

**Town of Chester  
Technical Review Committee Meeting  
Monday, March 2, 2020  
Municipal Complex Meeting Room  
Approved Minutes**

**I Preliminaries**

**9:00am Call the Meeting to Order**

**Roll Call**

**Chairman's Additions or Deletions**

**Approval of Minutes – 2/3/2020**

***Applications:***

*Yoga Redefined Dance Recital – June 17, 2020 in the MPR*

*Chester Dancers Performance – June 25-27, 2020 at Stevens Hall*

**Discussion of Annual Events** – Polar Express, Breakfast with Santa, Lions Club Halloween @ Stevens, Senior Citizen Banquet, etc.

**Discussion of Field Usage by Private Groups**

**Discussion of Parameters of the Need to See TRC**

**Any Other Business**

**Date of Next Meeting & Adjournment**

**1.1 Call to Order**

Chairman Bunker called this meeting of the Technical Review Committee (TRC) to order at 9:18am.

**1.2 Roll Call**

**Members Present**

Aaron Berube, Police Chief; Vice Chair

Myrick Bunker, Building Inspector / Code Enforcement Officer; Chair

Paul Cavanaugh, Maintenance Supervisor

Steve D'Angelo, Selectman

Debra Doda, Town Administrator

Andrew Hadik, Planning Coordinator

Darrell Quinn, Health Officer

Corinna Reishus, Recreation Director

Caroline Wilson, Building Department Administrative Assistant; Secretary

**Members Absent**

Greg Bolduc, Fire Chief

Darrell Lockwood, Superintendent, Chester Academy

Mike Oleson, Road Agent

Conservation Commission Designee

**1.3 Chairman's Additions or Deletions**

None.

**II. Old Business**

**2.1 Approval of Minutes – February 3, 2020**

Planning Coordinator Hadik moved to accept the Technical Review Committee minutes of February 3, 2020 as written; Maintenance Supervisor Cavanaugh seconded the motion. The vote was seven in favor with Vice Chair Berube abstaining and Messrs. Bolduc, Lockwood, Oleson, and Conservation Commission Designee absent; motion carried.

**III. New Business**

**3.1 Yoga Redefined Dance Recital – June 17, 2020 in the MPR**

This local studio's event is in its third year. The applicant already contacted the Fire Department and is waiting to hear back.

**TRC recommends the applicant consult Maintenance, Recreation, and Town Administration (if using Kitchen) for this proposal.**

**3.2 Chester Dancers Performance – June 25-27, 2020 at Stevens Hall**

It was noted that a dedicated circuit has been added for air conditioning at Stevens Hall so hopefully no fuses are blown as have been in the past.

It was discussed whether this type of event could be held in the MPR to allow for better parking and emergency access. Recreation Director Reishus will invite the applicant to a future TRC meeting to discuss this. It was noted that unless a vehicle hinders emergency vehicles, it can't be towed. Selectman D'Angelo felt the TRC should recommend a fire lane be delineated at Stevens to enable the PD to issue summonses.

**TRC recommends the applicant consult Maintenance, Police, and Recreation for this proposal.**

**3.3 Discussion of Annual Events**

Chairman Bunker felt confident that the TRC has been in place long enough to develop guidelines that eliminate the need to review regular events each time they are held. Examples of these events include but are not limited to: Polar Express, Breakfast with Santa, Lions Club Halloween Open House, and Senior Citizen Banquet. (Sign off sheets for the 2020 dates of these four events were sent around the table.)

Events such as foot races attracting hundreds of participants or large subdivisions are examples of proposals that should still come to the TRC. July 1<sup>st</sup> marks the TRC's one-year anniversary; perhaps guidelines determining the need to see the TRC could be adopted by this date.

**3.4 Discussion of Field Usage by Private Groups**

Recreation Director Reishus explained that private groups sometimes need to use Town fields outside of the normal practice / game schedule. It was agreed that if there is a tournament or other event that will draw a larger crowd or have additional requirements, it should be reviewed by the TRC. Ms. Reishus also hopes to discuss emergency services requirements for these

events with the Fire Department (not present).

### **3.5 Discussion of Parameters of the Need to See TRC**

Please see 3.3.

### **3.6 Any Other Business**

- It was noted that the Library Trustees are concerned about the condition of the Library parking lot; redesigning and paving it is in the CIP, but it is a relatively low-priority item and keeps getting pushed out. Selectman D'Angelo felt that if a safety issue has been recognized, something should be done to remediate it immediately. Some felt that poor condition may be a matter of opinion, and seasonal issues such as frost heaves worsen it. Chairman Bunker suggested the Stevens Hall and Post Office parking lots be redesigned and paved along with the Library's when the time comes. It was also noted that the Library's accessible parking will be moved to the rear of the building in Spring.
- TA Doda will send out the TRC's advisory letter to groups today.
- Recreation Director Reishus noted that the School recently asked her about the role of the TRC; she referred them to the website and encouraged them to contact her if they have further questions.

## **IV. Adjournment**

The next TRC meeting is scheduled for Monday, April 6, 2020 at 9:00am in the Municipal Complex Meeting Room.

**Maintenance Supervisor Cavanaugh moved to adjourn the meeting; Vice Chair Berube seconded the motion. The vote was eight in the affirmative with Messrs. Bolduc, Cavanaugh, Lockwood, Oleson, and Conservation Commission Designee absent; motion carried.**

The meeting was adjourned at 9:31am.

Respectfully Submitted,  
Caroline R. Wilson, Secretary