

10-25-17 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, October 25, 2017
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

Michael Weider, Member
Jacob Weider, Alternate Member
Cass Buckley, Ex-Officio

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times

Mike Oleson, Chester Road Agent
Derek Shooster, SNHPC
Penny Williams, Tri-Town Times

Chairman Sullivan called the meeting to order at 7:01 pm.

Chairman Sullivan noted that Mr. Hume is the alternate for Mr. Weider.

Meeting Agenda

General Business

- Review and sign invoices and time sheets.
- Review impact fee waiver request from Busche Academy.
- Review and approve \$30,838.40 in expenditures for the drainage improvements to Shattigee Road, \$1,740.20 from the Quadrant A Traffic Impact fees, and \$29,098.20 from the Villages at Chester Offsite Improvement fees.
- Review and approve request from CFD for the expenditure of \$4,204 in impact fees for two sets of turnout gear for the new hire full-time FF/EMT and the new FF/Paramedic call member.
- Review and approve four requests from the Recreation Commission for the expenditure of impact fees.
- Review and approve minutes for 10/11/17.

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- Review and discuss traffic study expansion suggestion/request, re: SNHPC.
- Review subdivision draft conditions of approval.
- FYI: NH DOT has agreed to support SNHPC's RSMS for Chester with 50/50 cost sharing.
- FYI: paving updates: Isaac Foss Road, Shetland Road and Hackney Drive, and Hemlock Lane.

7:05 PM – Appointments

Derek Shooster from SNHPC to discuss the annual CIP update.
FYI: Departmental CIP update: FD, Library, REC, SAU, GGB, HWY

7:15 PM – Public Hearings - None Scheduled

Non-Public Session - Employee performance appraisal.

Future Meeting Dates:

November 1, 2017 – CIP update
November 8, 2017 – CIP update
November 15, 2017 – Candia Planning Board meeting, re: Crowley Woods Subdivision
November 22, 2017 – CPH Crowley Woods

Review impact fee waiver request from Busche Academy.

The Board reviewed and discussed the impact fee waiver request letter from Busche Academy (Busche International, LLC).

Mr. Derek Shooster, SNHPC, joined the Board at the meeting table at 7:17 pm.

After much discussion regarding the Busche Academy impact fee waiver request letter, assessment of impact fees, and calculations of the assessed impact fees, the Board, Mr. Hadik, and Mr. Shooster agreed to gather more information pertaining to this issue and discuss the issue at the next meeting.

Review and approve \$30,838.40 in expenditures for the drainage improvements to Shattigee Road, \$1,740.20 from the "Quadrant A" Traffic Impact fees, and \$29,098.20 from the Villages at Chester Offsite Improvement fees.

Mr. Oleson came before the Board at 7:42 pm to give the Board a review of the finished drainage improvements to Shattigee Road. He noted that the work is completed, the improvements had gone well, and he had confirmed during the last major rain event that everything is draining properly.

Mr. Snyder made a motion to approve the \$30, 838.40 in expenditures for the drainage improvements to Shattigee Road of which \$29,098.20 to come from the Villages at Chester Offsite Improvement fees,

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and \$1,740.20 from “Quadrant A” Traffic Impact fees; Mr. Hume seconded the motion. Motion approved, 5-0-0.

FYI: NH DOT has agreed to support SNHPC’s RSMS for Chester with 50/50 cost sharing.

Mr. Hadik informed the Board about NH DOT’s agreement to support SNHPC’s Road Surface Management Study (RSMS) for the Town with a 50/50 cost sharing. SNHPC is currently finalizing the paperwork with NH DOT, and expects to start the field work / data gathering soon.

Mr. Oleson and the Board noted they are very pleased to hear about this.

7:05 PM – Appointments - Derek Shooster from SNHPC to discuss the annual CIP update.

The Board, Mr. Hadik, and Mr. Shooster reviewed and discussed various aspects of the CIP.

Mr. Shooster noted that the SNHPC will be working with the Town to help with the annual update of the Capital Improvement Program (CIP). He recommended a couple of new categories to be added to the CIP project forms, including a category for Town growth, and a space for a photo for the project.

Mr. Hadik asked if the Board would want the departments to redo their CIP evaluations for this year to include the proposed revisions to the project form. The Board said they did not want the departments to redo the forms they had already submitted.

The Board discussed what type of projects qualify for the CIP. Mr. Shooster noted that maintenance that is done to Town buildings “with a useful life of more than three years,” not recurring annually, and is an inherent need for the building such as painting Stevens Hall or replacing the windows at Spring Hill Farm, can qualify as capital improvements.

The Board, Mr. Hadik and Mr. Shooster had much discussion about project scoring methodology.

The Board, Mr. Hadik and Mr. Shooster discussed the highway CIP.

Mr. Shooster and Mr. Oleson departed the meeting at 8:48 pm.

Review and approve request from CFD for the expenditure of \$4,204 in impact fees for two sets of turnout gear for the new hire full-time FF/EMT and the new FF/Paramedic call member.

