

12-20-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester  
Planning Board Meeting  
Wednesday, December 20, 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:**

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

**Members Absent:**

Mike Weider, Member  
Richard Snyder, Member

**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 12/06/23 PB meeting.
3. Review & discuss responses to the Selectboard's request for proposals (RFPs) for engineering services.
4. Additional CIP project requests.
5. Reminder – Eric Swanson appointment discussion with Selectboard on 12/21/23.
6. FYI the Selectboard will be reviewing the PB's FY 24/25 budget on 2/8/24.

**7:00 PM – Appointments**

**Public Hearings**

None scheduled.

**Non-Public Sessions**

1. 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.

12-20-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

## Meeting Minutes

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

### **7:00 PM – General Business**

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

Documents and/or invoices were reviewed and signed.

#### **2. Review & approve the minutes of the 12/6/23 PB meeting.**

*Vice Chair Sederquest moved to approve the minutes of the 12/6/23 Planning Board meeting as written. Ms. Richter seconded the motion. A vote was taken. All were in favor, except Mr. Sullivan, who abstained. The motion passed 3-0-1.*

#### **3. Review & discuss responses to the Selectboard's request for proposals (RFPs) for engineering services.**

Mr. Hadik shared the three responses to the RFP for engineering services for the Town. Two are from firms the Town has experience with. The Board discussed the qualifications of these firms.

Selectman Myette clarified the Selectmen requested this RFP be issued, as all Town departments utilize engineering services. The Selectmen are reviewing the qualifications of each firm to ensure they can meet a variety of needs. The Town can then contract with a firm, depending on the needs of an individual project. He said the Planning Board could also have a list of approved contractors or consultants that will be working directly for the developers. Mr. Hadik said developers can hire these firms to review the design and oversee the construction inspections for subdivisions.

Mr. Hadik said counsel advised the most prudent course would be for the Planning Board to have more than one engineering company for applicants to choose from, to ensure availability as well as to take advantage of specific skill sets.

The firms will each offer a presentation to the Board of Selectmen, describing their services. The Board discussed attending these presentations.

#### **4. Additional CIP project requests.**

Mr. Hadik shared that a Selectman has asked for two projects for the Transfer Station to be added to the 2024-25 CIP. He shared with the Selectman the requirements for this to happen.

#### **5. Reminder – Eric Swanson appointment discussion with Selectboard on 12/21/23.**

Mr. Hadik reminded the members that Eric Swanson will be appointed as an alternate member on the Planning Board at the next Board of Selectmen meeting and invited them to attend.

12-20-23: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**6. FYI the Selectboard will be reviewing the PB's FY 24/25 budget on 2/8/24.**

Mr. Hadik reported the Board of Selectmen will be reviewing the Planning Board's proposed budget for FY 2024-25 on February 8th. The Board discussed budgeting for the legacy position for a planner to be hired and trained to replace Mr. Hadik upon his eventual retirement.

**Non-Public Session**

1. 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 Chair Sederquest moved to go into non-public session per 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. Ms. Richter seconded the motion. A roll call vote was taken: Sullivan - aye, Myette - aye, Richter - aye, Sederquest - aye. The motion passed unanimously.*

The Planning Board went into non-public session at 7:32 pm.

The Planning Board came out of non-public session at 9:14 pm.

*Ms. Richter moved to come out of non-public. Vice Chair Sederquest seconded the motion. A roll call vote was taken. Sullivan - aye, Sederquest - aye, Richter - aye, , Myette - aye. The motion passed unanimously.*

*Ms. Richter moved to seal the minutes of the non-public session. Vice Chair Sederquest seconded the motion. A roll call vote was taken. Sullivan - aye, Sederquest - aye, Richter - aye, Weider - aye, Myette - aye. The motion passed unanimously.*

**Future Meeting Dates**

- January 3 – Review drafts of proposed zoning amendments,
- January 10 – PH to adopt update of the CIP?
- January 24 –
- February 8 – PB budget review w Selectboard

Respectfully submitted,  
Beth Hanggeli, Recording Secretary