

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

**Town of Chester  
Planning Board Meeting  
Wednesday, October 12, 2016  
Municipal Complex  
Approved Minutes**

**Members Present**

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

**Members Absent**

Cass Buckley, Ex-Officio  
Richard Snyder, Member

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present at Various Times**

Aaron Hume

Chairman Sullivan called the meeting to order at 7:14 pm.

**Agenda**

- Review and approve minutes for 10/5/16
- Review request from Recreation for release of impact fees in the amount of \$2,970 for lime and grass seed for Wason ballfields.
- Review draft of CIP Project Request & Scoring / Evaluation form.
- Discuss resolution of Cedar View Estates plan set issue.
- FYI Cedar View Estates pre-construction meeting held this Wednesday morning (10/12/16.) Update Board on meeting.
- FYI Chester Building Inspector was witnessing test pits up at Crowley Woods last week.
- Discuss new information regarding the proposed road construction at Pipit Estates.
- Discuss purchase of \$59 external hard drive.
- Appointments – None scheduled.
- Public Hearings:
  - Continuation of the public hearing for the subdivision application by Dion Construction, LLC (Applicants,) 802 Amherst Street, Manchester, NH 03104, for a 3-Lot Subdivision of Map 2, Lot 49 on Town Farm Road. Note: The applicant has

emailed another request for another continuance. Still waiting on approval of their NH DES Dredge & Fill permit, and the final review letter from Jeff Adler.

- Future Meeting Dates:

- October 26, 2016 – PH Government Building & Traffic impact fees, CIP reviews?
- November 2, 2016 – Department CIP reviews
- November 9, 2016 – Department CIP reviews?, CIP Scoring Review?
- November 23, 2016 – CIP Scoring Review?
- November 30, 2016 – meet?

#### **Review and approve minutes for 10/5/16**

The Board reviewed the minutes from 10/5/16. The Board made a correction to the minutes: Line 265 was changed from “Motion approved, 5-0-0.” to “Motion approved, 6-0-0.” Mr. Weider made a motion to accept the minutes dated 10/5/16 as amended; Mr. Sederquest seconded the motion. Motion approved, 4-0-0.

Mr. Aaron Hume noted that the dates for the Great Bay Buffer Project meeting were incorrect on the 10/5/16 minutes. The date should be Tuesday, October 18, not Tuesday, October 16.

#### **Review request from Recreation for release of impact fees in the amount of \$2,970 for lime and grass seed for Wason ballfields.**

Mr. Hadik presented the Board with a letter from the Town of Chester Recreation Department coordinator, Corinna Reishus, requesting the release of \$2,970.00 from their Impact Fees to go towards the cost of lime and grass seed as part of a proposed Maintenance Plan by Mr. John Dalrymple and Mr. Tony Amato for the Wason Pond ballfields.

The Board reviewed the letter.

Mr. Hadik said that after the Board makes a motion and votes on this issue, he would write a letter to the BOS stating that the Planning Board supports the release of the Impact Fee funds for the Wason Pond ballfield lawn maintenance to the Recreation Commission.

Mr. Sederquest made a motion to approve the release of impact fees in the amount of \$2,970 for lime and grass for Wason Pond ballfields to the Recreation Commission; Ms. Richter seconded the motion. Motion approved, 4-0-0.

#### **Review draft of CIP Project Request & Scoring / Evaluation form.**

Mr. Hadik presented the Board with a copy of the redesigned Project Request & Evaluation Form he had created for the Capital Improvement Program. Ms. Richter noted that the redesign was a big

improvement. Mr. Weider expressed his opinion that the threshold of the gross cost of a capital project be increased from \$5,000.00 to \$10,000.00. Mr. Hadik noted that other towns range from as low as \$2000.00 or \$3000.00 to \$25,000.00 (for cities) for the gross cost of a capital improvement project. He and the Board discussed this issue, and agreed to revisit the threshold during the CIP project review process.

**FYI Cedar View Estates pre-construction meeting held this Wednesday morning (10/12/16.)**

Mr. Hadik presented and reviewed with the Board the Pre-Construction Meeting Agenda and the Pre-Construction Meeting Summary for the Cedar View Estates pre-construction meeting held on the morning of 10/12/16. Mr. Hadik noted that the agenda was prepared by the experienced engineer from Dubois & King, Scott Bourcier, P.E. Mr. Hadik said that Mr. Bourcier went through each point on the agenda in detail with all present at the meeting. Mr. Hadik noted that Mr. Bourcier said he would provide minutes of the pre-construction meeting which would be passed around and signed off on by all the participants. Mr. Hadik told the Board he would give them those minutes for further review. Mr. Hadik created a brief summary of the pre-construction meeting which he read to the Board and they reviewed and discussed the summary which is printed out in its entirety below.

