

6-1-22: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester  
Planning Board Meeting  
Wednesday, June 1, 2022  
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".**

**Members & Staff Present:**

Brian Sullivan, Chairman  
Evan Sederquest, Vice Chairman  
Richard Snyder, Member  
Selectman Chuck Myette, Liaison  
Andrew Hadik, Town Planner

**Members & Staff Absent:**

Mike Weider, Member  
Elizabeth Richter, 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 5/11/22 PB meeting.
3. Review the updated road bonds for the Southwoods subdivision.
4. Review road acceptance checklists & documents for the following roads, and discuss acceptance recommendations to the BOS:
  - Jenkins Farm Road
  - Wilcombs Way
  - Hemlock Lane
5. Discuss Town of Raymond easement request for a culvert replacement on Shattigee Road.
6. Discuss ad for PB clerical help.

**7:15 PM – Public Hearings**

None scheduled

**7:30 PM – Appointments**

None scheduled

**Non-Public Sessions**

6-1-22: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

RSA 91 A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person other than a member of this Board.

### Meeting Minutes

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

#### 7:00 PM – GENERAL BUSINESS

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

Documents and invoices were reviewed and signed.

##### 2. Review & approve the minutes for the 5/11/22 PB meeting.

*Mr. Snyder moved to approve the minutes for the May 11, 2022 meeting as written. Selectman Myette seconded the motion. A vote was taken. All were in favor. The motion passed 4-0-0.*

##### 3. Review the updated road bonds for the Southwoods subdivision.

Mr. Hadik presented updated bond estimates for the three phases of the Southwoods subdivision. The Phase 1 bond decreased by \$10,000 due to the fact that the mobilization cost was found to be high in the original estimate. This category of decrease carried through to the bonds for Phases II and IV as well. All three estimates still contain 25% contingency amounts.

The estimates were created and reviewed by engineers at DuBois & King on behalf of the developer. The subdivision has been purchased by DJ Construction. Mr. Hadik explained to Mr. David Haddad, the owner, that the one-year extension granted last June was about to expire, and the Board was not likely to issue another extension without the bonds being updated, as they were over three years old. Mr. Haddad will attend the next Board meeting to discuss reducing the bond for Phase II.

*Mr. Snyder moved to reduce the estimated bond amount for Southwoods Phase 1 due to a recalculation by DuBois & King per letter dated May 26, 2022 from \$240,000 to \$230,000.*

*Mr. Snyder moved to reduce the estimated bond amount for Southwoods Phase 2 due to a recalculation by DuBois & King per letter dated May 26, 2022 from \$115,000 to \$90,000.*

*Mr. Snyder moved to reduce the estimated bond amount for Southwoods Phase 4 due to a recalculation by DuBois & King per letter dated May 26, 2022 from \$97,400 to \$82,100.*

*Selectman Myette seconded the motions. A vote was taken. All were in favor. The motion passed 4-0-0.*

##### 4. Review road acceptance checklists & documents for the following roads, and discuss acceptance recommendations to the BOS:

- Jenkins Farm Road
- Wilcombs Way
- Hemlock Lane

6-1-22: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Mr. Hadik reviewed the road acceptance checklists and associated documentation for Jenkins Farm Road, Wilcombs Way, and Hemlock Lane.

The Board discussed the lack of monumentation of the Open Space areas of the Jenkins Farm and Wilcombs Way subdivisions, as the requirement was not in place at the time these subdivisions were approved. They agreed that the Chairman of the Conservation Commission should be notified of the need to budget for this monumentation in the future.

***Mr. Snyder moved to have the Planning Board recommend that Jenkins Farm Road be taken to the Board of Selectmen to accept the road at the annual public hearing for road acceptances, conditioned upon verification that the engineering fees have been paid in full by July 1, 2022. Vice Chairman Sederquest seconded the motion. A vote was taken, all were in favor except Selectman Myette, who abstained. The motion passed 3-0-1.***

Regarding Wilcombs Way, a homeowner has removed the erosion control fabric installed by the developer in the right-of-way at the top of the cul-de-sac. After discussion, Road Agent Mike Oleson agreed that he will replace the fabric after the road is accepted and it becomes Town property.

***Mr. Snyder moved to have the Planning Board recommend that Wilcombs Way be taken to the Board of Selectmen to accept the road at the annual public hearing for road acceptances, conditioned upon verification that the engineering fees have been paid in full by July 1, 2022. Vice Chairman Sederquest seconded the motion. A vote was taken, all were in favor except Selectman Myette, who abstained. The motion passed 3-0-1.***

Regarding Hemlock Lane, there is additional documentation pending that Mr. Hadik expects to receive before the Board of Selectmen meeting. Mr. Snyder recommended making this motion and the securing the Board's approval to reduce the risk that another year will go by before this road can be considered for acceptance by the Board of Selectmen.

