

**Town of Chester**  
**Technical Review Committee - Ad Hoc Meeting**  
**Monday, April 15, 2019**  
**Municipal Complex**  
**Approved Minutes**

**Present**

Aaron Berube, Police Chief  
Greg Bolduc, Fire Chief  
Myrick Bunker, Building Inspector / Code Enforcement Officer  
Paul Cavanaugh, Maintenance  
Steve D'Angelo, Selectman  
Andrew Hadik, Planning Coordinator  
Chuck Myette, Conservation Commission  
Scott Newnan, Lieutenant, Fire Department  
Corinna Reishus, Recreation Director

The meeting started at 2:04pm.

**I. Meeting Purpose**

Building Inspector Bunker and Fire Chief Bolduc met with the BOS last week to discuss the creation of a sanctioned Technical Review Committee (TRC). Department representatives have met as an informal TRC in the past to discuss the Crowley Woods and Pipit Estates subdivisions. However, many feel that there are additional projects and events that should obtain technical review so that potential problems are caught *before* such projects and events are approved.

For example, the Library recently put out an RFP for renovations. The Fire Department would have advised on fire protection requirements if they had the opportunity to review the proposed project *before* it was put out to bid; now there may not be enough funding.

**II. TRC Purpose, Policies & Procedures**

Selectman D'Angelo felt that a TRC would be a great resource and encouraged the group to define its purpose, policies & procedures; as well as how the TRC would interface with the Planning Board. Planning Coordinator Hadik noted that it would be possible for the Planning Board to amend its policies to require TRC review.

Various attendees noted that other municipalities have TRCs; some examples were passed around the table. Fire Lieutenant Newnan felt that the Town was doing a disservice to applicants by not being proactive from the beginning. Recreation Director Reishus suggested placing a link to a TRC page on the

Planning, Zoning, Building and Fire Department webpages to clarify that TRC review is the first step in obtaining approval for certain projects or events.

Membership was discussed, and it was determined that the following should be included in the TRC:

<b>BOS Designee</b>	<b>Fire Department Designee</b>	<b>Police Chief</b>
<b>Building Inspector</b>	<b>Highway Department Designee</b>	<b>Recreation Director</b>
<b>Chester Academy Designee</b>	<b>Maintenance Designee</b>	<b>ZBA Designee</b>
<b>Conservation Designee</b>	<b>Planning Coordinator</b>	

Police Chief Berube wondered if a member of the public should be included. It was felt that since *technical* reviews would be taking place, it would not be necessary. Meetings will be public, and proper posting of agendas and minutes will be required.

The group felt that it would be better not to assess technical review fees at this time.

Applicants should be required to provide a certain quantity of copies of required documents in advance so that each member has ample time to review it prior to the meeting.

It was agreed that a single member of the CTRC will be the designated point person to receive applications; however, all members of the CTRC would be made aware of all applications. It would then be determined which members need to be involved with reviewing that application.

Police Chief Berube suggested developing a checklist or a flow chart for applicants; the group felt this was a great idea.

Planning Coordinator Hadik informed the group that there are statutory provisions that protect Conservation Commissions, Planning Boards, and Zoning Boards of Adjustment from other governance. It was agreed that the TRC will not have any enforcement authority; nor can it require anything – it will be advisory.

### **III. Projects and Events Eligible for Technical Review**

It was reiterated that the primary goals of the TRC would be to help protect both the Town and applicants; help all involved do a better job; and prevent unpleasant surprises.

Planning Coordinator Hadik added that a technical review was done for the Crowley Woods subdivision; its Conditions of Approval are now 8-9 pages long instead of 3-4. Mr. Hadik feels it will be a much safer development than if no technical review had taken place.

It was noted that the Wason Pond Pounder, Chester Academy Promotion Ceremony, the Scouts Yard Sale, Lions Club Banquet and others would all be candidates for technical review -- even on an annual basis, as factors are always subject to change.

Police Chief Berube noted that the Reach the Beach relay race and the snowmobile water-skimming races at the "Beach" (also known as the Sandlot, accessed via Sandown but in Chester) are upcoming events that may be reviewed.

Structural changes and upgrades to Town facilities, for example, would be reviewed; while painting projects would not.

#### **IV. Next Steps in Enacting a TRC**

Selectman D'Angelo suggested Town Counsel draft an ordinance sanctioning a TRC; then having the group meet again to create a preferred draft to bring to the Planning Board.

Meanwhile, the group will work on creating a proposed flow chart / checklist, purpose statement, and rules for a TRC.

#### **V. Adjournment & Next Meeting**

The meeting was adjourned at 3:00pm.

The next TRC meeting date and time is to be determined.

Respectfully Submitted,

Caroline R. Wilson, Recording Secretary