*Cedar View Estates – Pre-Construction Meeting Summary – 10/12/16*

*Meeting started at 8:00 am.*

*Present were Scott Bourcier – Engineer from DuBois & King, Grant Benson – Owner, Kevin Hatch-Surveyor, Jonathon Remillard – Site Work Contractor, & Andrew Hadik, Chester Planning Coordinator.*

*Scott will provide comprehensive minutes of this meeting, as well as, the construction inspection meetings.*

*The following items were discussed:*

*9 “Milestone” inspections are planned (see list,) along with 7-8+ interim inspections.*

*How much work is expected to be accomplished before the winter shutdown? This will depend on the timing and severity of the onset of winter. Will try to accomplish at least the following:*

- Install the drainage swales.*
- Install the drainage crossings (the final crossing structures.)*
- Some, if not all, grubbing and clearing. The big concern here is that all erosion control measures would have to be installed and maintained throughout the winter depending upon the degree of grubbing and clearing.*
- Install road subgrade.*
- If the weather is like last year, then work might continue thru the winter in order to pave the base / binder coat in the spring.*

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*Grant Benson and Scott Bourcier are interested in ALH attending some of these inspections throughout the construction process. They believe it will improve the Board's overall understanding about how plan sets really relate to the actual site and site-work in general.*

*Surveying (by Kevin Hatch) at regular intervals to ensure a good set of final As-Built plans.*

*All Field Changes are to be approved by the Town (the word "Town" was discussed by the Board and determined to mean Planning Board and DuBois & King) prior to performing the changes. These might be minor in design changes due to unforeseen circumstances. The process will be for Jeff and Scott to review them, notify ALH of their recommendation & ALH to notify the Board to obtain approval if necessary.*

*Submittal of all Shop Drawings.*

*Materials testing will be done by Miller Engineering.*

Mr. Weider emphasized that once all the edits of the pre-construction meeting minutes are done that those minutes need to be signed and approved by everyone. He suggested that the Town Road Agent be put on the distribution list of the minutes.

#### **Discuss resolution of Cedar View Estates plan set issues.**

Mr. Hadik stated that he and Mr. Adler discussed the Board's wish to require a new completely new set of plans to incorporate the minor changes to the six drainage swales shown on sheet C-1A. He noted that Mr. Adler and Mr. Bourcier said they could work with the plan set currently in use. This issue was discussed at the preconstruction meeting, and all had agreed there would be no difficulty in incorporating the changes on page C-1A.

The Board and Mr. Hadik further discussed the plan sets. Chairman Sullivan expressed that the plans need to reference page C-1A on the first page of the plans. He said that although the minutes from the last meeting make it sound like the plan sets were inadequate, the Board does not believe that to be the case now.

#### **FYI Chester Building Inspector was witnessing test pits up at Crowley Woods last week.**

Mr. Hadik informed the Board that the Town Building Inspector was up at Crowley Woods for two days last week witnessing test pits.

#### **Public Hearings**

Mr. Weider made a motion to open the Public Hearing on the Continuation of the Public hearing for the subdivision application by Dion Construction, LLC (Applicants,) 802 Amherst Street, Manchester, NH 03104, for a 3-Lot Subdivision of Map 2, Lot 49 on Town Farm Road; Mr. Sederquest seconded the motion. Motion approved, 4-0-0. The Public Hearing opened at 7:56 pm.

**Continuation of the Public hearing for the subdivision application by Dion Construction, LLC (Applicants,) 802 Amherst Street, Manchester, NH 03104, for a 3-Lot Subdivision of Map 2, Lot 49 on Town Farm Road.**

Mr. Hadik noted the applicant has emailed another request for another continuance. They are still waiting on approval of their NH DES Dredge & Fill permit, and the final review letter from Jeff Adler.

Mr. Weider made a motion to continue the Public hearing for the subdivision application by Dion Construction, LLC (Applicants,) 802 Amherst Street, Manchester, NH 03104, for a 3-Lot Subdivision of Map 2, Lot 49 on Town Farm Road to October 26, 2016; Ms. Richter seconded the motion. Motion approved 4-0-0.

**Discuss purchase of \$59 external hard drive.**

Mr. Hadik said he still had concerns regarding the lack of surge protection for the computer system. He noted that a solution to backing up and protecting the irretrievable information is to use an external hard drive. He requested permission from the Board to purchase an external hard drive for back-up storage for \$59. The Board agreed to Mr. Hadik's request.

Mr. Hadik informed the Board that he might be getting some free help to scan and organize Town Planning Board minutes and documents. He stated that his plan is to scan all the Planning Board minutes, organize them into folders by year, and create some sort of database that so one could search the minutes by using key words. Ms. Richter agreed with Mr. Hadik that this would be a great way to store and organize the minutes. Mr. Weider suggested investigating Fujitsu scanning software that automatically creates a searchable database when the documents are scanned.

**Discuss new information regarding the proposed road construction at Pipit Estates.**

Mr. Hadik informed the Board that Mr. Keith Coviello (formerly working for Long Beach Development with Keith Martel) is leaving to work for the city of Manchester. Ms. Richter asked who was taking over as the engineer. Mr. Hadik said he didn't know. Mr. Hadik noted that Mr. Coviello told him that Viking Excavation wants to know how soon the road can go in at Pipit Estates. Mr. Hadik said he is in the process of putting together a punch list from the Board's meetings with the representatives from Pipit Estates. He said that first all the conditions for Mr. Adler will need to be met. Mr. Hadik gave an overview to the Board.

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205 **Discussion of up-coming meetings**

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207 The Board and Mr. Hadik discussed when the meetings for the CIP review with the BOS and others can  
208 be held. Mr. Hadik said he would know better next week.

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210 **Adjournment**

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212 Ms. Richter made a motion to adjourn the meeting; Mr. Weider seconded the motion. Motion  
213 approved, 4-0-0. The Meeting was adjourned at 8:21 pm.

214

215 Respectfully submitted,

216

217 C. Molly Qualters

218 Recording Secretary