***Mr. Snyder moved to have the Planning Board recommend that Hemlock Lane be taken to the Board of Selectmen to accept the road at the annual public hearing for road acceptances, with the following conditions:***

- 1. The as-built plans are successfully reviewed and approved by DuBois & King;***
- 2. DuBois & King provides the engineer's completion certification;***
- 3. DuBois & King approves the as-built plans;***
- 4. All engineering fees are verified to be paid in full by July 1, 2022;***
- 5. The warranty deed for the right-of-way be approved by Town Counsel; and***
- 6. The title company attorney lien-free certifications be provided by the bank and approved by Town Counsel.***

***(Conditions 5. & 6. Were met on June 3, 2022.)***

***Vice Chairman Sederquest seconded the motion. A vote was taken, all were in favor except Selectman Myette, who abstained. The motion passed 3-0-1.***

**5. Discuss Town of Raymond easement request for a culvert replacement on Shattigee Road.**

6-1-22: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Mr. Hadik explained that the Town of Chester owns two parcels of land (donated by Miss Muriel Church) that extend all the way out to Shattigee Road in the Town of Raymond. Fordway Brook passes under the road via a culvert located at the northwestern-most corner of the western parcel. The culvert needs to be replaced and the Town of Raymond has requested a Memorandum of Understanding that the Town of Chester will be willing to grant an easement in order to have the space required to do the work and perhaps also mitigate the streambank erosion impacting the Town's parcel.

This request was originally presented to the Board of Selectmen, who wanted to hear the Planning Board and Conservation Commission's positions on this project. The project will have a DES-approved culvert design and will have DES construction oversight. The Chairman of the Conservation Commission has notified Mr. Hadik that he is fine with the proposal, as long as the Planning Board approves it. Mr. Hadik will notify the Board of Selectmen and the Conservation Commission that the Planning Board approves of this project.

#### **6. Discuss ad for PB clerical help.**

Town Administrator Debra Doda has created an ad for a Planning Department Clerk. Selectmen Myette said it should be recognized that the person in this position could possibly progress up to the Planner position in the future, and this should be kept in mind when selecting a candidate. Mr. Hadik pointed out there is a budget constraint and the biggest need currently is for 10 hours/week of clerical help. He said the position could progress from clerical help to Planning Assistant, with the right candidate, and possibly Planning Coordinator. Selectman Myette noted if the candidate is qualified, a new budget will be developed next year and could include more time and a career opportunity.

**7:15 PM – Public Hearings** - None scheduled

**7:30 PM – Appointments** - None scheduled

#### **Non-Public Meetings**

Two non-public hearings were scheduled under RSA 91 A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person other than a member of this Board.

***Mr. Snyder made a motion to go into two non-public sessions under RSA 91 A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person other than a member of this Board. Vice Chairman Sederquest seconded the motion. A roll call vote was taken. Sederquest – aye, Myette – aye, Snyder – aye, Sullivan – aye. The motion passed 4-0-0.***

The Planning Board went into non-public session at ~8:17 pm.

The Planning Board came out of non-public session at ~9:33 pm.

***Mr. Snyder moved to come out of non-public. Vice Chairman Sederquest seconded the motion. A roll call vote was taken. Sederquest – aye, Myette – aye, Snyder – aye, Sullivan – aye. The motion passed 4-0-0.***

6-1-22: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

***Mr. Snyder moved to seal the minutes of the first non-public session indefinitely. Vice Chairman Sederquest seconded the motion. A roll call vote was taken. Sederquest – aye, Myette – aye, Snyder – aye, Sullivan – aye. The motion passed 4-0-0.***

***Mr. Snyder moved to seal the minutes of the second non-public session indefinitely. Vice Chairman Sederquest seconded the motion. A roll call vote was taken. Sederquest – aye, Myette – aye, Snyder – aye, Sullivan – aye. The motion passed 4-0-0.***

#### **Future Meeting Dates**

- June 8 – David Haddad re SW bonding
- June 22 –
- July 6 – Nate Miller, SNHPC re review remaining draft impact fees – quorum issues?

***Mr. Snyder moved to adjourn the meeting. Vice Chairman Sederquest seconded the motion. A vote was taken. All were in favor. The motion passed 4-0-0.***

The meeting was adjourned.

Respectfully submitted,  
Beth Hanggeli  
Recording Secretary