

10-28-20: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, October 28, 2020
Virtual Meeting
Approved Minutes**

For the duration of the COVID19 pandemic, the Planning Board will be meeting electronically under the emergency provisions of RSA 91A. <https://zoom.us/j/92697843243>, or via telephone - dial (301) 715-8592; the meeting ID is 926 9784 3243.

Members & Staff Present:

Brian Sullivan, Chairman
Evan Sederquest, Vice Chairman
Mike Weider, Member
Richard Snyder, Member
Elizabeth Richter, Member
Aaron Hume, Alternate Member
Selectman Chuck Myette, Liaison
Andrew Hadik, Planning Coordinator

Members Absent:

Others Present at Various Times:

Penny Williams
PACT

Meeting Agenda

7:00 PM – General Business

- 1) Review & approve minutes for the 10/14/20 PB meeting.
- 2) November meeting dates.
- 3) Finalize Table 10 – Schedule of Capital Improvement Projects and Annualized Costs.
- 4) Discuss NH DES grant application to update of the Town's Source Water Protection Plan.
- 5) Monthly Zoom subscription fees.
- 6) FYI, subdivision activity.
- 7) #117 Hemlock Lane Driveway Plan.
- 8) FYI, NHHA Presentation – From the Outskirts to Downtown: Taxes, Land Use & Values in 15 New Hampshire Communities.

7:15 Public Hearing

None scheduled.

10-28-20: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

7:15 Appointments

None scheduled.

Chair Sullivan opened the meeting at 7:00 PM and read the Covid19 preamble authorizing a virtual meeting. Roll Call of members present was taken which included Chair Sullivan, Rick Snyder, Mike Weider, Elizabeth Richter, Evan Sederquest, Alternate Aaron Hume, and Selectman Myette.

7:00 PM – General Business

1) Review & approve minutes for the 10/14/20 PB meeting.

Mr. Snyder motioned to approve the October 14, 2020 minutes. Ms. Richter seconded the motion. A roll call vote was taken Sullivan - aye, Snyder – aye, Sederquest – aye, Weider – aye, Richter - aye and Myette - aye. The motion passed unanimously 6-0-0.

2) November meeting dates.

Mr. Hadik noted that the second Wednesday November 11th is Veterans Day. He advised the Board that there will be a heavy workload with full agendas over the next 4 months. He polled the Board to determine if they would like to meet on November 18th to make up for not meeting on the 11th. The Board agreed.

Mr. Hadik also polled the Board about meeting on November 25th. The Board's majority consensus was that this would not be practical because of the Thanksgiving holiday.

3) Finalize Table 10 – Schedule of Capital Improvement Projects and Annualized Costs.

Mr. Hadik shared onscreen Table 10 of the CIP and started by reviewing General Government Buildings.

General Government Buildings

The F-150 pickup truck has been dropped per the discussion on October 14th.

The 16-foot open work trailer remains on the Table, and it can be pulled by the F-550 truck once it is retrieved from the Highway Department.

The IT hardware/software upgrade line has a large amount scheduled for next year. \$12,000 to replace the server (~\$5,000 plus labor). Among the reasons this must be done is that service contracts for the firewall and other software will expire towards the end of 21/22, and the Town does not want to get caught short without service coverage.

10-28-20: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Mr. Hadik said he had checked with Town Administrator Debra Doda, and they had noted the project was being double-budgeted because it was also included in the general IT budget. This has been rectified, and the proposed IT budget has been decreased by \$12,000.

Mr. Hadik wondered if the Wason Pond well pump/water line project should be moved to the Recreation Commission's section of the Table under Wason Pond projects.

The Board discussed the proposed Town Hall and Steven's Hall repaving projects. The Town Hall paving was to be tied in with the proposed Police Department building work when it is decided upon.

Chair Sullivan noted that they are still waiting for estimates for the repair or replacement of the Stevens Hall elevator.

Mr. Weider noted that the CIP projects need updated "real numbers" not estimates, especially those projects that are coming up to be funded within the year. By the time the HVAC project is done, the estimate will be a couple of years out of date. Mr. Hadik said he increased the late 2019 quote from \$5,500 to \$6,500. Mr. Hadik will get an updated quote for this and the elevator. Mr. Weider noted the funding for the HVAC project could be taken out of the unused impact fee balance next year.

