

10-27-21: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, October 27, 2021
Approved Minutes**

(The meetings are broadcast live on Channel 20, and available on the Town's cable TV streaming service - go to <http://www.vod.chesterctv.com> and click "Watch Now". If you would like to participate via the Zoom teleconferencing utility, please go to <https://zoom.us/j/92697843243>, or you may participate via telephone - dial 301-715-8592; the meeting ID is 926 9784 3243.)

Members & Staff Present:

Evan Sederquest, Vice Chairman
Elizabeth Richter, Member
Aaron Hume, Alternate (for Mr. Snyder)
Selectman Chuck Myette, Liaison
Andrew Hadik, Town Planner

Members Absent:

Brian Sullivan, Chairman
Richard Snyder, Member
Mike Weider, Member

Guests and Members of the Public Present:

Chester PACT

Meeting Agenda

7:00 PM – General Business

1. Review & approve invoices, sign documents etc.
2. Review & approve the minutes for the 10/6/21 PB meeting.
3. Review SAU request for release of School impact fees.
4. Paving status update for Jenkins Farm, Wilcombs Way, and Hemlock Lane subdivision roads.
5. Paving status update for Rand, Parker & Holman roads.
6. Status update on 2021 Impact Fee updates.
7. StreetScan & StreetLogix summary.
8. Discuss PB budget amendments for additional PT staffing.
9. CIP project reviews on 11/3 & 11/10.
10. Discuss zoning amendment suggestions by the Building Inspector.
11. Discuss potential list of zoning amendments.

7:15 PM – Appointments

None scheduled.

7:15 PM – Public Hearings

None scheduled.

Non-Public Meeting

Tabled.

10-27-21: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Meeting Minutes

Vice-Chairman Sederquest called the meeting to order at 7:00 PM. He stated that Alternate Aaron Hume would be active for Mr. Snyder.

7:00 PM – GENERAL BUSINESS

1. Review & approve invoices, sign documents, etc.

Invoices and documents were submitted and signed.

2. Review & approve the minutes for the 10/6/21 PB meeting.

Ms. Richter moved to accept the minutes for the October 6, 2021 meeting as written. Mr. Myette seconded the motion. A roll call vote was taken. Sederquest – aye, Myette – aye, Richter – aye, Hume – abstain. The motion passed 3-0-1.

3. Review SAU request for release of impact fees.

The School District is requesting the release of impact fees in the amount of \$32,657.87 for completion of two projects listed in the CIP: installation of split HVAC units in the Special Ed offices and library, and replacement and upgrading of library carpeting. The total cost was \$38,934.00; however, Mr. Hadik believes they did not request this amount as it exceeded the cost estimates. He was not aware these projects were moving forward until after they were completed.

Mr. Myette moved to approve the release of \$32,657.87 per a letter from Ms. Sheryl Rich, Business Administrator, dated October 20, 2021. Mr. Hume seconded the motion. A roll call vote was taken. Sederquest – aye, Myette – aye, Richter – aye, Hume – aye. The motion passed 4-0-0.

4. Paving status update for Jenkins Farm, Wilcombs Way, and Hemlock Lane subdivision roads.

Mr. Hadik reported the wearing course paving and shoulder gravel have been completed for all three roads. He has requested field reports and milestone letters from the Town's supervising engineer. Two of the roads were paved on October 1st. Mr. Hadik noted he does not request bond reductions from the engineer because these should be requested by the developers. He has received a request from the Bensons to have the bond reduced for Hemlock Lane and has relayed this to the engineer. He also asked the engineer to be cognizant of the fact that the roads will have to endure a winter of plowing before being accepted, and to be conservative with the bond reductions in case of damage from winter plowing.

5. Paving status update for Rand, Parker & Holman roads.

Mr. Hadik reported the asphalt reclamation with the addition of gravel, the wearing course paving, and the shoulder gravel installation has been completed on these roads. Holman Road

10-27-21: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

is completed out to Jennifer Drive. The wearing courses should be paved next fall, depending on the amount of CIP funding approved next year for highway projects.

6. Status update on Impact Fee updates.

Mr. Hadik has received redrafts of the Municipal Buildings and Library impact fees. These had to be redone once to reflect the new PRIMEX insurance values, and then again to reflect the new population statistics from the 2020 Census. A draft of the Traffic/Highway impact fee is expected shortly, and the remaining impact fees are expected by the end of November.

7. StreetScan & StreetLogix summary.

Mr. Hadik reported that the StreetScan road conditions survey was run over three years ago. There are two parts of the company: StreetScan obtains the data; the data resides with StreetLogix. He went through a tutorial on how to interpret the data and reviewed some of this with the Board. There is a maintenance fee that is paid annually.

A lot of roadwork has been done since the initial survey. The Town is due for a new round of data gathering, and Mr. Hadik has requested an RFP from the company to perform this updated survey. Road Agent Mike Oleson has the funds in his budget to pay for the next scanning survey, and can use the data to create budget his CIP project list for road repairs.

8. Discuss PB budget amendments for additional PT staffing.

The Board discussed the immediate need for additional part-time staffing in the Planning Department. The Board agreed to fund a Planning Admin 1 position (Grade 10, Step 1) at ten hours a week, at a rate of \$18.97 per hour.

The Board of Selectmen has also suggested adding \$5,000 to the Southern New Hampshire Planning Commission line for a "circuit rider" planner. The Planning Board discussed if the Planning Commission has the bandwidth to provide this. Mr. Hadik will approach them to discuss this.

9. CIP project reviews on 11/3 & 11/10.

The Board will be meeting on 11/3 to review the annual list of CIP projects for the following stakeholders: Police Department, Recreation Commission, General Government Buildings, and Highway Department. The Board will be meeting on 11/10 to review the annual list of CIP projects for the following stakeholders: Chester SAU, Library, and Fire Department. Mr. Hadik will invite the Board of Selectmen and the Budget Committee to attend these meetings.

At the last meeting of the month (which has been moved to November 17 due to the Thanksgiving holiday), the Board will finalize the list of projects going into the CIP.

10. Discuss zoning amendment suggestions by the Building Inspector

The Board discussed suggestions on zoning amendments that Building Inspector Myrick Bunker has shared. Mr. Hadik would like to hear Mr. Snyder and ZBA Chair Billie Maloney's thoughts on these suggestions, including reducing wetlands setbacks.

10-27-21: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

115

116 **11. Discuss potential list of zoning amendments.**

117 Mr. Hadik reported that ZBA Chair Billie Maloney would also like to provide ideas for zoning
118 amendments. Mr. Hadik has informed the Board of Selectmen that Attorney Steve Bennett is
119 working on a redraft of the Growth Management Ordinance. The Board briefly discussed Class
120 VI roads.

121 **Non-Public Meeting**

122 Tabled.

123 **Future Meeting Dates**

- 124 • November 3 – CIP Project Reviews (PD, REC, GGB)
125 • November 10 – CIP Project Reviews (SAU, Library, HWY, FD)
126 • November 17 - CIP Project Finalization

127

128 ***Ms. Richter moved to adjourn the meeting. Mr. Myette seconded the motion. A roll call vote was***
129 ***taken. Sederquest – aye, Myette – aye, Richter – aye, Hume – aye. The motion passed 4-0-0.***

130

131 Respectfully submitted,
132 Beth Hanggeli,
133 Recording Secretary