

**TOWN OF WEBSTER  
PLANNING BOARD  
MEETING MINUTES MAY 18, 2017**

At 7:05 pm Chairperson Rauth convened the regularly scheduled meeting of the Planning Board and took attendance. Members present were, Selectman Bruce Johnson, Lynmarie Lehmann and Paul King.

At this time Chairperson Rauth informed the Board that Alternate Member Patricia Ilacqua had resigned due to her busy schedule. Chairperson Rauth stated that Ms. Ilacqua was an asset to the Board and she was sorry to have her leave. This also brought up the subject of needing volunteers to join the Planning Board as alternates.

The next order of business was review of the draft minutes from the March 16<sup>th</sup> and the April 20<sup>th</sup> meetings. Selectman Johnson made a motion to accept the minutes of April 20<sup>th</sup> as written; seconded by Member Lehmann; 2 approved and 2 abstentions; Chairperson Rauth and Member Lehmann were not in attendance on April 20<sup>th</sup>. Chairperson Rauth commented that the March 16<sup>th</sup> minutes referred to a complicated matter regarding the possible illegal subdivision of lot 7-7. Member Lehmann was not in attendance at that meeting, so Chairperson Rauth gave her an update and reviewed the written response from Town Counsel. Member Lehmann made a motion to accept the March 16<sup>th</sup> minutes as written; seconded by Member King approved 2 approvals and 2 abstentions; Selectman Johnson and Member Lehmann were not in attendance on March 16<sup>th</sup>.

The next order of business was to update members of the Planning Board on the status of the Capital Improvement Program project. Chairperson Rauth stated the subcommittee had been working the last month or so on revising forms using templates from the Central New Hampshire Regional Planning Commission (CNHRPC) and drafting a cover letter in order to roll it out in early June. The letters to department heads and committees will explain the qualifying criteria for future CIP projects or purchases: 1) must have a gross cost of at least \$5,000; 2) a useful life of at least 3 years; 3) not typically included in the operating budget; 4) any project that requires a bond financing or lease purchase. Chairperson Rauth stated the CIP was a budgeting tool to help the Select Board and to try and keep the tax rate level. Projects would include infrastructure such as the Clothespin Bridge and putting monies in capital reserve funds annually such as the Webster/Hopkinton Transfer Station which has a 20 year plan. After a brief discussion, Chairperson Rauth stated the only outstanding issue the CIP subcommittee will be looking at is the classification and inventory of roads in town. CNHRPC will be coming on May 30<sup>th</sup> at 4:30 pm to do a presentation with regards to a road study. Member Lehmann made a motion to accept the revised forms and send them out by the date that was indicated; seconded by Selectman Johnson and approved unanimously.

The next order of business was the Master Plan update and status of the Community Survey. Chairperson Rauth stated the surveys were distributed on May 1<sup>st</sup> through the Grapvine; the banner on the town's website [www.webster-nh.gov](http://www.webster-nh.gov); on Survey Monkey, [www.surveymonkey.com/r/Webster\\_Survey](http://www.surveymonkey.com/r/Webster_Survey); and hard copies are available at Town Hall and in the Library. As of May 17<sup>th</sup> there had been almost 100 responses through Survey Monkey. Chairperson Rauth added that the Conservation Commission was working on their section of the Master Plan which she said was a very important part of the report and CNHRPC will be doing two or three chapters.

At this time Chairperson Rauth stated the Planning Board was very close to finishing the Subdivision Regulations. They have one more section and then need do a complete review. The Board agreed to work on the Open Space section during the June 15<sup>th</sup> meeting.

Chairperson Rauth informed the Board that Member King attended the OEP Annual Planning and Zoning Conference in April.

At 8:02 p.m. Member Lehmann made a motion to adjourn; seconded by Selectman Johnson and approved unanimously.

These draft minutes were prepared by Therese E. Larson, Land Use Coordinator.

**Posted May 24, 2017**