Library

Mr. Hadik noted the Library has no projects in the CIP other than the patio, which the Board has advised should come primarily from fundraising and donations.

Public Access Cable TV

Mr. Hadik noted that PACT has nothing in the CIP this year.

Police Department

Regarding the design plans and construction of a new police facility, Chair Sullivan noted that the cost of construction has doubled, especially framing. Mr. Weider recommended pushing the farther building out on the schedule if there is no plan to fund or start the project. Mr. Hadik will put it in the period beyond seven years so it will still be on the radar.

Fire Department

Mr. Weider cautioned there is no accrual of capital reserve funds to fund \$700,000 in equipment (*Engine 2*). That would mean funding the entire allocation (*via taxation*) for that year. There is a need to start drawing in and setting aside funds so the last year (*of a large project*) will only be a \$100,000 contribution rather than the whole \$700,000. Mr. Hadik will speak with Town Administrator Doda at Warrant Article drafting time to remind her that warrant articles need to be prepared to create two capital reserve funds for the replacements of Engines 1 and 2.

10-28-20: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Highway

Mr. Hadik noted no decision has been made whether the Town should move to a Town-managed Department of Public Works (DPW) from the current elected Road Agent system, or build a new Highway Garage, and purchase the associated equipment. There was discussion about all of this by the Board. They agreed that the DPW concept, new building, and associated equipment costs will be pushed out to after seven years to keep the costs on the radar until a decision is made by the BOS. It was noted that a report was commissioned a few years ago by the BOS that noted a DPW was a smart move. Selectman Myette noted leasing equipment is less expensive in the meantime.

Fire & Security alarm systems have been discussed for the current Highway Shed on Dump Road. Mr. Hadik will email Road Agent Oleson for a cost, or remove it from the Table.

Mr. Hadik advised the Road Agent has indicated on the Table which roads he will work on. Halls Village is a priority and will probably be done in sections like North Pond Road. Road Agent Oleson is waiting for information relative to the cost of another box culvert on that road. Mr. Hadik will request the cost information from the Road Agent and then add it to the Table.

Recreation

Mr. Hadik noted Recreation had nothing in the CIP this year. The Fitness Trail project is scheduled out seven years.

SAU 82 – Chester Academy

Mr. Hadik noted the SAU will need to spend some of the impact fees soon to keep from rushing or losing them.

Mr. Weider noted he believes the floor is maintenance. Mr. Hadik will check with Attorney Bennett on the definition.

Totals (Summary) Page

The Board briefly reviewed the Totals / Summary portion of Table 10, including the potential impacts to the Town and School tax rates. Mr. Hadik cautioned that these are “worst case numbers”. One of the reasons being that they do not include the application of accrued impact fees and capital reserve funds which would decrease the numbers.

Mr. Hadik noted the Town’s Net Assessed Value is now \$724 million, an increase of \$19 million in valuation from last year.

4) Discuss NH DES grant application to update of the Town’s Source Water Protection Plan.

10-28-20: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Mr. Hadik reported the application to NH DES for a \$16,000 grant to update of the Town's Source Water Protection Plan is in the process of being finalized. SNHPC will be the applicant on behalf of the Town. There is a Zoom meeting tomorrow at 11:00 AM to review the final draft, and he will forward the link to Selectman Myette.

Mr. Hadik shared onscreen a draft of the Board's Letter of Support & Commitment to the goals and objectives of the grant application. He will be on the Board of Selectmen's meeting agenda tomorrow evening to obtain a letter from them as well.

Several Board members said they had reviewed the application and were fine with it and the draft of Board's letter of support.

5) Monthly Zoom subscription fees.

Mr. Hadik advised that he has been notified by the Finance Office that the grant reimbursement period for Covid19-related expenses has expired, and that from now on the monthly Zoom fee will have to be expensed from the PB's Dues & Subscriptions budget line. With the possibility of another closure, he would like to continue the subscription for the foreseeable future. However, at \$55 per month, he expects this budget line will be over-expended.

