

Town of Chester
Technical Review Committee (TRC) – First Organizational Meeting
Monday, May 13, 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
Chuck Myette, Conservation Commission (departed 10:55am)
Scott Newnan, Lieutenant, Fire Department
Mike Oleson, Road Agent
Darrell Quinn, Health Officer
Corinna Reishus, Recreation Director

The meeting started at approximately 10:16am.

I. Clarification of TRC Purpose, Policies & Procedures

The TRC will begin functioning as a BOS-sanctioned committee after the start of the new fiscal year on July 1, 2019.

After much discussion, the bottom line is that the TRC should be regarded as an ***advisory clearinghouse***.

- All TRC designees will receive and review the same information, and if deemed appropriate, will make **helpful recommendations** to applicants.
- The TRC cannot approve or deny a project or event. Technical review is not a substitute for going before any town entity or receiving necessary permits, approvals, etc.
- The TRC will not keep track of whether an applicant has followed through with any of the TRC's recommendations. Applicants are responsible for compliance.
- Voting members of the TRC may make motions to approve minutes, move recommendations forward, adjourn the meeting, etc.
- Event or facility usage requests for 50 or greater participants / attendees shall be reviewed by the TRC.
- Building AA Wilson and Recreation Director Reishus have access to the TRC email set up by Block 5; Ms. Wilson will be the primary point person for TRC applicants. Once an application is received, it will be placed on the TRC meeting's agenda.

II. Projects and Events Eligible for Technical Review

The group discussed various scenarios that might undergo technical review. There was concern that the TRC would be viewed by some as another layer of government or bureaucracy. It was clarified that the TRC can't "make" anyone do anything; but it could prove very helpful in informing applicants of requirements that may otherwise come as a surprise or incur added expenses.

As soon as an application is received by the designated point person via TRC@chesternh.org, all members of the TRC will be forwarded the information. It will be quickly determined which town entities may or may not need to be involved with reviewing the application.

Building Inspector Bunker wants to avoid violating any RSAs, specifically, having illegal electronic meetings. Many felt that this will not be an issue since working documents and correspondence will become part of the public record. It was emphasized that transparency will be at the forefront of the TRC's procedures. Recreation Director Reishus noted that if the TRC totals 12 members, quorum would be 7. Selectmen D'Angelo felt that receiving designee signoff can substitute his/her presence at a meeting.

Selectman D'Angelo brought up a situation in which a modular home being delivered to Fremont Road Extension caused Fremont & Raymond Roads to be blocked last week. Selectman D'Angelo was of the opinion that delivery of mobile & modular homes should be subject to TRC review. Building Inspector Bunker and others felt that this did not match the intent of the TRC; reviewing such applications would be an unnecessary step for countless applicants. Maintenance Supervisor Cavanaugh wondered where the TRC would draw the line; would every contractor dropping off an excavator be subject to technical review? Road Agent Oleson felt it would be critical for the TRC to take "baby steps" and not overburden itself before it's even had a chance to take off.

Recreation Director Reishus noted that Chester Academy and the Scouts, respectively, have recently applied for use of the town fields & the MPR; promotion ceremony, class night, and the Scouts yard sale are coming up in June. Ms. Reishus will advise Principal Karen LaCroix and Scout Master Jay Rowden of the need to obtain crowd control and / or Police detail as necessary. Ms. Reishus expressed concern that there is not an obvious point person for place of assembly situations. Police Chief Berube suggested Ms. Reishus take a class on crowd management. There was much discussion on the various permits that will be required of any applicants wishing to erect tents for events; there are many important safety considerations.

III. Next Steps

For the upcoming working document meeting, each designee will compile a list of triggers that his/her department/board may consider reasons for a project or event to undergo technical review.

83 Designees have also been asked to think about who they would like to nominate for the various roles
84 within the TRC.

85
86 “Google Docs” or a similar platform will be used to create preliminary documents for the TRC workflow;
87 all designees will have editing opportunities and others can be given permissions to view the documents
88 down the road.

89
90 **IV. Adjournment & Next Meeting**

91
92 The meeting was adjourned at approximately 11:37am.

93
94 **The TRC will meet Monday, June 3rd at 10am to finalize working documents and nominate officers.**

95
96 **The first official TRC meeting with an agenda is scheduled for Monday, July 8th at 10am.**

97
98 Respectfully Submitted,

99
100 Caroline R. Wilson, Recording Secretary