

**Town of Chester
Technical Review Committee Meeting
Monday, November 1, 2021
Town Hall Meeting Room
Approved Minutes**

I Preliminaries

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

Chairman's Additions or Deletions

300th Anniversary Committee – Christmas Tree Lighting

Approval of Minutes – 9/13/2021

Applications:

Chester Public Library – Drive-Thru Polar Express

Any Other Business

Date of Next Meeting & Adjournment

1.1 Call to Order

Vice Chair Berube called this meeting of the Technical Review Committee (TRC) to order at 9:05am.

1.2 Roll Call

Members Present

Aaron Berube, Police Chief; Vice Chair
Myrick Bunker, Building Inspector / Code Enforcement Officer; Chair (arrived at 9:07am)
Paul Cavanaugh, Maintenance Director
John Dalrymple, Groundskeeper / Health Officer
Debra Doda, Town Administrator
Phil Gladu, Acting Fire Chief
Andrew Hadik, Town Planner
Corinna Reishus, Recreation Director / Facilities

Members Absent

Chester Academy Designee
Conservation Commission Designee
Stephen D'Angelo, Selectman
Caroline Wilson, Building Department Administrative Assistant; Secretary

Others Present at Various Times

Chris Hadik, 300th Committee Member
Kandace Knowlton, Library Director
Rhonda Lamphere, 300th Committee Member

1.3 Chairman's Additions or Deletions

300th Anniversary Committee – Christmas Tree Lighting

II. Old Business

2.1 Approval of Minutes – September 13, 2021

Maintenance Director Cavanaugh moved to accept the Technical Review Committee minutes of September 13, 2021 as written; Acting Fire Chief Gladu seconded the motion. The vote was seven in favor with Messrs. Bunker, D'Angelo, Chester Academy Designee, and Conservation Commission Designee absent; motion carried.

III. New Business

3.1 Chester Public Library – Drive-Thru Polar Express – 12.10.21

Library Director Knowlton appeared before the TRC to outline the basic details of the proposed drive-thru event to be held on December 10th from 4:30-6:30pm. The traditional Polar Express annual event held at Stevens Memorial Hall brings in over 200 people, so they have decided it was safer to have a drive-thru event this year. They are planning to have 10 cars every 15 minutes with 7-8 stops to wrap behind the Post Office, Chester Public Library and Stevens Memorial Hall. Police Chief Berube questioned the number of vehicles they are expecting. Library Director Knowlton indicated it would be 80 cars. Police Chief Berube asked about volunteers to assist with pulling in and pulling out to help alleviate the vehicles on the road. Recreation Director Reishus suggested having a check in point at town offices or another location. Other suggestions were to have tickets with time slots and marking where check in points would be located.

TRC recommends the applicant consult Recreation/Facilities for this event.

3.2 300th Anniversary Committee – Christmas Tree Lighting – 12.04.21

Ms. Lamphere and Mr. Hadik appeared before the TRC to outline the basic details of the 300th Anniversary Committee Christmas Tree Lighting event. Ms. Lamphere indicated that they would be handling the outside portion of the event and the Lions Club would be offering refreshments inside Stevens Memorial Hall. They will have parking at Busche Academy and designate handicap parking around the Post Office. The Manchester Choral Society will be performing. The 300th Anniversary Committee is looking for assistance with lighting for crossing the road. Acting Fire Chief Gladu recommended crossing at Busche Academy and walking down the traffic flow side of street. The Fire Department will assist in putting out cones to mark a walkway down to Stevens Memorial Hall and will also set up light towers and the electronic message board. Police Chief Berube indicated that with the lights and cones it will limit the amount of police officers that will be needed. Maintenance Director Cavanaugh will plan to bring over the portable handicap signs for the event. Backup dates were discussed and the need to possibly cancel other scheduled events if needed. Recreation Director provided the necessary paperwork to be completed. Police Chief Berube asked when the tree would be delivered and if any large equipment was needed. Ms. Lamphere indicated that her husband and Mr. Oleson would be assisting, and they were hoping for a 25' tree to be delivered the Monday after Thanksgiving. Further discussion arose regarding set up of lights and the town's requirement for volunteer forms to be completed. Town Administrator Doda will send the volunteer forms to the 300th Anniversary Committee.

TRC recommends the applicant consult Fire, Police and Recreation/Facilities for this event.

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3.3 *Any Other Business*

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None.

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IV. *Adjournment*

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The next TRC meeting is scheduled for Monday, December 6, 2021, at 9:00am in the Town Hall Meeting Room.

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Maintenance Director Cavanaugh moved to adjourn the meeting; Planning Planner Hadik seconded the motion. The vote was eight in favor with Chester Academy Designee and Conservation Commission Designee absent; motion carried.

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The meeting was adjourned at 9:44am.

Respectfully Submitted,

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Corinna Reishus, Recreation Director