



PLANNING BOARD

TOWN OF WEBSTER

350 Main Street, Webster, MA 01570
(508) 949-3800 x1002
www.webster-ma.gov
planning@webster-ma.gov

MEETING NOTICE / AGENDA

June 8, 2020

6:30 p.m.

Zoom Conference Link:

<https://us02web.zoom.us/join>

Meeting ID: 853 9209 5934

REC'D WEBSTER TOWN CLERK
JUN 4 '20 PM 1:34

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Webster Planning Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting are attached to this agenda. Those who would like to participate in or watch the meeting, must pre-register by 12:00 p.m. on Monday, June 8, 2020 by emailing planning@webster-ma.gov and request access to the meeting. A password and instructions on how to ask questions during the meeting will be emailed to registrants. This is necessary to avoid any interruptions by "Zoom bombers." In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

1. Call to Order

2. Action Items

- a. Approval of Meeting Minutes – February 24, 2020; March 30, 2020
- b. Draft Decision: Special Permit & Site Plan Approval – Recreational Marijuana Retail Store – 70 Worcester Road – Munro Associates (Applicant)

3. Staff Update

- a. Board Reappointments / Vacancies
- b. Wireless Communications Facilities - Eligible Facilities Request - Administrative Approval; 29 Negus Street
- c. Temporary Outdoor Seating / Alteration of Premises – Food and Drink Establishments
- d. Project Updates:
 1. Lake Pizza – Patio / Awning
 2. Swingin' Chicken – 138 Lake Street – Patio Addition
 3. The Lodge Restaurant - 148 Gore Road - Parking Lot restriping
 4. United Medical Waste – 56 Worcester Road – Erosion Control

4. Adjournment



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**PUBLIC MEETING
REMOTE PARTICIPATION GUIDELINES**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Webster may, at their discretion conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

1. In Advance of Meetings:

- a. Supporting documents will be posted on the Town website and be available for members of Board and the public.
- b. For meetings with public participation, encourage written public comments.
- c. Public participation access information to remote participation meetings will be published on each agenda.

2. Essential Components for Remote Meetings:

- a. Access to participate for a quorum of committee members at the time of the meeting.
- b. Ability to take minutes which accurately reflect the meeting and the votes taken.
- c. Ability to record meeting for playback (this is not required under the order, but is preferred)
- d. Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- e. Meetings with public hearings must provide access for third party participation to all members of Boards and Committees.

3. Use of Zoom, GoToMeeting, Google Meet or other video and/or audio electronic platform for Remote Access to Public Meetings

- a. A variety of video and/or audio can be used for remote conferencing services to allow for remote access to public meetings.
- b. If using a computers connected to the Town's network, staff must confer with the Information Services Director in advance to ensure the proposed software does not present a security risk to the Town's network.
- c. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the Agenda & Minutes Center on the homepage of Webster's website, www.webster-ma.gov.
- d. Meetings can be accessed from your personal computer, cellphone and/or telephone.

4. Protocols for Remote Public Meetings

- a. Anyone wishing to participate in remote meeting must register in accordance with directions posted on the agenda. When registering, all participants are required to provide their name and address, instructions on how to ask questions during the meeting, and will be encouraged to submit written comments in advance to assist if possible.

- b. Staff will email the necessary access information to all those who register. Included will be the required code and instructions on how to ask questions via phone or computer.
- c. All participants entering the meeting via a personal computer (“computer participants”) are required to rename themselves with their official first and last name.
- d. The Chairman or support staff will ensure that the meeting is being recorded for future rebroadcast.
- e. The Chairman will identify him or herself.
- f. The Chairman will conduct a roll call of the Board.
- g. The Chairman will call the meeting to order.
- h. All votes of the Board or Committee will be conducted by roll call vote.
- i. All participants (excluding Board members) will be muted throughout the meeting.
- j. Applicants and their representatives will be unmuted during the time they are presenting / discussing their agenda item with the Board or Committee. All applicants and their representatives are required to state their name, address and/or company.
- k. All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
- l. Only computer participants will be able to view documents but most of the documentation will be available for viewing on the Town’s website.
- m. Board members needing to be recused at any point during the course of a meeting will be placed in a virtual will be muted by the staff person or Chairperson. If said Board or Committee member wants to leave the meeting then they will be responsible for disconnecting and reconnecting to the meeting. Said times to be noted by the Chairperson.

5. Asking Questions During the Meeting

- a. All participants, whether using a computer or phone, are required to include their name and address when requesting to pose a question.
- b. If and when the Chairperson allows for public comments/questions, it will be conducted in the following sequence:
 - 1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
 - 2. The Chairman will read real-time comments/questions typed by computer participants followed by real-time Board and/or applicant responses.
 - 3. The Chairman will ask if any other participants accessing the meeting have comments / questions.
- c. If using a computer, participants can submit a question of the Board or Committee through the function available from software platform being used to conduct the meeting such as Zoom or GoToMeeting. That function is strictly for purpose of asking questions and not for general discussion amongst the participants.
- d. If using a phone, participants will use the method provided by staff in the registration confirmation email (see 4b.)