

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES OCTOBER 19, 2017**

At 6:32 pm Chairperson Rauth convened the regularly scheduled meeting of the Planning Board and took attendance. Members present were Selectman Bruce Johnson, Lynmarie Lehmann, Paul King and alternate member Kathy Bacon. Kathy Bacon was designated as a voting member due to the absence of Susan Roman. A member of the public in attendance was Jack Chwasiak.

The first order of business was the review of the draft minutes from September 21, 2017. Member King made a motion to accept the minutes as written; seconded by Selectman Johnson and approved unanimously.

The next order of business was the review and discussion of the CIP Status Report. Chairperson Rauth referred to a multi-page report that had been distributed to the Board members via e-mail. The status report was directed to the Select Board from Sue Rauth as the Chair of the CIP Subcommittee. It contained background information about how the subcommittee was formed and who comprised it. The first meeting was held in April of this year and subsequent meetings were held weekly. Applications to Town department heads were distributed in early June; majority of the applications were returned by early August. Highways and Roads sent in some general background information and a list of ten major projects identified as "high priority". At this time the Subcommittee has not yet received from Highways and Roads any cost estimates for these projects or the year(s) in which they are to be completed. The Subcommittee has not yet received required data for several projects listed for the Public Safety Building. This information is crucial to finalizing the CIP project. After a lengthy discussion, Chairperson Rauth stated that even though the CIP project was incomplete, the CIP Subcommittee wanted to give the data received to date to the Select Board due to the budget season already starting. The Planning Board members continued to review the data collected to date. The last part of the status report was a list of recommendations from the CIP Subcommittee: 1) form a Webster Highway Advisory Committee; 2) the Town to participate in Road Surface Management System (RSMS); 3) collect specific road repair data, i.e., routine maintenance, preventative maintenance, rehabilitation and reconstruction. Discussion revolved around the fact that roads are the most valuable asset for the Town and hence a large budget expense. Chairperson Rauth asked Selectman Johnson if he had any idea of the timeframe as to when the data would be forthcoming. He said he did not. He stated during the last three months when he asked about it he had been told "It's in the works." Chairperson Rauth stated she hoped the CIP project could be completed by the end of the year. Chairperson Rauth stated the status report would be sent to the Select Board with the data that had been collected. She thanked everyone. Member Lehmann stated they (CIP Subcommittee) did a nice job.

The next order of business was an update of the Master Plan. Chairperson Rauth recapped the Master Plan discussion that took place at the last Planning Board meeting. She asked the Board, now that the survey results were in, when would be a good time to begin working on the different chapters. Member Lehmann stated that a lot of the information from the CIP can be used in the Master Plan. At this time Chairperson Rauth asked Mr. Chwasiak if he had an interest in the Master Plan. He stated that he was interested in helping out; possibly working on a subcommittee or a working group outside the Planning Board. Chairperson Rauth explained that in 2005 there was a large committee of people that worked on it with the Planning Board. She added that in the past they had a group of people get together to develop a vision statement for the Town. She explained about how the Master Plan starts with a community survey which was distributed this past spring. Right now they only have the "raw" data which still needs to be analyzed and evaluated before releasing the results. After a brief discussion, Member Lehmann recommended having a Master Plan Project Volunteer Visioning session in November and advertise in The Webster Grapevine. The session date is TBD at this time.

At this time, Chairperson Rauth informed the Board about a Town of Warner ZBA notice for potential Regional Impact about a proposed indoor gun range and retail store at 28 Warner Road, Warner, NH. This notice is posted at Webster Town Hall for anyone who may be interested.

The last order of business was discussion and review of Driveway Permit Application and drawing #17-08 from Mr. David Rotondi. It was noted by the Board that the drawing was not complete, i.e., the original driveway is not shown and the drawing was not to scale, which is required, and therefore makes it that more difficult to evaluate. The Road Agent, Member King and Chairperson Rauth had visited the site at different times. The main concern for all involved is safety. Selectman Johnson stated the Board does not want to increase the problem, but work with Mr. Rotondi to resolve it and be safe. Member Lehmann stated the Board needs a better plan from Mr. Rotondi. After a lengthy discussion, Member Lehmann made a motion to not approve the application; seconded by Selectman Johnson and approved unanimously. Chairperson Rauth will get in touch with Mr. Rotondi.

At 7:53 pm Member Lehmann made a motion to adjourn; seconded by Chairperson Rauth and approved unanimously.

These minutes were approved as written at the Planning Board meeting of November 16, 2017

Respectfully,

Susan Rauth, Chairperson