

Town of Chester
Technical Review Committee (TRC) – Second Organizational Meeting
Monday, June 3, 2019
Municipal Complex
Approved Minutes

Present

Aaron Berube, Police Chief
Greg Bolduc, Fire Chief (departed 10:37am, returned 11:09am)
Myrick Bunker, Building Inspector / Code Enforcement Officer
Paul Cavanaugh, Maintenance
Steve D'Angelo, Selectman
Andrew Hadik, Planning Coordinator
Darrell Lockwood, Superintendent, Chester Academy
Scott Newnan, Lieutenant, Fire Department (departed 10:37am, returned 11:09am)
Mike Oleson, Road Agent
Darrell Quinn, Health Officer
Corinna Reishus, Recreation Director
Caroline Wilson, Building Department Administrative Assistant

The meeting started at approximately 10:06am.

I. Nomination of Officers

Police Chief Berube moved to nominate Building Inspector Bunker as TRC Chair; Planning Coordinator Hadik seconded the motion. The vote was unanimous in the affirmative; so moved.

Planning Coordinator Hadik moved to nominate Police Chief Berube as TRC Vice Chair; Road Agent Oleson seconded the motion. The vote was unanimous in the affirmative; so moved.

Chairman Bunker suggested that Ms. Wilson continue to act as TRC Secretary; the group agreed.

II. Meeting Day and Time

The TRC's official meeting day and time shall be the second Monday of each month at 9:00am. The first official TRC meeting is scheduled for Monday, July 8th at 9:00am.

III. TRC Webpage

Recreation Director Reishus and Ms. Wilson will discuss creating a TRC webpage with BOS AA Doda.

It was suggested that it should be boldly indicated on the webpage that the TRC is an advisory clearinghouse – its goal is to **help** applicants by identifying the town entities they need to discuss their project or event with.

IV. TRC Triggers

The group discussed the elements of a project or event that might require applicants to obtain technical review; designees named their own applicable “triggers”. It is important to note that events that have been done in the past are subject to undergoing technical review moving forward.

Planning: site plan review; subdivision; home business

Recreation: use of town facilities or property; events / places of assembly (50+) or those with safety concerns

School: use of town facilities or property; events / places of assembly (50+) or those with safety concerns

Police: traffic control or impedance; security; crowd management / control; personnel / public safety; high-value events / targets / persons

Fire: fire and life safety concerns; tents; major events

Highway: items with potential road impact

Building: alteration, expansion, or construction of town facilities

Summary: *Projects or events beyond any single department’s scope that might impact town liability or resources shall undergo technical review.*

V. TRC Applications

Chairman Bunker will distribute the TRC mission statement to the group as a working document in OneNote.

Chairman Bunker suggested that the TRC develop two application forms: one for subdivisions / building (Planning Coordinator Hadik to work on) and one for events (Recreation Director Reishus to work on).

VI. Other Items

- Planning Coordinator Hadik mentioned that protection of groundwater resources was a topic of discussion at a recent SNHPC meeting; according to NHDES, significant numbers of bedrock-

sourced wells could run dry in the next decade. Mr. Hadik feels that the BOS should have a lawn watering prohibition ordinance in place, ready to implement in case of a summer drought.

- Selectman D'Angelo recently attended a meeting about managing public rights of way and wondered if the transition to 5G would require technical review. Vice Chair Berube felt that installation / maintenance of utility poles potentially impeding traffic would be of greatest impact.
- Superintendent Lockwood wondered if the Reach the Beach relay race (which uses the Chester Academy parking lot) would need to see the TRC, since it is not a new event. The group agreed that it should; many things are subject to change, and it would be an opportunity to address past issues or new rules or regulations. Vice Chair Berube suggested a TRC rep inform Reach the Beach of the TRC; the group felt this was a great idea. The race is scheduled for September 13 & 14, 2019.
- Health Officer Quinn (also a Great Hill Cemetery Trustee) wondered if a funeral procession would need technical review. The group agreed it would be very difficult to require this; Vice Chair Berube noted that local funeral homes are very good about notifying the PD of processions – mostly because of the challenges with the 102/121 intersection.
- Recreation Director Reishus received a request from the Cub Scouts to use town fields for a cookout and mini rocket-launching event; 40+ attendees are expected. Ms. Reishus informed the applicant that the French & Nicoll and Wason fields were both unavailable on the requested date. Ms. Reishus wondered if the field behind town hall would be suitable; the group demurred. Selectman D'Angelo suggested Ms. Reishus attend the June 6th BOS meeting to discuss this; she agreed.
- The PTA-sponsored STRIDE 5K event on Sunday, June 16th was discussed. Selectman D'Angelo suggested that he and Ms. Reishus discuss the items still in question with the BOS on Thursday; and to invite a representative from the PTA. Selectman D'Angelo felt that police detail, signs, and cones might be used for the event. It was noted that other towns in the area require permits for parades; and the state has its own road race permitting process.
- The town does not have a fireworks ordinance. However, Fire Chief Bolduc noted that many residents are good about notifying the FD when they plan to have fireworks; especially larger displays.
- As a general rule, the group agreed to simply inform the BOS of applicants who either provide incomplete or misleading information; or who attempt to circumvent the process.

VII. Approval of Minutes – April 15, 2019 & May 13, 2019

Planning Coordinator Hadik moved to approve the TRC meeting minutes of April 15, 2019 and May 13, 2019 as written; Maintenance Supervisor Cavanaugh seconded the motion. The vote was unanimous in the affirmative; so moved.

VIII. Adjournment & Next Meeting

123 **Chairman Bunker moved to adjourn the meeting; Road Agent Oleson seconded the motion. The vote**
124 **was unanimous in the affirmative; so moved.**

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126 The meeting was adjourned at 11:31am.

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128 The first official TRC meeting is scheduled for Monday, July 8th at 9am.

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130 Respectfully Submitted,

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132 Caroline R. Wilson

133 Secretary