

2-28-18 These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, February 28, 2018
Municipal Complex
Approved Minutes**

Members Present

Brian Sullivan, Chairman
Evan Sederquest, Vice Chairman
Richard Snyder, Member
Elizabeth Richter, Member
Michael Weider, Member

Members Absent

Aaron Hume, Alternate Member
Jacob Weider, Alternate Member
Cass Buckley, Ex-Officio

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times

Mike Oleson, Road Agent
Cam Prolman, SNHPC
Penny Williams, Tri-Town Times

Chairman Sullivan called the meeting to order at 7:02 pm.

Meeting Agenda

General Business

- Review and sign invoices and time sheets.
- Review and approve minutes for February 14, 2018.
- Review drafts of proposed zoning amendments.
- FYI: Age-Friendly Pilot Communities – Chester has been chosen as one of the three pilot towns chosen for the Phase 11 Community Assessment. Chester will be the “rural” candidate. More news will follow.
- FYI: spreadsheet of status of proposed legislative changes – note SB 557 – in essence to establish a State-wide Planning Board (appointed by the Governor), to hear appeals from local Planning Board decisions. Appointees would not be required to have judicial qualifications.
- FYI: spreadsheet of proposed 2018-2019 CIP funding and spending scenario.
- Review first draft of the Annual Report.

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7:10 PM – Appointments – None Scheduled

Public Hearings – 7:15 PM

1. Adopt the updated Capital Improvements Program (CIP) for the Town of Chester

Future Meeting Dates:

March 7, 2018 – 1st PH for Zoning Amendments

March 14, 2018 – Finalize Annual Report

March 28, 2018 – 2nd PH for Zoning Amendments?

Review and approve minutes for February 14, 2018.

The Board reviewed the draft minutes from February 14, 2018.

Mr. Snyder made a motion to accept the February 8, 2018 minutes as amended; Vice Chair Sederquest seconded the motion. Motion approved, 3-0-2, Chairman Sullivan and Mr. Weider abstained.

Mr. Hadik reviewed with the Board “FYIs” as listed:

- **Raymond Planning Board Meeting Corrective Notice**

This notice for the proposed “The Meadows Subdivision” was distributed and reviewed by the Board. The notice stated that, “You are receiving this notice because there was an unintentional gap in Public Hearing notice for this project for a meeting which was to be held on February 1, 2018, and which is being corrected by way of this notice.”

It was noted that the notice was sent to all abutter Towns as determined by the Regional Impact Determination.

The notice stated that, “You are hereby notified that the Raymond Planning Board will hold a Public Hearing on Thursday, March 8, 2018, beginning at 7:00 p.m.”

- **Age-Friendly Pilot Communities – Chester has been chosen as one of the three pilot towns chosen for the Phase II Community Assessment. Chester will be the “Rural” candidate. More news will follow.**

Mr. Hadik said that Chester has been chosen as the Rural candidate for one of the three towns out of nine towns that applied for the second phase of the AARP’s and Tufts Foundation’s Age-Friendly Pilot Program.

- **Spreadsheet of status of proposed legislative changes – note SB 557 – to establish a State-wide Planning Board (appointed by the Governor), to hear appeals from local Planning Board decisions. Appointees would not be required to have judicial qualifications.**

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Mr. Hadik and the Board reviewed the NHMA – Land Use and Planning Bill spreadsheet and discussed the status some of the bills. Mr. Hadik noted the opposition to SB 557.

- **Review first draft of the Planning Board Annual Report.**

Mr. Hadik noted that the statistics in the report have been updated; he said that this is the first draft and doesn't need to be approved yet. Mr. Hadik said that he will update the revenue numbers and add the zoning amendment information.

Public Hearing

1. Adopt the updated Capital Improvements Program (CIP) for the Town of Chester.

Chairman Sullivan made a motion to open the Public Hearing to adopt the updated Capital Improvements Program (CIP) for the Town of Chester; Mr. Snyder seconded the motion. Motion approved, 5-0-0.

