

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES DECEMBER 21, 2017**

At 6:32 pm Chairperson Sue Rauth convened the regularly scheduled meeting of the Planning Board and took attendance. Members present were Sue Roman, Bruce Johnson, Lynmarie Lehmann (arrived a few minutes after the meeting started), and Paul King; alternate members present were Craig Fournier and Kathy Bacon. Chairperson Rauth appointed Ms. Bacon as an acting voting member for the time that Ms. Lehmann had been absent. Members of the public were Keith and Tara Rutherford, applicants for a driveway permit on Dustin Road and Mr. Alden Beauchemin, NH Certified Wetland Scientist working on behalf of the Rutherfords.

The first order of business was to discuss with Keith and Tara Rutherford their driveway permit #17-03 for lot 7-54-3 on Dustin Road. At the June 15, 2017 Planning Board meeting, approval of their permit for driveway construction was tabled until all wetlands/DES permits were in place and to come back to the Planning Board with a more detailed site plan. At this time, Mr. Alden Beauchemin made a lengthy and in depth presentation to the Planning Board. During the presentation he referred to several large site plans showing detailed wetland drawings of the Rutherfords' proposed driveway. Driveway construction had been started and a culvert had been put in. Mr. Beauchemin stated that he and the Rutherfords had met with the Conservation Commission and said the members were very supportive. He stated they had given him a conditional approval to move forward. Mr. Beauchemin informed the Board that he had submitted the Wetlands Permit Application along with detailed photos and required documents. He stated he had also contacted the Heritage Bureau to do a checklist regarding endangered species, of which there were none. Vice Chair Roman clarified with Mr. Beauchemin that restoration had been done and was approved by DES and the wetlands application for the rest of the property was to be submitted. She informed Mr. Beauchemin and the Rutherfords that no construction should have started without Planning Board approval. She stated the Conservation Commission doesn't have regulatory power; it's the Planning Board that has the regulatory power for driveways. She added she thought it was very good they had gone to the Conservation Commission, but in terms of approval, it's up to the Planning Board to give approval to start construction on driveways. Vice Chair Roman asked about a culvert that was indicated on the site plan. Mr. Rutherford stated the culvert had been put in. Mr. Beauchemin stated that certain culverts did not require approval by DES because the wetlands on either side do not connect. It also came to light that the Rutherfords were approved for an *Intent to Cut* to log their property. Mr. Beauchemin explained that the part of the driveway that had been constructed was to be used as the haul road for the logging operation. Mr. Rutherford stated he would be doing a selective cut. During the discussion, Mrs. Larson explained that the Temporary Driveway Permit for Logging had been given over to the Road Agent a few years ago. Mrs. Pinkham, Financial Administrator, handles the Intents to Cut from the loggers. When she receives one, she notifies the Road Agent. If the Road Agent approves, then the Select Board signs the intent before any cutting is done. Mr. Beauchemin stated that he was also sending in a Shoreland Protection Permit Application. Member Lehmann made a motion to conditionally approve the driveway permit/plan as presented by Mr. Beauchemin. It's conditioned upon not building any further than what is delineated in the plan until the DES approves the wetland dredge and fill permits and the Shoreland Protection permit; seconded by Member King and approved unanimously. Regarding the condition, Vice Chair Roman there will be no further construction as of December 21, 2017. Mr. Beauchemin and the Rutherfords thanked the Board for their time. The Board thanked them for their cooperation.

The next order of business was the continued discussion of driveway permit for construction #17-08 for Mr. Rotondi on New Hampshire Drive. Chairperson Rauth gave a brief review of the history of the issue. At the November 16th Planning Board meeting, the Board approved the driveway construction with four conditions. Since then, the Road Agent would not sign approval because he said that sometime in the future, he would be widening the road and Mr. Rotondi's driveway would be in the right of way. After a lengthy discussion, Vice Chair Roman made a motion to strike condition number four *"Cars will always be parked out of the Town's right of way."* And replace it with, **"Permission is granted as conditioned and until such time as the Town may change the travel portion of the right of way that brings the road closer to the driveway and to re-assess at that time for safety and regulatory concerns."** The motion was seconded by Member Lehmann and approved unanimously. Chairperson Rauth stated the Board would also send Mr. Rotondi a letter.

The next order of business was to review and discuss the draft Demographics Chapter for the Master Plan that was done by CNHRPC. Chairperson Rauth asked for the Board members' opinions regarding the chapter. She stated it was a nice product; however, her concern was that it was very, very different from the Town's Master Plan tone and format. She wasn't sure as to how to integrate it into the current document. After a brief discussion, Chairperson Rauth reminded the Board that they weren't going to try and do a huge overhaul of the Master Plan; just focus on the main changes that have occurred in the last fifteen years. Alternate Member Bacon stated the CNHRPC's Demographics Chapter was more regional; compared Webster to the State of New Hampshire and the region. Chairperson Rauth stated that Mike Tardiff, Executive Director of CNHRPC, said it could be part of the appendix. She added that CNHRPC will also be giving the Board a regional summary on Transportation. She informed the Board that CNHRPC has offered to do a Housing chapter; however, there is no grant money so the Planning Board would have to pay \$700. After a brief discussion, the Board decided to wait to make a decision about the Housing chapter. Chairperson Rauth stated the 2018 Planning Board budget did have \$1,500 for special projects which would be enough to cover it if needed; no need to make a decision now. She stated that the Board could work on the Master Plan over the next three months and have a draft ready for early spring.

The next order of business was the update of the CIP Project. Chairperson Rauth stated the subcommittee had received the information they had asked for from all the departments. She stated that they had received updates from Leslie Palmer, Administrative Assistant to the Select Board, who has been an excellent liaison and CIP Subcommittee member, Roger Becker, who developed a financial analysis spreadsheet that allows the subcommittee to evaluate the impact of projects on the budget and the tax rate. She felt it would be a very effective tool for the Select Board to use. That will be included in the draft CIP Project report which will also have all the updated recommendations to make sure they are current. The subcommittee will present these to the Select Board at their meeting on January 2, 2018. Following that, the subcommittee will finalize it and bring it to the Planning Board for final approval. Selectman Johnson stated the Select Board had reviewed a complete draft of the budget the other day and there is still some more "tweaking" that needs to be done. He also said that the CIP meetings and information has made departments think ahead into the future about budgets. The CIP subcommittee has made a positive impact. Selectman Johnson asked Chairperson Rauth what were her expectations regarding the CIP Project report presentation to the Select Board on January 2nd. She stated she thought it would be more of a sharing of information.

The next order of business was the review of the draft minutes from the November 16, 2017 meeting. Member Lehmann made a motion to accept the minutes as written; seconded by Vice Chair Roman and approved unanimously.

The last order of business was a *Notice of Voluntary Merger* of two lots 10-6-12 and 10-6-13 on Amherst Drive in the Pillsbury Lake District owned by Robert and Sharon Quebec of Acton, MA. Per Mrs. Larson, Land Use Coordinator, both properties are in the exact same names; no mortgages are held on either property and taxes have been paid. Member Lehmann made a motion to approve the *Notice of Voluntary Merger*; seconded by Selectman Johnson and approved unanimously.

Chairperson Rauth thanked everybody on the Planning Board and Mrs. Larson for the past year's work. She in turn was thanked by the Board for her work as Chairperson and Sue Roman for being Vice Chair.

8:21 pm the meeting was adjourned.

These minutes were approved as written at the Planning Board meeting of January 18, 2018.

Respectfully,

Susan Rauth, Chairperson