

TOWN OF WEBSTER  
PLANNING BOARD  
WORK SESSION MINUTES  
MARCH 5, 2015

The work session was convened at 6:45 p.m. Members Buckley, Lehmann, Rauth, Roman and Alternate Member Ilaqua participated in the meeting. The purpose was to review the Terms and Conditions of the contract to retain Sanborn Head & Associates engineers to conduct the groundwater quality study at Copart. If the Board had time, it would continue to review and update the Subdivision Regulations.

At the start of the meeting, Emmett Bean and Susie Roberts offered information about an engineer they met during a recent survey of road conditions undertaken with Selectman Fanjoy and others. They explained that the engineer was offering grant writing services to the Town and she is also interested in the Copart Route Study. The Board explained that they are far along in the process of contracting with VHB for the Route Study, having completed months of work on refining the document; reviewing the Scope of Work in Board meetings; obtaining Board and Attorney review and approvals. However, the Board was interested in obtaining the contact information as they may have a future need to consult with a civil engineer on site plan reviews and other matters. The Board thanked them for taking the time to attend the meeting.

The Board proceeded to continue its analysis of the Sanborn Head contract Terms and Conditions. Initial comments were previously sent to Nikki Roy of Sanborn Head. She responded to the comments and the Board's time was spent on reviewing her comments and drafting a response.

Several of the Board's responses and suggested language change refer to the issue that the contract is generally drafted to reflect an agreement between the Consultants and a Client who owns or controls the site. This is not the case here. In Section 15.0, we will ask her to acknowledge that the Town has no control over the site and no authority to notify any public agency on any conditions at the site.

With regard to the first paragraph of Section 5, the Client (Town of Webster) has no authority to grant permission with the right of entry to the Copart site. We will refer the Consultant to their document, "Authorization to Access Property to Perform Site Investigation Activities." Also in Section 14, first paragraph, The Town of Webster doesn't have the ability to make representation concerning conditions at the Copart site. Again, we will refer to the Authorization to Access Property.

In Section 8, some language was drafted in regard to the use of documents and reports produced by the Consultant. The documents will be used by the Town of Webster only with respect to our administrative, regulatory and statutory authority under the Zoning regulations and related to the Copart Site Plan Review.

The Board members agreed on these changes and a draft will be prepared and sent to Nikki Roy before the end of the week.

The meeting adjourned at 8:10 p.m.

These minutes were approved as written at the Planning Board meeting of March 20, 2015.

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Susan Rauth, Chairperson

**Posted March 20, 2015**

Approved as Written