

**\*REVISED June 20, 2011\***

**TOWN OF WEBSTER  
PLANNING BOARD MEETING  
FINAL MINUTES  
MAY 19, 2011**

Members present: Chairman Cliff Broker, Secretary Tom Mullins, Selectman Ex-Officio George Hashem, Jere Buckley, and Richard Doucette (arrived after opening of meeting).

Alternates present: Susan Rauth, Susan Roman and Mason Donovan.

Chairman Broker appointed alternate Susan Rauth to sit as a voting member of the Board for this meeting due to Mr. Doucette's absence.

The first item on the agenda was to review the minutes from the meeting of April 21, 2011. Chairman Broker explained that George Cummings' remarks described in the first major paragraph were made prior to the opening of the meeting (the recording secretary was not aware of that) and a report of those remarks should thus not have been included in the minutes. Mr. Broker asked for a vote regarding deleting this paragraph from the minutes. Member Mullins stated that Mr. Cummings was not so much addressing the Board as he was the crowd; he was not on the agenda; he was not part of the meeting; to Member Mullins, this had nothing to do with the Planning Board. Member Buckley stated it was his impression that Mr. Cummings' comments were part of the meeting. In the midst of the discussion, Member Doucette arrived. Alternate Donovan agreed that Mr. Cummings spoke before the approval of the previous meeting's minutes and before the meeting was opened, therefore the comments were not part of the meeting. Member Buckley pointed out an error in the next major paragraph regarding his years on the Board as Secretary. Member Buckley stated he had almost 11 years, not 12 years as shown in the minutes. Member Buckley suggested a change be made from '12 years' to 'almost to 11 years'. Secretary Mullins moved to accept the minutes as written with the change from '12' to 'almost 11' and deleting the paragraph describing Selectman Cummings' remarks. Alternate Rauth seconded the motion. Chairman Broker called for a vote. Member Hashem did not vote because he was not present at the April 21<sup>st</sup> meeting. Alternate Member Rauth abstained. (Her designation by Chairman Broker as a voting member of the Board in the absence of Member Doucette had not been rescinded when Member Doucette arrived. She was at the April 21<sup>st</sup> meeting, Member Doucette was not.) Mr. Mullins voted 'Yes'. Mr. Buckley voted 'No'. The motion passed when Chairman Broker broke the 1-to-1 tie with a 'Yes' vote.

The meeting continued with discussion and review of the conceptual proposal from the prospective buyers of Map 1 Lot 2, Little Hill Road. Chairman Broker addressed Mr. and Mrs. Shull regarding their proposal that went before the Board of Selectmen at the May 16, 2011 meeting. Chairman Broker asked them if the Selectmen were in favor of the proposal, which was correct. Per Chairman Broker, the next step for Mr. & Mrs. Shull is to start the driveway

and building permit process. Member Buckley pointed out that the only qualification suggested by the Selectmen is when they do apply for a driveway permit, it be accompanied by a deed to the Town for an easement, to be recorded at the Merrimack County of Deeds, sufficient to allow the turnaround of Town maintenance vehicles. Chairman Broker suggested increasing the minimum widths of the driveway in order for the trucks to turnaround.

Chairman Broker addressed the Shulls to see if they had anymore questions, which they did not. Chairman Broker stated they were all set to start the building permit process as far as the Planning Board was concerned.

The next item on the agenda, the continuation of review of the application from the Phyllis Roby Revocable Trust for the six-lot subdivision on Dustin Road, was continued until the next Planning Board meeting at 7:10 p.m. on Thursday, June 16, 2011. The landowner's engineer was not prepared to appear before the board at this time.

The last item on the agenda was the Voluntary Merger of Map 10 Section 5 Lots 5 & 6. This was signed by Chairman Broker prior to the meeting and sent to the Merrimack County of Deeds, which was subsequently recorded.

Member Buckley brought up a question that was asked of him which he was not sure of the answer; if a lot was fully in compliance with our Zoning Regulations with regards to frontage, acreage, etc., would we have any basis for objecting to a driveway that in part is across a deeded right of way on an abutting lot? As a result of the ensuing discussion, Secretary Mullins believes that would not be allowed per statute. He will e-mail the statute information to Member Buckley.

Secretary Mullins passed out a handout from audience members Martin Bourque and Dorothy Proulx, with sections headed 'Meeting minutes and how to take them' and 'Other suggestions for public meetings'. A copy of that handout is appended to these minutes. *\* After a brief discussion, Chairman Broker suggested that the Board take the handout home and comment on it at the next Planning Board Meeting.\**

The meeting was adjourned at 7:20 p.m.

## **APPENDIX OF HANDOUT AT PLANNING BOARD MEETING OF MAY 19, 2011**

### **Meeting minutes and how to take them:**

“What most people don’t know is that meeting minutes shouldn’t be an exact recording of everything that happened during a session. Minutes are meant to record basic information such as the actions assigned and decisions made. Then, they can be saved and used for reference or background material for future meetings relating to the same topic.

- Don’t try to record notes verbatim – it’s not necessary. Minutes are meant to give an outline of what happened in the meeting, not a record of who said what. Focus on understanding what’s being discussed and on recording what’s been assigned or decided on.
- Focus on action items, not discussion. The purpose of minutes is to define decisions made and to record what actions are to be taken, by whom and when.
- Be objective. Write in the same tense throughout and avoid using people’s names except for motions or seconds. This is a business document, not about who said what.
- Avoid inflammatory or personal observations. The fewer the adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
- If you need to refer to other documents, attach them in an appendix or indicate where they may be found. Don’t rewrite their intent or try to summarize them.”

### **Other suggestions for public meetings:**

- Either review the minutes via email within 5 days, and post Reviewed minutes on the website; then formally accept them at the next meeting (without further changes.) Re-post as Final.
- Or post the Draft minutes to the website within 5 days; then review and formally accept them at the next meeting. Re-post the minutes as Final.

Reasoning: the public has the right to read the minutes within 5 days, and the minutes for the various boards and committees should be centrally available within those 5 days. Reviewing minutes via email (or other electronic means) does not constitute a meeting, providing no additional business is discussed.

The formally accepted (final) minutes must not be changed. Any changes to decisions made or actions to be taken as stated in the final minutes must be recorded in the minutes for subsequent meetings.