

*These minutes are subject to possible revisions/corrections during their review at a subsequent Planning Board Meeting*

**Town of Chester  
Planning Board Meeting  
Wednesday, May 25, 2016  
Municipal Complex  
Approved Minutes**

**Members Present**

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

**Members Absent:**

Cass Buckley, Member  
Michael Weider, Member  
Dick Trask, Ex-Officio Member

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present**

Jim McLean  
Jacob Weider

Chairman Brian Sullivan called the meeting to order at 7:07 p.m. Members Mr. Sederquest, Mr. Snyder and Ms. Richter were present.

**Meeting Agenda**

- Review & Sign Invoices
- Review and approve minutes for 4/27/16 & 5/4/16
- Review & vote on construction surety reduction for Wilcomb's Way (McLean) subdivision.
- Review new impact Fee Summary spreadsheet
- Discuss GBN Farms composting facility question regarding amending the Site Plan & Conditions of Approval.
- Discuss whether the Town should apply as the rural candidate for SNHPC "Complete Streets" pilot program?
- Review and discuss SNHPC long-term Regional Transportation Plan re: listed Chester projects.
- FYI as a result of updating the Hazard Mitigation Plan for the Town, there will be some projects added to the CIP. Expect the Board will review these projects in the fall.

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- Review & discuss current status of the Planning Board's budget.
- Ask if anyone would like a copy of the 2006 Master Plan for their files?
- Records retention – should obsolete drafts of conditions of approval or obsolete plan sets be retained in the files? Asking due to file storage space constraints.
- Future Meeting Dates:
  - June 1, 2016 – PHC Towle Subdivision
  - June 8, 2016 –
  - June 22, 2016 –

**Review and approve minutes for 4/27/16 and 5/4/16**

The following changes were made to the minutes dated 4/27/16: The Board discussed the correct spelling of Busche Academy. They determined the correct spelling for the Academy temporarily was Busche. The correct spelling for the holding company is Busch International. Lines 28 and 93 were changed to Busch, for Busch International. On line 65, Mr. Evan was changed to Mr. Sederquest. On line 153, Mr. Cass was changed to Mr. Buckley. Mr. Sederquest made a motion to accept the minutes dated 4/27/16 as amended; Ms. Richter seconded the motion. Motion approved 3-0-1; Mr. Snyder abstained.

The following changes were made to the minutes dated 5/4/16: On line 28, Work Session was changed to Meeting. Ms. Richter made a motion to accept the minutes dated 3/30/16 as amended; Mr. Sederquest seconded the motion. Motion approved 3-0-1; Mr. Snyder abstained.

**Review & vote on construction surety reduction for Wilcomb's Way (McLean) subdivision**

Mr. Hadik presented the Board with a letter from Mr. Jeff Adler received Friday, May 20, 2016 recommending reducing the bond to \$36,000. Mr. Sullivan requested a motion to reduce the bond per Mr. Adler's letter written May 4, 2016 to \$36,000. Mr. Snyder made a motion to reduce the bond to \$36,000; Mr. Sederquest seconded the motion. Motion approved 3-0-0.

Mr. Jim McLean was present to go before the Board to address Mr. Hadik's question regarding the Conditions of Approval recorded in June 2014 for the subdivision. Mr. Hadik asked why the date of the Conditions of Approval and the recording of the Mylar Approval were so far apart. Mr. McLean noted the reason for the delay for the Mylar was related to the installation of the underground power line, and a requirement by Eversource that all the lines be underground. He noted there were issues with the placement of utilities and paving schedule. Mr. Hadik asked the Board if he could mail a document in with the mylar noting that the conditions were already recorded. The Board agreed with Mr. Hadik to mail the document.

Mr. Hadik noted the Board has not yet received the letter of credit for \$36,000. Mr. McLean noted he would possibly be writing the check for \$36,000. Mr. McLean asked for and received a copy of Mr. Adler's letter recommending the bond reduction.

**Review new impact Fee Summary spreadsheet**

Mr. Hadik presented the Board with a spreadsheet detailing approved and pending subdivision lots with their corresponding impact fees, as well as, showing future impact fees related to updated fees such as Police and Fire, and future predicted or planned building growth. Mr. Sullivan asked how the Impact Fees are collected. Mr. Hadik said the Building Inspector handles the collection of fees. That some Impact Fees are due at the issuance of certificates of occupancy, and some at the issuance of building permits. This is determined by how the individual Conditions of Approval were worded. Mr. Hadik noted that the past and present Building Inspector agree it is better to collect the fees at the issuance of the building permits.

The Board discussed the impact fee totals, both currently assessed impact fees and anticipated impact fees on proposed, unapproved subdivisions. The Board discussed how the impact fees will add significant funding to the Capital Improvements Program (CIP.)

The Board and Mr. Hadik discussed creating a "Read Only Share" to share the spreadsheet with multiple people, including the Town Building Inspector, as a living document. The Board agreed Mr. Hadik had done very nice work organizing the information making a very useful document.