Mr. Snyder made a motion to approve the expenditure for the Fire Department of \$4,204 from CIP impact fees already collected for two sets of gear per letter received from the Chester Fire Department dated October 24, 2017; Ms. Richter seconded the motion. Motion approved, 5-0-0.

Review and approve request from CFD for the expenditure of \$1,900 in impact fees for the design of a new septic system for the Chester Fire Department.

Mr. Snyder made a motion to approve the expenditure of \$1,900 for the Fire Department from the CIP impact fees already collected for the design of a new septic system for the Chester Fire Department per

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letter received from the CFD dated October 24, 2017; Mr. Hume seconded the motion. Motion approved, 5-0-0.

Review and approve four requests from the Recreation Commission for the expenditure of impact fees.

Mr. Snyder made a motion to approve the expenditure for the Recreation Department not to exceed \$5,000 from impact fees already collected for *MPR - Sports netting, Floor mats, and Wall pads*, per letter received from the Town of Chester Recreation Department dated October 24, 2017; Ms. Richter seconded the motion. Motion approved, 5-0-0.

Mr. Snyder made a motion to approve the expenditure for the Recreation Department not to exceed \$10,000 from impact fees already collected for *Ballfields - Benches and Bleachers*, per letter received from the Town of Chester Recreation Department dated October 24, 2017; Ms. Richter seconded the motion. Motion approved, 5-0-0.

Mr. Snyder made a motion to approve the expenditure for the Recreation Department not to exceed \$5,500 from impact fees already collected for *Ballfields – Goals, Field Lining Equipment*, per letter received from the Town of Chester Recreation Department dated October 24, 2017; Ms. Richter seconded the motion. Motion approved, 5-0-0.

Mr. Snyder made a motion to approve the expenditure for the Recreation Department not to exceed \$10,000 from impact fees already collected for *Ballfields – Finish Grading and Reseeding*, per letter received from the Town of Chester Recreation Department dated October 24, 2017; Ms. Richter seconded the motion. Motion approved, 5-0-0.

Review and approve minutes for October 11, 2017.

The Board reviewed the minutes for October 11, 2017.

Line 155 was changed from “Candia” to “Crowley.” Line 282 had the (?) removed and replaced with “Candia Planning Board.”

Mr. Snyder made a motion to accept the minutes of October 11, 2017 as amended; Vice Chair Sederquest seconded the motion. Motion approved, 3-0-2, Mr. Sullivan and Mr. Hume abstained.

Review and discuss traffic study expansion suggestion/request, re: SNHPC.

Mr. Hadik explained that he would like to communicate with Mr. Mitchell regarding the traffic study expansion request before the Crowley Woods is again on the Planning Board agenda; he noted he would be sending an email to Mr. Mitchell.

The Board agreed to request to have the four intersections discussed at the last public hearing added to the scope of the traffic study. These were Rte. 121 & Candia Road, Rte. 102 & Lane Road, Rte. 102 & North Pond Road and Rte. 102 & Rte. 121.

The Board also noted to advise Mr. Mitchell that DAR could request the traffic count data collected by SNHPC.

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Review subdivision draft conditions of approval.

Mr. Hadik gave the Board a draft of the subdivision conditions of approval for Crowley Woods. He and the Board briefly reviewed and discussed the draft.

Mr. Hadik requested that the Board review the document and provide feedback at a later date, particularly about how to integrate verbiage regarding the proposed phasing periods and completion deadlines,.

FYI: paving updates: Isaac Foss Road, Shetland Road and Hackney Drive, and Hemlock Lane.

Mr. Hadik noted that Isaac Foss Road had the wear coat paved, and now just needs the shoulder gravel installed before winter. He noted that Shetland Road and Hackney Drive had shimming and partial replacement of the and crack sealing done before their wear coats were paved, and they now also just need the shoulder gravel installed before winter. Lastly he reported that Hemlock Lane had the base asphalt layer installed.

Non-Public – Employee Annual Performance Review

Mr. Snyder made a motion to enter non-Public session under RSA 91 A:3, II (C) Reputation; Ms. Richter seconded the motion. Motion approved with roll call – all members present voted, 5-0-0.

Mr. Hadik and Ms. Qualters departed the meeting room at 9:20 pm.

Non-Public session was entered at 9:20 pm.

Ms. Richter made a motion to leave non-Public and return to Public session; Mr. Snyder seconded the motion. Motion approved, 5-0-0.

Mr. Snyder made a motion to seal the non-Public minutes for a duration of one year; Ms. Richter seconded the motion. A roll call vote was taken to approve the motion with all present responding in the affirmative. Motion approved, 5-0-0.

Adjournment

Ms. Richter made a motion to adjourn the meeting; Mr. Snyder seconded the motion. Motion approved, 5-0-0.

The meeting was adjourned at 10:00 pm.

Respectfully submitted,
C. Molly Qualters
Recording Secretary