



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



PLANNING DEPARTMENT

MEMORANDUM

TO:..... Robert Craver, Town Clerk
FROM:..... Ann Morgan, Director of Planning & Economic Development
DATE:..... August 26, 2019
SUBJECT:..... Planning Board Meeting Minutes



As we've discussed I've been scanning, cataloging, and putting all the Planning Board meeting minutes into binders. I've been through all the files in the office and have found agendas and/or minutes from 1989 to the present. My collection is missing a number of sets which I need to in order to complete research on several projects for the Planning Board.

Attached is a list of years / dates for all the agendas and minutes I have on file. I'll need to have copies of anything missing from this list. I'll scan these, put them into the binders and then, ultimately, transfer the whole set to your office along with the electronic files.

Please put together copies of missing minutes or indicate the status on the spreadsheet in the columns provided. Also, it's quite possible that you may have copies in your files that are not on this list. Please forward copies of those as well and I'll update my files.

Let me know if you have questions. Thanks.



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PLANNING DEPARTMENT

MEMORANDUM

TO:..... Robert Craver, Town Clerk
FROM:..... Ann Morgan, Director of Planning & Economic Development
DATE: December 10, 2019
SUBJECT:..... Planning Board Meeting Minutes

As we've discussed, enclosed is a flash drive with all the Planning Board meeting minutes that had been located in my office up through November 18, 2019. Some of these have official Town Clerk stamps on them and some don't. All these documents have been scanned and cataloged by my office which is indicated on each with a "File Copy" and "Scanned" stamp.

My office will continue to keep digital copies of all documents including agendas and minutes, but we will no longer continue to keep the paper copies as your office is the official repository for these materials. All paper copies of the material included on the enclosed flash drive are not being kept in the Planning Department storage area. Let me know if you need access to that material.

Let me know if you have any questions. Thanks.

cc: Kelly Gorham, Planning Department Clerk

 **SCANNED**

 **FILE COPY**



TOWN OF WEBSTER

Office of the Town Clerk

350 Main Street

Webster, MA 01570

Phone: 508-949-3800 x 4003

Fax: 508-943-0033

bcraver@webster-ma.gov

RECEIVED

DEC 10 2019

Town of Webster
Planning Department



SCANNED



FILE COPY

To;.....Ann Morgan, Director of Planning & Economic Development
From:....Robert T. Craver, Town Clerk
Date:.....December 10, 2019
Subject: Planning Board Minutes

The Town Clerk's office has reviewed the report you gave us and to the best of our knowledge all Planning Board minutes that you have are the same minutes that we have. There was a time in the past that the Planning Department discarded many documents which may have included draft and or finish Planning Board minutes. At this point how or why the minutes no longer exist is not the point, to the best of our knowledge they do not exist.

Robert T. Craver
Webster Town Clerk