

**TOWN OF WEBSTER  
PLANNING BOARD  
MEETING MINUTES FEBRUARY 16, 2012**

At 7:03 PM Chairman Buckley convened the regularly scheduled meeting of the Webster Planning Board. Chairman Buckley then recognized Sue Roman as the newest full member of the Planning Board as appointed by the Board of Selectmen at their February 6, 2012 meeting.

Present were members Sue Rauth, Sue Roman and Chairman Buckley. Alternates in attendance were M.J. Turcotte and Rick Cummings.

The next order of business was for the Chairman to appoint alternates for the absent members. Chairman Buckley appointed Mr. Cummings to sit for Mr. Mullins. Due to the absences of both the ex-officio Selectman Hashem and his alternate, Mr. Bean, no alternate could be appointed at this time.

The next order of business was the review of the draft of the January 19<sup>th</sup> meeting minutes. Chairman Buckley pointed out that on page 2, the 5<sup>th</sup> line down references 1.06 acres. It should be 1.006. At this time, Ms. Roman referred the Board to page 3, the 3<sup>rd</sup> paragraph down. She stated she did not think that she would have said "... the chairman is the only one who can make policies and/or change them." She thought her answer was in context to the statute RSA 673:11. Ms. Roman asked if Mrs. Larson could review the tape from the January 19<sup>th</sup> meeting. After a brief discussion, it was decided to defer approval of the minutes until the March 15<sup>th</sup> meeting allowing Mrs. Larson to research the question.

The next item on the agenda was the continued discussion of deed recording as a requirement for the Planning Board's land-use-change approvals. Chairman Buckley had expressed concern in the past that the Planning Board approvals had a lack of systematic confirmation of key provisions. Chairman Buckley had received information from Mrs. Jones and Mrs. Larson that made him have second thoughts mostly because deeds are generated when there is a change of ownership and especially in the case of a subdivision that could happen long after the Board's approval of the subdivision. Chairman Buckley concluded that it would not be a good idea to make deed filing a condition of approval; it would be too complicated to keep track of over long periods of time. Chairman Buckley still believes the Board needs a means of confirmation that the deeds do incorporate any provisions required either by the Subdivision Regulations or by any other additional conditions from the Planning Board. Ms. Roman clarified Chairman Buckley's statements saying he was distinguishing between what the deed contains as opposed to its recordation. Ms. Roman stated that recordation cannot be required. Chairman Buckley assigned Mrs. Larson develop a system to keep track of the specific requirements to be sure that conditions as approved by the Planning Board have been met. Discussion ensued regarding how to enforce the conditions and the circumstances that may cause the revocation of approval by the Planning Board. Ms. Roman also brought up the idea of recording covenants. The Board would not lose its right to enforce covenants. At this

time, Chairman Buckley asked if all were in agreement to have Mrs. Larson keep a tickler file to track the Board's conditions of approval. Ms. Roman agreed and felt that in the future the Board will need to address the issue of considering the recording of covenants as an additional requirement for approval. Ms. Roman then wanted to know how do we know what deeds have been recorded? Mrs. Larson explained that Mrs. Jones downloads the land transfers from the Merrimack County Registry of Deeds on a monthly basis. Ms. Roman suggested creating a checklist of conditions of approval for the Planning Board to go by as part of the subdivision application approval process; an internal administrative tool.

The next item on the agenda was the scheduling of the March 15<sup>th</sup> meeting. Chairman Buckley had concerns because there would not be a Selectman representative for that meeting because the ballot voting will take place March 13<sup>th</sup>. Ms. Roman pointed out that the current members and alternates are still sitting until there is an appointment. Chairman Buckley stated that a suggestion was made to him to postpone the March 15<sup>th</sup> meeting until March 22<sup>nd</sup>. Mr. Cummings pointed out that if the meeting was changed, that information would have to be posted and published. Having the meeting on March 22<sup>nd</sup> would also change the filing dates for Planning Board applications. Ms. Roman was in favor of keeping the March meeting as scheduled because members should be able to completely serve their terms. Mr. Cummings stated he agreed with Ms. Roman. Chairman Buckley and the members were all in favor of keeping the meeting on March 15<sup>th</sup>.

The next item on the agenda was a request from CNHRPC for the annual Traffic Count at specific street/road locations which is funded by NHDOT. Chairman Buckley worked with Chief of Police Bob Dupuis and they agreed on five high priority recommendations and five secondary recommendations. After a brief discussion, Chairman Buckley gave the form to Mrs. Larson to complete and mail.

The next item on the agenda was the continued review of the draft of the *Rules of Procedure* document. The Board discussed section 3. **Officers** and section 4. **Meetings**. After a lengthy and in depth discussion the Board decided to continue the review until the March 15<sup>th</sup> meeting.

The next item on the agenda was New Business. Chairman Buckley had received a reference book on urban planning donated by David Batchelder, former Planning Board member and former Selectman. It is available for anyone to use. Also, under New Business, Chairman Buckley reminded the Board that Alternate Mason Donovan is the Planning Board's representative on the Hazard Mitigation Committee. Mr. Donovan had passed along an assignment from the Committee to the Planning Board that needs updating. Chairman Buckley took home the current copy of the Hazard Mitigation Plan to work on resolving the assignment before the Committee's next meeting on February 29<sup>th</sup>.

At 8:55 PM Mr. Cummings made a motion to adjourn; seconded by Ms. Roman and passed unanimously by the Board.

Planning Board approved as amended on March 15, 2012,



Thomas S. Mullins  
Planning Board Secretary

APPROVED