

12-7-16 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Town of Chester
Planning Board Meeting
Wednesday, December 7, 2016
Municipal Complex
Approved Minutes

Members Present

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

Members Absent

Cass Buckley, Ex-Officio
Michael Weider, Member

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times

Richard Trask, Board of Selectman

Chairman Sullivan called the meeting to order at 7:05 pm.

Agenda

General Business

- Review & sign invoices.
- Review & approve minutes for 11/30/16.
- Review & approve draft Conditional Site Plan Approval for Bittersweet Blessings.
- Review & approve Mill Pine Village Phase II-B bond reduction.
- Review 1st draft of the Planning Board's annual budget.
- FYI Jack Munn's response re: bulk purchase traffic cones as CIP project.
- Review CIP scoring results & amend list of CIP projects.
- Plan NH & NH Housing grants - \$2,500 to \$10,000 (25% cash match required) – help to amend local zoning to improve housing diversity & incentives e.g. for Senior & Super Senior housing.

Future Meeting Dates:

- December 14, 2016 – Work on annual CIP Update, review 2nd draft PB Budget
- January 4, 2017 – meet?

12-7-16 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

- January 11, 2017 –
- January 25, 2017 –
- January 26, 2017 – PB Annual Budget Review with BOS

Mr. Hadik suggested moving the review and approval of minutes to the end of the meeting. The Board agreed.

Chairman Sullivan stated that Mr. Hume is the alternate at this meeting for Mr. Weider.

Review & approve draft of Conditional Site Plan Approval for Bittersweet Blessings.

Mr. Hadik distributed documents addressing the Conditions of Approval for Bittersweet Blessings. He distributed copies of the proposed conditions as well as copies of the previous conditions approved in 2013. He explained the reason was so the Board could compare and approve the format of the new conditions.

Mr. Hadik explained he had been told the ZBA had concerns about how the last two conditional site plan approvals had been formatted. The concerns related to the similarity to conditions for home businesses and the references to “permit” throughout the two documents.

After approving the format, the Board reviewed the draft of the new Conditional Site Plan approval document. Vice Chairman Sederquest suggested inserting the word “family” and replacing “residence” with “dwelling” in Conditions #1 and #2.

Mr. Snyder made a motion to approve the draft document of the Conditional Site Plan Approval for Bittersweet Blessings as presented and amended tonight; Ms. Richter seconded the motion. Motion approved, 5-0-0.

Review & approve Mill Pine Village Phase II-B bond reduction.

Mr. Hadik and the Board reviewed the Mill Pine Village Phase II-B bond reduction.

Mr. Snyder made a motion to reduce the bond amount for the Mill Pine Village Phase II-B, Map 10, Lot 1, from \$107,700 to \$31,700 per letter from Dubois and King dated December 5, 2016; Vice Chairman Sederquest seconded the motion. Motion approved, 5-0-0.

Review CIP scoring results & amend list of CIP projects.

Selectman Trask joined the Board members at the Meeting table at 7:30 pm.

12-7-16 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Mr. Hadik reviewed the spreadsheets created for scoring the CIP. He noted that the six regular members of the Planning Board, Chairman Sullivan, Vice Chairman Sederquest, Mr. Buckley, Ms. Richter, Mr. Snyder and Mr. Weider, all scored the projects.

Mr. Hadik asked the Board to review the scoring spreadsheet and to determine what projects should either be removed from or rescheduled in the CIP. He pointed out that if a project is removed from the CIP at this point, the Selectmen, the Budget Committee, and the voters are deprived of any further discussion or decision making.

The Board, Mr. Hadik, and Selectman Trask discussed the scoring procedure at the last meeting. Ms. Richter noted that the Department Heads did a fantastic job providing the necessary information for the Board's scoring, especially Deputy Fire Chief Clark.

Mr. Snyder suggested looking at the two coming fiscal years and accepting the projects that are reasonably highly scored. The Board agreed. The Board reviewed and discussed the scores of the Departments CIP projects, amending the spreadsheet during the discussion.

FYI Jack Munn's response re: bulk purchase traffic cones as a CIP project.

During the discussion of the scoring, Mr. Hadik presented the Board with the email response from Mr. Munn, SNHPC, regarding the Police/Fire Department traffic cones' purchase inclusion in the CIP. Mr. Munn wrote the purchase could qualify as a capital improvement if the Board agreed.

Chairman Sullivan said that he thought that all the projects for the Police Department should stay in the CIP. The other Board members agreed.

The Board continued to discuss the CIP scoring.

The Board discussed the scoring of the Fire Department's projects. After a discussion of the various Fire Department projects with particular focus on the septic system, the Board agreed that none of the projects should be removed from the CIP.

Mr. Hadik suggested that the Board should have a work session to discuss the CIP scoring methodology to prepare for next year's annual CIP update. Ms. Richter agreed.

The Board reviewed the Recreation Department's projects' scores. The Board agreed to move the Fitness Trail project to the 2018-2019 fiscal year. The Board moved the Technology Center at the Community Center to the 2019-2020 fiscal year and reduced the amount for the project to \$5,000. The Board moved the Mobile Concession Stand to 2019-2020.

The Board discussed the Chester SAU CIP. Mr. Hadik noted that they have a building and maintenance fund that will cover the majority of their projects.

12-7-16 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

The Board and Mr. Hadik discussed and reviewed the Highway CIP projects and scoring.

Selectman Trask departed the meeting at 8:20 pm.

Review 1st draft of the Planning Board's annual budget.

Mr. Hadik noted that he is holding the budget flat for what was approved last year.

Chairman Sullivan asked Mr. Hadik what equipment he needs to maintain his office. Mr. Hadik stated he believed an APC battery backup / surge protector to safeguard his work station for approximately \$120 was a worthwhile investment. The Board agreed protecting Mr. Hadik's computer is important. The agreed he could budget up to \$150 for the APC battery backup / surge protector.

Review and approve minutes for 11/30/16

The Board reviewed the minutes from 11/30/16. Ms. Richter made a motion to approve the minutes dated 11/9/16 as presented; Vice Chairman Sederquest seconded the motion. Motion approved, 2-0-3. Chairman Sullivan, Mr. Snyder, and Mr. Hume abstained from the vote.

Plan NH & NH Housing grants - \$2,500 to \$10,000 (25% cash match required) – help to amend local zoning to improve housing diversity & incentives e.g. for Senior & Super Senior housing.

Mr. Hadik reviewed the available grants from Plan NH & NH Housing. He said he would like to apply for the grant to obtain help to amend Article 6 to incentivize Senior and Super Senior housing. The Board agreed this was a good idea. Mr. Hadik noted that because of the grant approval schedule, any zoning amendment would not meet the 2017 deadline for adoption, however, would be ready for 2018.

FYI – January 4, 2016 Meeting

Mr. Hadik informed the Board that he will be absent from the January 4, 2017 meeting. The Board agreed to cancel the January 4th, 2017 meeting.

Adjournment

Ms. Richter made a motion to adjourn the meeting; Vice Chairman Sederquest seconded the motion. Motion approved, 5-0-0. The Meeting was adjourned at 8:45 pm.

Respectfully submitted,

C. Molly Qualters

Recording Secretary