

10-4-17 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester  
Planning Board Meeting  
Wednesday, October 4, 2017  
Municipal Complex  
Approved Minutes**

**Members Present**

Brian Sullivan, Chairman  
Evan Sederquest, Vice Chairman  
Elizabeth Richter, Member  
Richard Snyder, Member  
Michael Weider, Member  
Cass Buckley, Ex-Officio

**Members Absent**

Aaron Hume, Alternate Member  
Jacob Weider, Alternate Member

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present at Various Times**

Patricia Brown, 32 Arabian Way

Chairman Sullivan called the meeting to order at 7:00 pm.

**Meeting Agenda**

**General Business**

- Review and approve minutes for 9/27/17.
- Review and discuss proposed edit to the Road Requirements & Acceptance Policy.
- Discuss question from Brian Remillard.
- Discuss employee performance appraisal process.
- FYI: ZBA – Public Hearing notice.

**7:05 PM – Appointments**

None scheduled.

**7:30 PM – Public Hearings**

1. Continuation of the Home Business application from Patricia Brown, 32 Arabian Way (Map 9 Lot 42-17), for a dog grooming business.

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2. Continuation of the Public Hearing for proposed amendments to the Town of Chester's Subdivision regulations:

- Subdivision – amend Section 4.11 – Fire Protection.

**Future Meeting Dates:**

October 11, 2017- CPH Crowley Woods

October 25, 2017 –

**Review and approve minutes for 9/27/17.**

The Board reviewed the minutes for September 27, 2017.

Corrections to the minutes were noted as follows:

- Line 98 – “drop off” not “drop of,”
- Line 127 – “selectmen” not “selectman,”
- Line 143 – “Stevens Hall” not “Stephens Hall,”
- Line 219 – reworded to read “Arabian Way’s right-of-way.”

Mr. Snyder made a motion to accept the minutes of September 27, 2017 as amended; Vice Chair Sederquest seconded the motion. Motion approved, 4-0-3, Mr. Buckley, Mr. Snyder, and Mr. Weider abstained.

**Review and discuss proposed edit to the Road Requirements & Acceptance Policy.**

Mr. Hadik reviewed with the Board the edits he had made to the Road Requirements and Acceptance Policy.

Mr. Weider made a motion to have the Road Requirements and Acceptance Policy with edits be accepted by the Planning Board and forwarded to the Board of Selectmen; Mr. Snyder seconded the motion. Motion approved, 7-0-0.

**DuBois and King Internal Memorandum: Review of Chester/Candia Traffic and Site Access Assessment**

Mr. Hadik and the Board reviewed and discussed the internal memorandum.

**7:15 PM – Public Hearings**

**Continuation of the Home Business application from Patricia Brown, 32 Arabian Way (Map 9 Lot 42-17), for a dog grooming business.**

Mr. Snyder made a motion to open the Public Hearing for the continuation of the Home Business application from Patricia Brown, 32 Arabian Way (Map 9 Lot 42-17), for a dog grooming business; Mr. Weider seconded the motion. Motion approved, 7-0-0.

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The Public Hearing was opened at 7:18 pm whereupon Ms. Brown joined the meeting table.

The Board and Ms. Brown discussed the conditions of approval. Ms. Brown's business requirements were very modest, and the Board advised her to include anything she might foresee in the near future. Ms. Brown said she was fine with the conditions as drafted.

There was no Public comment.

Mr. Buckley made a motion to close the Public hearing; Vice Chair Sederquest seconded the motion. Motion approved, 7-0-0.

The Public hearing was closed at 7:23 pm.

Mr. Weider made a motion to approve the home business application for Patricia Brown, 32 Arabian Way (Map 9 Lot 42-17), for a dog grooming business with conditions as amended; Mr. Buckley seconded the motions. Motion approved, 7-0-0.

Ms. Brown departed the meeting at 7:26 pm.

**Continuation of the Public Hearing for proposed amendments to the Town of Chester's Subdivision regulations:**

• **Subdivision – amend Section 4.11 – Fire Protection.**

Mr. Hadik and the Board reviewed and discussed the proposed amendments to the Town of Chester's Subdivision regulations section 4.11 – Fire Protection.

The Board had a lengthy discussion about proposed amendments to Subdivision Regulation Section 4.11 - Fire Protection. A key issue was setting the development threshold (number of dwelling units) and other factors that should trigger a review by a licensed fire protection engineer (FPE) and the requirement and sizing of cisterns. After much discussion, the Board agreed to seek guidance from DuBois and King, and address the amendment in the near future.

Mr. Weider made a motion to table the amendment to the subdivision regulation section 4.11 - Fire Protection to a future date; Mr. Snyder seconded the motion. Motion approved, 7-0-0.

**FYI: ZBA – Public hearing notice document.**

**Discuss question from Brian Remillard.**

Mr. Hadik reviewed with the Board a question regarding the construction of permanent structures on Map 13 Lot 1 received from Mr. Remillard (Mr. Remillard was not present at the meeting).

The Board noted the construction of additional permanent structures are possible, providing the use meets zoning, the structures are approved by the Board via the site plan review process, and the proper building permits are obtained.

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137 **Discuss employee performance appraisal process.**

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139 Mr. Hadik discussed with the Board the eleven-page employee performance appraisal and process  
140 requested by the BOS. He noted that he had been requested to give a very detailed job description. The  
141 Board recommended Mr. Hadik give more of an overview of the job using bullet points, rather than  
142 breaking the description into detailed annual, monthly, weekly, and daily tasks.

143

144 **Adjournment**

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146 Ms. Richter made a motion to adjourn the meeting; Mr. Weider seconded the motion. Motion  
147 approved, 7-0-0.

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149 The meeting was adjourned at 8:26 pm.

150

151 Respectfully submitted,

152 C. Molly Qualters

153 Recording Secretary