The Public Hearing was opened at 7:15 pm.

Mr. Hadik and the Board reviewed and discussed final edits to the CIP.

Mr. Hadik explained that a few edits to the text and tables were made, but all the department discussions are the same as what was submitted.

General Government/Administration

F-150 Type Vehicle

Mr. Hadik said that the F-150 type vehicle that was put back in to the CIP, however, may be taken back out if the F-150 that is currently in service lasts long enough; he said that there may also be a hand-me-down truck available in lieu of a new vehicle.

Transfer Station Garage Doors

Mr. Hadik pointed out that the Transfer Station's garage doors, wiring, and openers were added back into the CIP because they are a capital improvement and the CIP is also a tracking tool.

Mr. Weider argued that the Transfer Station's garage doors were not originally in the CIP. He said that they were only put in this year and should not be in the CIP because those items are a maintenance cost. Mr. Weider noted that the garage doors were put in this year to be drawn down in the same year and that they are funding maintenance with the CIP. He pointed out that the CIP should not be used that way.

Mr. Hadik disagreed saying that the work being proposed for the Transfer Station garage doors is a facility improvement (especially the south wall extension and power overhead door openers), and not just maintenance, and should be in the CIP.

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Mr. Hadik explained that Mr. Buckley (not present) had agreed strongly that the improvements to the Transfer Station garage doors should be funded by the CIP, and that the CIP be used as a capital improvement tracking tool.

The Board discussed the purpose of the CIP and the use of the CIP as a tracking tool.

The Board agreed to keep the Transfer Station garage door improvements in the CIP.

Library

Connect to P.O. & Renovate Second Floor of P.O.

The Board discussed the CIP item for the Library - Connect to Post Office and Renovate Second Floor.

Mr. Hadik explained that the Library is seeing the need for additional interior space and that the second floor of the Post Office is a large useable space. He said that a connection from the second floor of the Library to the second floor of the Post Office would be for the future expansion of the Library keeping everything ADA compliant because the Library elevator could be used for second floor access; he noted that the item is to be highlighted in yellow as it is only being used as a placeholder at this time.

Police Department

Police Protective Equipment

Mr. Hadik referred to an email from Police Chief Berube (not present) distributed to the Board regarding the Police Protective Equipment noting that Chief Berube had said in his email that "When we have available funds we can apply for a matching grant for ballistic vests." Mr. Hadik explained that he had taken the \$2,000 per year that Chief Berube thought he could save with the grants, and then multiplied that by seven years totaling the CIP figure of \$14,000 under Available Revenues (CR, Grants).

Fire Department

SCBA Air Packs (25)

Mr. Hadik said that the SCBA Air Packs at \$310,000 were pushed back a year because they are currently applying for a multi-town grant.

Mr. Hadik explained that the Fire Department is asking for \$12,000 this year, which is five percent of Chester's share of the three Town grant.

Mr. Hadik referred the Board to two emails, one from Chief Bolduc and one from Deputy Chief Clark, explaining the grant situation for the SCBA Air Packs.

Highway

Water Well Drilled at Highway Shed

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Mr. Hadik said that after the last Board meeting, he met with Mr. Oleson who requested that a \$15,000 item be added to the Highway CIP: a well be drilled at the highway shed to provide a water source at the shed to wash the Town vehicles.

Mr. Weider asked if a water line could just be added at the Transfer Station and run the water through the line to the Highway Shed.

Mr. Oleson said that he had asked for this well two years ago, and it was never added to the CIP. He said he asked the Selectmen for it again this year.

The Board discussed the options available. They agreed that the best solution is to drill the well.

Mr. Hadik said that he will add the item into the CIP, he noted that this will help to extend the life of the Town vehicles by washing off the salt and sand.

F-550 Truck

Mr. Hadik noted that this item is a replacement for the existing F-550 plow truck not a second truck.

Mr. Weider argued that the end of the last bond payment is this year and then the Town is replacing that truck next year.