**Discuss GNB Farms composting facility question regarding amending the Site Plan & Conditions of Approval.**

Mr. Hadik explained that he had been approached by Mr. Brian Remillard with some questions related to the proposal by GBN Farms to amend their Site Plan to include pallet storage and processing, as well the locating of waste containers per requirements by the ZBA. Mr. Hadik noted that GBN Farms had just received approval from the ZBA for a variance to add the pallet storage and processing.

The Board discussed GBN Farms' current Site Plan and Mr. Brian Remillard's question whether or not Mr. Adler needs to review the amended site plan. The Board determined GBN Farms would need to update their current Site Plan to reflect the current conditions on the site, and have the new plan reviewed by Mr. Adler.

**Discuss whether the Town should apply as the "rural candidate" for SNHPC "Complete Streets" pilot program?**

The Board discussed whether or not the Town should agree to be the rural candidate for the Complete Streets pilot program brought before the Board by Sylvia von Aulock at the April 6, 2016 meeting. They

agreed that the Town of Chester was not an ideal candidate. Mr. Hadik said he would communicate with Ms. Aulock that Chester respectfully declines to be the rural candidate. Mr. Snyder suggested an alternate solution would be to have an organization map out bicycling routes in the area.

**Review and discuss SNHPC long-term Regional Transportation Plan re: listed Chester projects.**

Mr. Hadik presented the Board with a letter from SNHPC that listed the 10-year long-term Regional Transportation Plan for Chester. This letter listed the Route 102 and North Pond Road intersection. In the letter, under comments, it said, "Intersection Improvements - Road Safety Audit (RSA) has been finished."

When asked by Mr. Hadik if there was anything the Board would like to add to this list, Mr. Snyder said a light at the intersection of Route 121 and Route 102. The Board discussed the need for a stop light at this intersection. Mr. Hadik outlined the three mitigation measures the Department of Transportation will be doing to improve the safety of the intersection. The Board continued to discuss the stop light issue, as well as, other ideas such as speed bumps or traffic cameras to help prevent future accidents at the intersection being discussed.

**FYI as a result of updating the Hazard Mitigation Plan for the Town, there will be some projects added to the CIP.**

Mr. Hadik noted he had talked with Ms. von Aulock discussing the Town's Hazard Mitigation Plan regarding various projects that should be noticed in the CIP. At a future discussion they will be making a list of projects that will be reviewed by the Board in the fall.

**Review & discuss current status of the Planning Board's budget.**

This item was tabled until the next meeting.

**Ask if anyone would like a copy of the 2006 Master Plan for their files?**

Mr. Hadik handed out to those who were interested a copy of the 2006 Master Plan, including giving one to Mr. Jacob Weider. He also put a copy on the shelf in the meeting room.

**Records retention? Asked due to file storage space constraints.**

Mr. Hadik asked if the drafts of obsolete drafts of conditions of approval or obsolete plan sets should be retained in the Planning Board's files. Mr. Snyder noted the final approved and recorded versions are the only documents that matter. The Board agreed.

**Other**

Mr. Jacob Weider was present to discuss with the Board his possible involvement with the Planning Board. Mr. J. Weider is Mr. Michael Weider's 20 year-old son. Mr. J. Weider is a student studying architecture and occupational health and safety at the Keene State College. He wants to gain experience by participating with the Planning Board in some manner. Mr. Hadik noted the Board could accommodate Mr. J. Weider by making extra copies of documents for him at Board meetings and having him sit in at the table during the meeting.

Mr. Snyder, who was alternate member at this meeting for Mr. Weider, noted, he is willing to become a full member of the Board, upgrading from an alternate member status. Mr. Hadik noted he would coordinate getting Mr. Snyder on the BOS meeting agenda to seek their approval.

Mr. Hadik noted there is a need to reaffirm the Planning Board policies, i.e. Deadlines when items need to be submitted to Mr. Adler, etc. Ms. Richter agreed this information needs to be explicit. Mr. Hadik noted he was continuing to update the website, putting links to documents on the website, to help answer frequently asked questions (FAQs) regarding Board policies.

Mr. Hadik noted that Ben Kilar, the Technology Director at the Chester SAU, had worked with Jean Packard in the Assessor's Office to create a very useful spreadsheet merging the SAU student data with Assessing data into a spreadsheet which lists the number and ages of students at each address in Town. Mr. Hadik noted this data will be used to update the Dollars & Sense of Open Space Study for the Town.

The Board discussed the value of Open Space and the common misconception that new subdivisions have a positive effect on property taxes. The Board also discussed the value of conservation easements, and the significant taxpayer savings generated by the future cost avoidance of expenses such as education expenses and other Town services.

**Adjournment**

Ms. Richter made a motion to adjourn the meeting; Mr. Snyder seconded the motion. Motion approved, 4-0-0. The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

C. Molly Qualters  
Recording Secretary