

4-26-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, April 26, 2023**

Approved Minutes

**The meetings are broadcast live on Comcast Channel 20, and streamed on Government
<https://reflect-chesterctv-from-nh.cablecast.tv/CablecastPublicSite/?channel=1> - click "Watch Now".**

Members & Staff Present:

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

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 of the 4/12/23 PB meeting.
3. Discuss & approve the release of the bond for the Ironwood Lane subdivision.
4. Discuss proposal for the update of the Master Plan.
5. Discuss Board's processes for subdivision & site plan approvals.
6. Discuss Southwoods subdivision road acceptance issues.

7:15 – Appointments - None scheduled.

7:15 PM – Public Hearings - None scheduled.

Non-Public Session

A non-public hearing was scheduled under RSA 91 A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Meeting Minutes

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

4-26-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

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 4/12/23 PB meeting.

Mr. Weider moved to approve the minutes of the 4/12/23 Planning Board meeting as written. Vice Chair Sederquest seconded the motion. A vote was taken. All were in favor except Ms. Richter and Mr. Snyder, who abstained. The motion passed 4-0-2.

3. Discuss & approve the release of the bond for the Ironwood Lane subdivision.

Mr. Hadik explained the Ironwood Lane subdivision was never built and has since expired. This insurance bond was intended to maintain a portion of the causeway across North Pond Road. The new owners have asked if this bond still needs to be maintained, as they currently have no plans for the land.

The Board discussed whether the bond was still necessary, and what the official procedure should be to discontinue it. Mr. Hadik noted the original subdivision is going to have to be fully redesigned because of the increased requirements in stormwater management regulations.

The Board decided, since the subdivision approval is no longer valid because it has long since expired, that the requirement to maintain the bond could be discontinued.

Mr. Weider moved to discontinue the requirement to maintain the bond for the Ironwood Lane subdivision, as the subdivision approval has long since expired. Mr. Snyder seconded the motion. A vote was taken. All were in favor. The motion passed 6-0-0.

4. Discuss proposal for the update of the Master Plan.

Mr. Hadik presented a draft of the proposal from the Southern New Hampshire Planning Commission (SNHPC) to update the Town's Master Plan (MP). The Board noted the need to update the dates in the proposal. Mr. Hadik stated he would like to see a lot of community involvement in updating the MP, and that the Chester Conservation Commission is interested in participating.

The Board discussed whether compiling the MP is subject to bidding rules. The Board agreed they wanted to maintain the continuity of using SNHPC to update the Town's Master Plans. It was noted that the Selectmen are the appointed agents to spend the capital reserve funding for the MP updates. The Board decided that, even though the funding is already covered by a capital reserve fund, it would be appropriate to make a formal expenditure request to the Board of Selectmen to begin the process of updating the MP.

Mr. Hadik will also contact SNHPC to request that the dates in the proposal be refreshed.

5. Discuss the Board's processes for subdivision & site plan approvals.

4-26-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Mr. Hadik relayed that a recent conditionally-approved subdivision received a 3-page letter from NH DES's Alteration of Terrain Bureau. Some of the questions might result in a redesign of the subdivision. A significant redesign might require reopening the public hearing process to approve the amended plans. He wondered if the Board needed to revisit their process for approving subdivisions and site plans. For example, should the Board delay approvals until all state and federal permits have been received? After much discussion the Board agreed to continue with the current process, noting that the developers must accept the cost risks if requesting public hearings before all the necessary permits have been obtained.

Mr. Hadik shared an example of a Road Acceptance Checklist with the Board. The Board discussed the amount of work Mr. Hadik does for developers to ensure they meet all the conditions of approval prior to recording subdivisions or road acceptances by the Town, and whether it is necessary for him to spend so much time doing their "project management" for them. They agreed developers should be consulting with their engineers about the status of their remaining requirements / deliverables instead of Mr. Hadik.

6. Discuss Southwoods subdivision road acceptance issues.

Mr. Hadik reported the developer of the Southwoods subdivision has paved the wearing course of the cul-de-sac and the North Road. He noted that the deadline for roads to be accepted by the Board is the last meeting in May, and by the Board of Selectmen the first week in June.

Mr. Hadik noted the required as-built plans were rejected as incomplete last year because the information on the subsurface utilities was missing. Even though the engineer and surveyor for the previous owners were notified of the deficiencies, no completed as-builts have been submitted yet. As-builts are an important part of the deliverables that need to be submitted for road approvals. The Board discussed the responsibility in situations such as this, and agreed the current owner is responsible to supply the as-builts drawings completed to meet Town standards.

Non-Public Sessions

A non-public hearing was scheduled under RSA 91 A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Mr. Weider made a motion to go into a non-public session under RSA 91 A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee ...

Mr. Snyder seconded the motion. A roll call vote was taken. Sullivan – aye, Sederquest - aye, Myette – aye, Snyder – aye, Weider – aye, Richter – aye. The motion passed 6-0-0.

The Planning Board went into non-public session at 8:23 pm.

Due to unforeseen circumstances, Chairman Sullivan had to leave the session at 8:27 pm.

The Planning Board came out of non-public session at 8:44 pm.

4-26-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

141
142 ***Vice Chairman Sederquest moved to come out of non-public. Mr. Snyder seconded the motion. A roll***
143 ***call vote was taken. Sederquest – aye, Snyder – aye, Richter – aye, Weider – aye, Myette - aye. The***
144 ***motion passed 5-0-0.***

145
146 ***Ms. Richter moved to seal the minutes of the non-public session. Mr. Snyder seconded the motion. A***
147 ***roll call vote was taken. Sederquest – aye, Snyder – aye, Richter – aye, Weider – aye, Myette - aye.***
148 ***The motion passed 5-0-0.***

149
150 Ms. Richter moved to adjourn the meeting. Mr. Sederquest seconded the motion. A vote was taken.
151 All were in favor. The motion passed unanimously.

152
153 The meeting was adjourned at 8:46 pm.

154
155 Respectfully submitted,
156 Beth Hanggeli, Recording Secretary

157
158 **Future Meeting Dates**

- 159
160
 - May 3 –Rob Tardif re: Garabedian environmental monitoring plan,

161
 - May 10 – Eversource H141 & R193 CUP hearing