Mr. Oleson said the current truck will be approaching the end of its life span; he will use the current truck as long as possible, however, a replacement should still be scheduled in the CIP. He also noted that when the F-550 is retired, it could be turned over to Maintenance & Grounds-Keeping, and the Scheduled F-150 replacement truck could be dropped from the CIP.

Town CIP/Municipal Reserve Fund

Mr. Hadik discussed the two CIP capital reserve funds with the Board: the Municipal and Highway Capital Reserve Funds. He and the Board discussed the two funds and their purposes.

Parks and Recreation

Mr. Hadik said that under the proposed upcoming year the Recreation Department will actually have \$108,000 with which they can work.

Mr. Weider stated that the Recreation Department also has \$30,000 that they have taken in from the Town in fees and activities sitting in a revolving account.

Mr. Hadik said that that is a Selectman and Budget committee issue.

Chairman Sullivan said that they could use the monies in the revolving account to fund some of the items that the Planning Board removed from the Recreation Committee's list.

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SAU

Mr. Hadik said that nothing has changed with the SAU CIP projects.

Chairman Sullivan asked for any Public Comment.

Mr. Weider made a motion to close the Public Hearing; Mr. Snyder seconded the motion. Motion approved, 5-0-0.

The Public Hearing was closed at 8:02 pm.

Chairman Sullivan called for discussion.

Mr. Weider made a motion to adopt the CIP as amended tonight; Mr. Snyder seconded the motion. Motion approved, 5-0-0.

Mr. Oleson and Mr. Prolman departed the meeting at 8:03 pm.

Review drafts of proposed zoning amendments.

Article 4 – Zoning Amendment #3, Article 4.4 – Signs.

Mr. Snyder reviewed with the Board discussion that was had at the ZBA meeting that referenced sign amendments.

The Board reviewed the Article 4.4 – Signs. They edited the amendment for punctuation and grammar.

The Board agreed that they liked the picture being used as an example that Mr. Hadik included with the amendment. Mr. Hadik said he would try to generate an even better rendition to better match the language of the ordinance.

Article 6 – Zoning Amendment #5, Article 5.5 – Zoning Ordinance – Limited Commercial/Light Industrial Zone (C2).

The Board discussed the discrepancies between, and intent of, the sentences in 5.3.3.6, 5.4.2.2.e, and 5.5.2.6.e. They agreed that the wording of 5.3.3.6 has issues. Mr. Hadik said that he will do some research to confirm that something didn't get changed over the years to the sentence, unintentionally. Mr. Snyder noted that he thinks that what was written was not the intent.

The Board discussed the number of the amendments which will be brought to the Town meeting; the Board agreed six is the maximum.

Mr. Hadik said that he had asked the Building Inspector (not present) which zoning amendments he wanted to see brought to the Town, Mr. Hadik said that he had responded that he would like to see all of them.

The Board agreed the amendments should be limited to a maximum of six.

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Mr. Hadik noted that he has noticed the Public Hearing for the zoning amendments for March 14, 2018.

Mr. Weider suggested making an amendment to the 5.5.2.3 – Multi-Unit Commercial Service Establishments to include body shops. The Board agreed; Mr. Hadik made the amendment.

The Board reviewed which zoning amendments they were bringing to the Town meeting and which ones they would be tabling.

The following zoning amendments would be proposed:

- Article 2 - Definitions - Duplex & RVs
- Article 4.3.4.6 - Septic System Setbacks
- Article 4.4 - Signs
- Article 4.6 - Manufactured Housing & Travel Trailers
- Article 5.5 - Commercial-Light Industrial Zone (C2)
- Article 9 - ADUs

The following zoning amendments were tabled:

- Article 4.5.2 - Parking Lot Requirements
- Article 6.12.1.2.b. - Open Space Subdivision

Adjournment

Ms. Richter made a motion to adjourn the meeting; Mr. Snyder seconded the motion. Motion approved, 5-0-0.

Meeting adjourned at 8:53 pm.

Respectfully submitted,

C. Molly Qualters

Recording Secretary