

11-3-21: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, November 3, 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:

Brian Sullivan, Chairman
Evan Sederquest, Vice Chairman
Richard Snyder, Member
Mike Weider, Member
Elizabeth Richter, Member
Aaron Hume, Alternate
Selectman Chuck Myette, Liaison
Andrew Hadik, Town Planner

Guests and Members of the Public Present:

Selectman Stephen O. Landau
Selectman Stephen D'Angelo
Police Chief Aaron Berube
Recreation Director Corinna Reishus
Recreation Commission Chair Kathy Dircks
Chester PACT

Meeting Agenda

7:00 PM – General Business

1. Review & approve invoices, sign documents etc.
2. Review & approve the minutes for the 10/27/21 PB meeting.
3. SNHPC planning support.
4. Discuss potential zoning amendments.

7:15 PM – CIP Project Reviews

Police Department – Chief Aaron Berube
Recreation Department – Director Corinna Reishus
General Government Buildings – Maintenance Supervisor Paul Cavanaugh

7:15 PM – Public Hearings

None scheduled

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39 **Non-Public Meeting**

40 None scheduled

41 **Meeting Minutes**

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43 Chairman Sullivan called the meeting to order at 7:00 PM.

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45 **7:00 PM – GENERAL BUSINESS**

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

48 There were no invoices or documents to sign.

49 **2. Review & approve the minutes for the 10/27/21 PB meeting.**

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51 *Chairman Sullivan moved to accept the minutes for the October 27, 2021 meeting as written.*
52 *Ms. Richter seconded the motion. A vote was taken. All were in favor except Mr. Weider, Mr.*
53 *Snyder, and Chairman Sullivan, who abstained. The motion passed 4-0-3.*

54

55 **3. SNHPC planning support.**

56 Last week, the Board requested that Mr. Hadik verify with the Southern New Hampshire
57 Planning Commission (SNHPC) that they have the staffing ability to provide planner support, if
58 the Board budgets \$5,000 for SNHPC's "circuit rider" planner support. This was at the
59 suggestion of the Board of Selectmen. Both the Executive and the Deputy director of the SNHPC
60 have confirmed they recently finished hiring and filling all their open staffing positions, and they
61 will be able to provide support, if requested.

62 This does not include the part-time help in the Planning Office that the Board previously
63 discussed. Mr. Hadik reported there is \$9,865 budgeted for an Admin 1, which is a Step 1, Level
64 1 position, rather than a basic clerk.

65 **4. Discuss potential list of zoning amendments.**

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67 **a. Growth Management Ordinance**

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69 The Board has expressed interest in the readoption of the Growth Management Ordinance,
70 Article 13. Mr. Hadik discussed this with Board Counsel Stephen Bennett, who says per RSA
71 674:22 there is an advance requirement, which is to commission a study that substantiates
72 "a demonstrated need to regulate the timing of development, based upon the municipality's
73 lack of capacity to accommodate anticipated growth in the absence of such an ordinance."
74 "The need to regulate the timing of development shall be demonstrated by a study"
75 performed by or for the Planning Board or the governing body, or submitted with a petition
76 of voters presented under RSA 675:4 (signed by 25 or more voters).

77 "The study shall be based on competent evidence and shall consider the municipality's
78 projected growth rate and the municipality's need for additional services to accommodate

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such growth.” Counsel will be available to discuss this with the Board on November 17th.
Mr. Hadik recommended the Board review RSA 674:22 before this meeting.

b. ZBA Zoning Amendments

Chairperson Billie Maloney has requested two zoning amendments:

1. Increase the number of Alternates from three to five, as allowed by State statute.
According to Counsel Bennett, this is up to the Planning Board.
2. An amendment to address people attempting to turn any detached structure into a Bed & Breakfast. Borrowing similar wording from Sub-section 9.4.13 in Detached Accessory Dwelling Units which states: “Detached accessory dwelling units are not authorized or permitted by this Article”, there is a request to add the following language to Special Exception Uses under Bed and Breakfasts to read, 5.3.3.12 - Bed and Breakfasts “h) Use of detached structures are not authorized or permitted by this Article.”

Lastly, Chairperson Maloney conveyed she does not support amending the wetlands setback from 75 feet to 50 feet, so there is no need to add this amendment.

c. From Building Inspector Myrick Bunker:

1. Add a definition for Impervious Surface.
2. Amend the definition of Educational Institution. Mr. Hadik believes this is to allow Mr. Bunker to regulate for-profit educational institutions.
3. Proposed amendments to 4.4 – Signs.

d. From Mr. Hadik:

Mr. Hadik presented an amendment to Buffers & Setbacks and their definitions, so driveways do not cross the wetlands and their buffers at angles less than 75 degrees to the line of the front setback and the front lot line. This goal of this amendment is to mitigate excessive wetland impacts.

7:15 PM – CIP Project Reviews

Police Department

Police Chief Aaron Berube presented the items in the PD’s CIP, and each item was discussed by the Board, including: police cruiser (FY 2022-23); PPE (personal protective equipment) (FY 2022-23); Ford F150 4x4 truck (FY 2023-24); portable radios (FY 2024-25); and mobile data terminals for the cruisers (FY 2024-25). The Chief will pursue grants if/when they become available.

The Board also discussed if the costs for the design and construction of a new police station should be carried within the 7-year window of the CIP (FY 20228-29), or if it should be pushed further out.

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121 Mr. Hadik will check on this with the Deputy Director of SNHPC.

122 **Recreation Department**

123 The Board discussed the process of having the departments presenting items to add to the CIP to
124 the Planning Board before the Board of Selectmen has approved these items. The decision was
125 made to table the discussion and revisit it after the current review cycle has been completed.

126 Director Corinna Reishus presented the items in the REC CIP, and each item was discussed by the
127 Board, including: 1. well pump and water line by the Wason Pond beach area, as the current pump
128 house was condemned (FY 2022-23); 2. tractor with a sand rake attachment (FY 2022-23), however,
129 no cost was supplied for this; 3. engineering costs (TBD) to replace the current temporary causeway
130 bridge at Wason Pond (FY 2022-23); 4. fitness trail (FY 2024-25); 5. metal picnic tables to replace the
131 wooden ones, which are on a rotating schedule (FY 2024-25).

132 **General Government Buildings**

133 Selectman Stephen O. Landau presented new items in the CIP, and each item was discussed by the
134 Board, including: 1. IT Technology (FY 2022-23); 2. Keycard Readers and Badges (FY 2022-23); 3.
135 HVAC improvement in Building & Assessing / Planning Departments (FY 2022-23); 5. upgrade
136 Municipal Building Annex Boiler (FY 2024-25); 7. Stevens Hall repainting (FY 2025-26); 9 & 10
137 Municipal offices & Stevens Hall parking lot repairs and expansions (FY 2023-24); 6. replace
138 commercial dishwasher in MPR commercial kitchen (FY 2026-27).

139 **Future Meeting Dates**

- 140 • November 10 – CIP Project Reviews (SAU, Library, HWY, FD)
141 • November 17 – Finalization of CIP Project List
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143 ***Ms. Richter moved to adjourn the meeting at 9:47 pm. Mr. Hume seconded the motion. A***
144 ***vote was taken, all were in favor. The motion passed unanimously.***

145 *Respectfully submitted,*

146
147 *Beth Hanggeli*

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149 *Recording Secretary*