roman. Also present: Planning and Zoning Secretary Mary Smith, and selectman Tom Mullins. (Mr. Klumb and Mr. Mullins have been newly designated as selectman board member and alternate selectman board member, respectively.)

Chairman Broker convened the meeting at 7:07 p.m. Attendance was taken, with the results noted above.

Upon motions made by Mr. Cummings and seconded by Mr. Hofmann, Mr. Broker and Mr. Buckley were re-elected as Chairman and Secretary, respectively.

Planning and Zoning Secretary Smith, relaying information gleaned from a recent training session, advised the Board that the practice of publishing meeting minutes in draft form subject to correction and approval at a subsequent meeting is not proper. The minutes become a matter of public record upon publication and are not subject to change. Any errors or amendments should be noted in the minutes of a subsequent meeting.

The Board reviewed the draft minutes of their 20 March meeting. It was noted that Mr. Cummings, not Mr. Doucette, should have been cited as moving for approval of the 21 February minutes. Upon motion made by Mr. Cummings and seconded by Mr. Buckley, the minutes were unanimously approved. Mr. Buckley noted that, given that the minutes are not subject to change, their approval by the Board is a meaningless act.

The Board discussed a proposal from Wayne St. Jacques to conduct martial arts training at his residence. The ZBA had already approved the proposal. Since no consequential site changes are involved, the Board elected to waive the requirement for a site plan review. There was some discussion re the distinction between a home business and a commercial enterprise, with no clear resolution.

Ms. Smith proposed that the Board's procedures be modified to specify that tape recordings of minutes be retained only until the written record is approved. Upon motion made by Mr. Buckley and seconded by Mr. Doucette, that proposal was unanimously approved.

An anticipated agenda item involving a subdivision request by Rebecca Hoar was not addressed, because anticipated prior action by the ZBA had instead been tabled by that board.

The Board then began a planned working session on the subdivision regulations. The starting point for the discussion was a proposed revision of the regulations originally drafted by Mr. Buckley in May of 2005 and most recently updated in February of 2008. Key areas identified as requiring attention included definitions, boundary marking requirements, the distinction between major and minor subdivisions, and assuring consistency with the zoning ordinance and State requirements.

It was noted that the regulations cite an authority granted by Webster voters in 1971, even though the original adoption of the regulations did not occur until 1983. RSA 674:35(II), which apparently originated ca. 1983, requires the Town to file with the Registry a certificate showing the authority granted by the Town. It was agreed that, given the relative timing, we should investigate whether the filing requirement applies and, if so, if it was ever accomplished.

It was noted that the regulations have been amended twice since Mr. Buckley's original draft revision, once on June 6, 2005 and again on March 7, 2006.

There was extended discussion about the "Purpose" section of the regulations. Options include an all-inclusive invocation of all of the items listed in RSA 674:36(II), a more limited selection of just some of those items, or a more general statement of purpose along the lines of that in a model regulation available from the NH OEP. No decision was made.

Mr. Buckley noted that he has proposed that voluntary mergers and lot line adjustments, which are not subdivisions, nevertheless be included in separate sections of the regulations. The Board agreed with this recommendation but noted that the application requirements should be simplified relative to those for a subdivision.

Mr. Cummings noted that, while Paragraph 10.10(G) of the Buckley draft says that offset boundary markers may be used in difficult situations, we may want to include a provision whereby the Board could require such offset markers.

The meeting ended with a brief mention of the need for annual review of gravel pits in Town. Chairman Broker agreed to take the necessary action.

Upon motion made by Mr. Doucette, seconded by Mr. Hofmann, and unanimously approved, the meeting was adjourned 8:38 p.m.

The next Board meeting will be on 15 May at 7:00 p.m.

Respectfully submitted,

Jere D. Buckley, Secretary