

5-10-17 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, May 10, 2017
Municipal Complex
Approved Minutes**

Members Present

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

Members Absent

Cass Buckley, Ex-Officio
Aaron Hume, Alternate Member

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times

Eric Mitchell, ECM, Inc.
Josh Naughton
Jacob Weider

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

Agenda

General Business

- Review and sign invoices and time sheet.
- Review & approve minutes for 4/26/17.
- FYI – all four proposed zoning amendments passed 2:1 or 3:1 vote margins.
- Review & discuss USPS mandate for clustered mailboxes.
- Discuss CIP repair plans for roads for potential discussion during review of CIP warrant article funding at Town Meeting.
- Announce Public Hearing on 5/24/17 for tree removal on Shattigee Road, a designated Scenic Road. FYI - the Road Agent has marked about a dozen trees designated for removal with orange flagging.
- FYI – ZBA meeting Notice
- FYI – ZBA Notice of Decision

7:15 Appointments

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Eric Mitchell to discuss Pipit Estates, USPS mandate for clustered mailboxes and other items.

7:45 Public Hearings: None scheduled.

Future Meeting Dates:

- May 24, 2017- Five Public Hearings
- June 7, 2017-
- June 14, 2017
- June 28, 2017

Review and approve minutes for 4/26/17

The Board reviewed the minutes from 4/26/17. The word “for” on line 81 was changed to “fire.” Mr. Snyder made a motion to accept the minutes dated 4/26/17 as amended tonight; Mr. Weider seconded the motion. Motion approved, 3-0-2, Mr. Snyder and Mr. Weider abstained.

FYI – all four proposed zoning amendments passed 2:1 or 3:1 vote margins.

Mr. Hadik reported to the Board that all four of the proposed zoning amendments passed with a two to one or three to one vote margin.

FYI – ZBA meeting Notice

FYI – ZBA Notice of Decision

Mr. Hadik supplied the Board copies of the Zoning Board of Adjustment’s upcoming meeting notice and recorded Notice of Decision.

Announce Public Hearing on 5/24/17 for tree removal on Shattigee Road, a designated Scenic Road.

Mr. Hadik announced the Public Hearing on May 24, 2017 for the tree removal on Shattigee Road, a designated Scenic Road. He said that the Road Agent has marked about a dozen trees designated for removal with orange flagging. Mr. Hadik said that the trees are on one side of the road between two driveways, not scattered all along Shattigee Road. He noted that the trees must be removed in order to move back the bank in order to have the space to create a ditch-line to fix the drainage problem on Shattigee Road.

Review & discuss USPS mandate for clustered mailboxes.

Mr. Hadik distributed to the Board a document he drafted titled “Proposed Amendments to Subdivision & Site Plan Review Regulations per New United States Postal Service (USPS) Delivery Regulations,” that he

based on the USPS regulations. Mr. Hadik explained to the Board that the USPS is trying to mandate for clustered mailboxes or mailbox units in new subdivisions. He noted that the Board has already agreed this is not the Town's responsibility in which to get involved, however, the point of the amendments is to put applicants on notice they themselves must contact the local postmaster early in the planning process to arrange the mode of mail deliveries. Mr. Hadik said that he pulled out relevant information from an email attachment he received from one of the Postmasters at the Derry Office. He pointed out that this rough draft is a starting point for the Planning Board's discussions.

Mr. Hadik read through the document which he had drafted. Mr. Hadik and the Board had much discussion about the different proposed amendments, the responsibility of the Town as related to mailbox units, and what the best approach is for the Planning Board in dealing with the USPS mandates.

Mr. Weider said he wants to stay completely out of the whole issue. The Board continued to discuss how best to stay out of the issue, while establishing some guidance for subdivision and site plan applicants. Mr. Hadik will revise the draft as discussed tonight for further review by the Board.

7:15 Appointments

Eric Mitchell to discuss Pipit Estates, USPS mandate for clustered mailboxes and other items.

Mr. Eric Mitchell and Mr. Josh Naughton came before the Board at 7:27 pm. Mr. Mitchell said he and Mr. Naughton are here representing Pipit Estates. Mr. Mitchell distributed several documents to the Board, including a lot line adjustment, a site plan, and an email from last year. He explained that he had gotten involved with the Pipit Estates project in the beginning of this year, to "get everything back on track and to get the final permits." He said that the road was originally approved in 2008; the plans were either never recorded or the conditions of approval were not met and so the road construction was only completed to the stage shown in the picture. Mr. Mitchell said the road is excavated to subgrade and a lot of the drainage is installed, however, the gravel is not down and it is not paved. He said that his understanding of the situation is that because the subdivision expired the road is not really a road. Mr. Mitchell referenced the email from June 2016, stating that the email identifies things that need to be done based on discussions with Jeff Adler. Mr. Mitchell asked if they can get started finishing the road.

Mr. Hadik explained that although the Board had agreed that they could move forward on completing the road, a lot line adjustment must first occur. He said currently the proposed cul-de-sac is staked out across properties with two different owners. Mr. Hadik explained where the lot line is drawn. He noted that one-third of the cul-de-sac is on Mr. Downing's property. Mr. Hadik said that on May 24, 2017, they will have a simple lot line adjustment to remedy the situation.

Mr. Mitchell said that the road is at subgrade waiting for the bank-run and crushed gravel, and pavement, but, because the road sat for a while, there is extra work that needs to be done on the road.

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He asked if the email from last year still has any bearing on finishing the road.

Chairman Sullivan asked Mr. Mitchell if the four items on the June 8, 2016 email had been satisfied. Mr. Mitchell said that the AOT permit has been granted. He said there isn't a construction supervision contract with Dubois & King, yet. Mr. Hadik said that he has an email draft that he can get printed, signed, and mailed to Mr. Adler in the morning. Mr. Mitchell said that a correct "as-built" has been sent to Mr. Adler, and that is reflected in the current plans. Mr. Mitchell said the drainage reports have been completed, however, Mr. Adler still needs to review them.

Mr. Mitchell said that even if the four items have been completed, Mr. Adler is going to need some time to review them. The Board agreed that Mr. Adler can start reviewing the plans, and that they should be good to go on the road construction after the May 24 meeting. Chairman Sullivan clarified that as long as the four items in the email have been satisfied, after the May 24th lot line adjustment, the road construction can start.

Mr. Hadik said that they discovered that the old subdivision design was outdated. He noted that they will still have the lot line adjustment at the May 24 meeting, but, that the subdivision application will be postponed to a later date beyond that meeting.

Mr. Mitchell explained to the Board his experience he had with the United States Postal Service as related to mailbox units with new subdivisions in Auburn. He said that after the USPS asked for mailbox units in a new subdivision in Auburn, there was a "big uproar" by the developer, and the subject was subsequently dropped and never brought back up as a requirement.

Mr. Mitchell and Mr. Naughton departed the meeting at 7:55 pm.

Discuss CIP repair plans for roads for potential discussion during review of CIP warrant article funding at Town Meeting.

Mr. Hadik and the Board discussed the CIP warrant articles, as they relate to the road engineering assessment and road work/repairs, to be discussed at Town meeting on Saturday, May 13, 2017.

Other: Mr. Hadik gave the Board an update on the latest Age-Friendly Communities seminar he attended.

Adjournment

Mr. Snyder made a motion to adjourn the meeting; Ms. Richter seconded the motion. Motion approved, 5-0-0. The Meeting was adjourned at 8:15 pm.

Respectfully submitted,
C. Molly Qualters
Recording Secretary