

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES MARCH 15, 2012**

At 7:02 p.m. Chairman Jere Buckley convened the regularly scheduled meeting of the Webster Planning Board. Present were members Sue Rauth, Sue Roman and Chairman Buckley. Alternates in attendance were M.J. Turcotte and Rick Cummings (came in a few minutes after the meeting started.)

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

The next order of business was deferred from the meeting of February 16th; the review of the draft of the January 19th meeting minutes. Member Roman recommended to substitute the following paragraph for the one on page 3, the 3rd paragraph down, beginning, "At this time," Chairman Buckley read the paragraph as follows:

"Ms. Turcotte asked for a clarification of whether the Chairman could unilaterally change other rules of procedure, in the same way that the Chairman could unilaterally decide on appointment of alternates. Members Buckley, Rauth and Roman all confirmed that a change to the rules of procedures, on matters other than the power to designate alternates to sit conferred on the Chairman by State statute, would require a majority vote of the Board."

Member Rauth made a motion to accept the January 19th Planning Board minutes as amended substituting the new paragraph as suggested. Motion was seconded by Member Turcotte and was passed unanimously by the Board.

Chairman Buckley then moved on to the draft of the February 16th minutes. Member Roman had a minor correction to be made in the continued paragraph from page 1 at the top of page 2 regarding the sentence; "Ms. Roman then wanted to know how the deeds get recorded." Member Roman clarified that she knew how they were recorded; she wanted to know how *we know* what deeds have been recorded? Member Roman then made a motion to accept the minutes as amended to reflect the correction. Member Turcotte seconded the motion and was passed unanimously by the Board.

Before moving on to the continued review of the draft of the *Rules of Procedures* document, Chairman Buckley passed around to the Board members an invitation from D.E.S. to attend the *Annual Drinking Water Resource Protection Workshop*, if anyone was interested.

Member Roman asked the Board who are the current Planning Board alternates. Chairman Buckley responded with Rick Cummings, Mason Donovan, Mark Lorden and M.J. Turcotte; the fifth alternate position being vacant.

At this time, the Board continued their review of the draft of the *Rules of Procedures* document. The Board began a lengthy and in depth discussion beginning where they left off at the February 16th meeting, with section **5. Meeting Minutes** and continued to review section **6. Audio Recordings**, section **7. Voting Protocol** and section **8. Order of Business**. Several questions arose that will need to be addressed by contacting L.G.C. (Local Government Center) for clarification, for example, how would a tie vote be handled when there aren't enough members in attendance to break it?

Before adjourning the meeting, Chairman Buckley commented that the Board's review of these *Rules of Procedures* is just the beginning before going through the *Subdivision Regulations* and the *Zoning Ordinance*. He asked the Board their opinion about forming subcommittees to work on each of those documents in order to develop drafts to then be presented to the Board. Member Roman suggested that the complete Board look at sections and work on them so that everyone has a voice. Then when the Board focuses on areas that need fine tuning, it can delegate that task to a subcommittee for drafting. Member Roman feels that the members should be all together when first approaching these reviews. Alternate Rick Cummings agreed. Chairman Buckley clarified their feelings by stating that the subcommittee would then have some guidance as to the direction the Board will be headed with these documents. After a brief discussion, Chairman Buckley asked that the Board write down questions/suggestions and/or changes they would like to address going forward with updating Planning Board procedures and regulations and bring those to the April 19th Planning Board meeting.

At 8:15 p.m. Member Turcotte made a motion to adjourn, which was seconded by Member Roman and passed unanimously by the Board.

Planning Board approved as written April 19, 2012.

Jere Buckley, Chairman