Selectman Myette recommended trying Microsoft Teams. The rest of the Board agreed.

6) FYI, subdivision activity.

Mr. Hadik shared onscreen a section of the tax map in SE Chester on Rte. 121 / Hampstead Road with two lots 7-97 & 15-18 outlined in green. He said he has been contacted by an engineer who is working on a subdivision of these two parcels. The engineer requested assistance in navigating the unit density calculations in Article 6 – Open Space Subdivision.

Mr. Hadik shared onscreen a section of the tax map on Rte. 121 / Hampstead Road with lot 3-6-3 outlined in yellow. He said Jean Packard had notified him of another subdivision across the Chester-Sandown town line. That subdivision plan depicts a 50' ROW to lot 3-6-3 in Chester.

7) #117 Hemlock Lane Driveway Plan.

Mr. Hadik shared onscreen a copy of site design plan (*septic, driveway, home location etc.*) for 117 Hemlock Lane by ECM & Associates. The proposed location of the driveway has raised concerns for him and the Building Inspector because it encroaches for almost its entire length in the wetland setback. The ordinance limits driveways in wetlands setback to reduce the impact of runoff, silt and salt. He advised the Building Inspector has asked for the plan to be redesigned, however, Mr. Mitchell, the engineer, is questioning if the design is "grandfathered".

Mr. Hadik explained that the driveway was depicted this way on the original plans that were approved in 2006 and via an addendum in 2008 when the subdivision was reduced from 19 to 18 lots. Also, in March of 2015, the subdivision was again reapproved by addendum, though no new plans were submitted or

10-28-20: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

reviewed at the time. When queried by the Board, he relayed this was missed by both the Board's reviews and by the engineer at DuBois & King.

Mr. Hadik had explained that he had proposed the layout be rotated 180 degrees so that the amount of encroachment into the setback could be reduced by half. Also, the driveway's length would be reduced. He noted Mr. Mitchell had already invested considerable time in this design, and is concerned about the additional cost of a redesign.

Ms. Richter asked whether the grandfathering period has expired. Mr. Hadik noted it is beyond five years exemption period which ended in March of 2015, and will verify this with Town Counsel.

8) FYI, NHHFA – From the Outskirts to Downtown: Taxes, Land Use & Value in 15 New Hampshire Communities.

Mr. Hadik urged the Board to view the presentation because it is extremely well done, one of the best he has seen in 25 years of being involved with Planning. Some of the key issues that were evaluated in detail are:

1. How the tax values of mixed-use zones are proven to be significantly higher than just residential or commercial zones.

2. There are some hidden costs to taxpayers and lack of taxable value that are inherent to certain types commercial properties (such as big box stores).

3. That grid subdivisions require far more miles of roads and associated infrastructure to maintain at taxpayer expense versus open space subdivisions.

Mr. Hadik said the presentation is about an hour and 20 minutes long, and he highly recommends it not only to Planning Board's members, but also the members of the Zoning Board of Adjustment and Board of Selectmen. Selectman Myette agreed, stating he also viewed the presentation, and it was very impressive.

7:15 - Public Hearings

None scheduled.

7:15 – Appointments

None scheduled.

Adjournment

Ms. Richter motioned to adjourn the meeting at 8:25 PM. Chair Sullivan seconded the motion. A roll call vote was taken Sullivan – aye, Snyder – aye, Sederquest – aye, Weider – aye, Richter - aye and Myette - aye. The motion passed unanimously 6-0-0.

10-28-20: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

263
264
265
266
267
268
269
270
271
272
273
274
275
276
277

Future Meeting Dates

- *November 4 – Connelly SPR PH, Knapp/Scott LLA PH, Crowley SUB PH*
- *November 18 – Draft CIP Review*

Codes: *PH – public hearing, PHC – public hearing continuance, CD – conceptual discussion, HB – Home Business, LLA – Lot-Line Adjustment, SPR – Site Plan Review, SUB – Subdivision, CUP Conditional Use Permit)*

Respectfully submitted,

Nancy Hoijer

Recording Secretary