

11-10-21: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, November 10, 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
Richard Snyder, Member
Elizabeth Richter, Member
Selectman Chuck Myette, Liaison
Andrew Hadik, Town Planner

Members & Staff Absent:

Brian Sullivan, Chairman
Mike Weider, Member
Aaron Hume, Alternate

Guests and Members of the Public Present:

Selectman Stephen O. Landau
School Board Chairman Royal Richardson
School Superintendent Dr. Sharon Locke
Town Library Director Kandace Knowlton
Road Agent Michael Oleson
Fire Department Chief Philip Gladu
Chester PACT

Meeting Agenda

7:00 PM – General Business

1. Review & approve invoices, sign documents etc.
2. Review & approve the minutes for the 11/3/21 PB meeting.

7:15 PM – CIP Project Reviews

Chester SAU – School Board Chairman Royal Richardson & Superintendent Dr. Sharon Locke
Town Library – Director Kandace Knowlton
Highway Department – Road Agent Michael Oleson
Fire Department – Chief Philip Gladu

7:15 PM – Public Hearings

None scheduled

Non-Public Meeting

None scheduled

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Meeting Minutes

Vice Chairman Sederquest called the meeting to order at 7:00 PM.

7:00 PM – GENERAL BUSINESS

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

One invoice was signed and approved.

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

On line 62, the word should be **include**, not **ainclude**. Line 109 should read, "Mr. Hadik discussed..."

Mr. Snyder moved to approve the minutes for the November 3, 2021 meeting as amended. Ms. Richter seconded the motion. A vote was taken, all were in favor. The motion passed unanimously.

3. Conceptual discussion on proposed subdivisions

Mr. Hadik recently met with developer David Haddad, Owner of DJ Construction and his engineer Doug MacGuire, PE from the Dubai Group. They will be appearing before the Board next week for conceptual discussions for two proposed subdivisions; an 8-unit subdivision on the Roach property next to the Fire Station, and an 8 to 10-unit subdivision on Haverhill Road, across from Buxton Estates.

7:15 PM – CIP Project Reviews

Chester SAU

School Board Chairman Royal Richardson and Superintendent Dr. Sharon Locke presented and discussed CIP project items with the Board, including replacing the building's phone system to ensure handsets are the same in each classroom; converting the current STEM room (the former computer lab) into a classroom; bathroom refurbishments; Main and Nurse Offices redesign and safety upgrades; HVAC upgrades; boiler replacement; building exterior seam caulking; and VCT flooring replacement. Propane tank replacement and Wi-Fi replacement were discussed, but these projects are more than seven years out.

The Board discussed whether equipment leases should be included in the CIP as they are recurring; they will consult Mr. Nate Miller from the SNHPC for his opinion. They will also investigate if the RSA allows for leases.

Town Library

Director Kandace Knowlton presented a patio project that has been previously proposed for the CIP at a cost of \$30,550. The Board had rejected it last year. The new quote is \$18,000 from a different

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contractor, which will include volunteer labor. Growing attendance and limited space, especially due to COVID, have created the need for additional space. There are no impact fees currently available to pay for this project. Ms. Knowlton will research any funds the Library Foundation can contribute and report to Mr. Hadik before the next Planning Board meeting.

Highway Department

Road Agent Mike Oleson presented the CIP for the Highway Department. The big purchase being proposed is the purchase of a Class A plow truck. He discussed the availability and pricing issues.

The cost estimate of rebuilding the Wason Pond causeway was also discussed. The Board concurred that the engineering needs to be completed for several bridge projects to have them ready to qualify for federal infrastructure funds as soon they become available. The Hansen Road bridge is the most critical of the bridge projects, followed by the Shepard Home Road bridge. The Cole Road box culvert project will be moved up in the schedule as it is likely to be covered by ARPA funding. The potential of downsizing the design of certain culvert projects and narrowing roads to help reduce the costs of some highway projects was also discussed.

Mr. Hadik noted the impact fee for the Highway Department is based on the number of miles the department has to maintain; it is not based on what is listed in the CIP. So, there is no impact fee liability to carrying all of the projects on the Highway CIP. This is because this fee's methodology is different from those of the fees for the other impact fee stakeholders. The CIP is planning and forecasting and budgeting tool. Emergency situations cannot be addressed with the expenditure of impact fees if the projects are not included in the CIP.

Mr. Hadik hopes to have a StreetScan survey completed before winter, as the data obtained will serve as an important budgeting tool.

Fire Department

Fire Department Chief Philip Gladu presented the projects in the CIP and each item was discussed with the Board, including purchasing mobile dispatch terminals, "Life Pack" defibrillators, and a communications tower. They discussed the replacement of Engine 2 (*Pumper*), which the Board suggested pushing back a year to allow the CFD's capital reserve fund for such purchases to continue to build up. Chief Gladu concurred.

The cost for the communications tower might be covered by a grant, so this might be removed at some point from the CIP. Part of the cost for the defibrillators might be covered by a 10% grant.

Future Meeting Dates

- *November 17 – Finalization of CIP Project List, meet with Counsel, Zoning Amendments*
- *December 1 – Public hearing to adopt the CIP*
- *December 8 –*

Ms. Richter moved to adjourn the meeting at 9:04 pm. Mr. Snyder seconded the motion. A vote was taken, all were in favor. The motion passed unanimously.

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113 *Respectfully submitted,*

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115 *Beth Haggeli*

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117 *Recording Secretary*