

12-6-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, December 6, 2023
Approved Minutes**

The meetings are broadcast live on Comcast Channel 6, and streamed on Government <https://reflect-chesterctv-from-nh.cablecast.tv/CablecastPublicSite/?channel=1> - click "Watch Now".

Members & Staff Present:

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

Members Absent:

Brian Sullivan, Chairman

Guests and Members of the Public Present:

Eric Swanson
Chester PACT

Meeting Agenda

7:00 PM – General Business

1. Review & approve invoices, sign documents, etc.
2. Review & approve the minutes of the 11/15/23 PB meeting.
3. Review & approve Recreation Director Reishus's request for the release of \$5,500 impact fees to repair a portion of the drainage system of the Nichols ballfields.
4. Review & approve Maintenance Supervisor Cavanaugh's request for the release of \$8,760 in impact fees to repair the flat rubber-membrane roof over the Recreation Department's office.
5. Review preliminary draft of FY 24/25 PB budget.
6. Approve Eric Swanson as Planning Board alternate member.
7. Review & finalize Table 10 – CIP Projects.

7:00 PM – Appointments

None scheduled.

Public Hearings

None scheduled.

Non-Public Sessions

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None scheduled.

Meeting Minutes

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

7:00 PM – General Business

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

Documents and invoices were reviewed and signed.

2. Review & approve the minutes of the 11/15/23 PB meeting.

On line 122, "less" should be changed to "fewer." On line 131, "Selectperson" should be changed to "Selectman."

Mr. Weider moved to approve the minutes of the 11/15/23 Planning Board meeting as amended. Ms. Richter seconded the motion. A vote was taken. All were in favor, with Mr. Snyder abstaining. The motion passed 4-0-1.

3. Review & approve Recreation Director Reishus's request for the release of \$5,500 in impact fees to repair a portion of the drainage system of the Nichols ballfields.

Mr. Weider moved to approve Recreation's request to pull from the CIP list for Nichols ballfields drainage improvement for \$5,500 per letter dated November 16, 2023. Ms. Richter seconded the motion. A vote was taken. All were in favor. The motion passed 5-0-0.

4. Review & approve Maintenance Supervisor Cavanaugh's request for the release of \$8,760 in impact fees to repair the flat rubber-membrane roof over the Recreation Department's office.

Mr. Weider moved to approve the release of \$8,760 for the replacement of the rubber membrane above the Recreation Office. Mr. Snyder seconded the motion.

Selectman Myette noted there may be additional work needed, as the roof is also leaking in the hallway.

Mr. Weider amended the motion for estimate 302, dated December 5, 2023, for replacement of the rubber membrane on the Recreation Office roof and adjoining hallway not to exceed \$10,000 taken from the GGB impact fees. Mr. Snyder seconded the motion. A vote was taken. All were in favor, with Selectman Myette abstaining in his role as Selectman. The motion passed 4-0-1.

5. Review preliminary draft of FY 24/25 PB budget.

The Board reviewed the Planning Department budget, which reflects a 2.15% increase. Mr. Hadik noted that to attract a qualified candidate to replace him upon retirement, the budget will need to be increased during the training period.

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6. Approve Eric Swanson as Planning Board alternate member.

The Board agreed to recommend to the Selectboard to appoint Eric Swanson as an alternate member of the Planning Board.

7. Review & finalize Table 10 – CIP Projects.

The Board reviewed the current version of Table 10 – List of CIP Projects, which includes the changes made after the recent meetings with stakeholders. They discussed equipment needs in the Police and Fire Departments as well as reroofing the Municipal Complex. Selectman Myette said the CIP has been historically underfunded, especially the Highway projects.

Mr. Weider noted the CIP does not reflect existing monies, but funds that need to come from the taxpayers. Mr. Hadik demurred, noting that capital reserve account balances and grant funds are listed throughout Table 10 – List of CIP Projects, and are totaled in the cost summary at the end of the table.

The Board also discussed adjustments necessary to account for the cost increases of future bridge/culvert replacements. Mr. Hadik reminded the Board of the importance of the red-listed bridge project to be “shovel-ready” on time as scheduled by DOT, in order not to lose the position on DOT’s priority list. He also noted the Town should create a capital reserve for the Town’s 20% share of the cost, and should start funding it at a rate of at least \$100,000 per year.

The Board agreed the CIP needs to be clearly presented to the legislative body so that they understand what is needed and why, and the consequences of not supporting it.

Future Meeting Dates

- December 13 –

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

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,
Beth Hanggeli, Recording Secretary