

**Town of Chester
Technical Review Committee Meeting
Monday, July 11, 2022
Town Hall Meeting Room
Approved Minutes**

I Preliminaries

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

**Chairman’s Additions or Deletions
Approval of Minutes – April 4, 2022**

Applications:

300th Anniversary Events:

-5K Race & Firemen’s Muster at Wason Pond – July 23, 2022

-Car Show at Chester Academy – August 6, 2022

-Parade & Grand Finale – September 24, 2022

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 9:01am.

1.2 Roll Call

Members Present

- Aaron Berube, Police Chief; Vice Chair
- Myrick Bunker, Building Inspector; Chair
- Paul Cavanaugh, Maintenance Director
- Debra Doda, Town Administrator
- Phil Gladu, Fire Chief
- Andrew Hadik, Town Planner
- Corinna Reishus, Recreation Director / Facilities
- Sheryl Rich, Chester Academy
- Caroline Wilson, Building AA; Secretary

Members Absent

- Conservation Commission Designee
- John Dalrymple, Health Officer
- Stephen D’Angelo, Selectman
- Mike Oleson, Road Agent

Others Present at Various Times

- Chris Hadik, 300th Anniversary Committee
- Rhonda Lamphere, 300th Anniversary Committee
- Ed Stuart, 300th Anniversary Committee

1.3 Chairman’s Additions or Deletions

None.

52 **II. Old Business**

54 **2.1 Approval of Minutes – April 4, 2022**

56 **Town Planner Hadik moved to accept the Technical Review Committee minutes of April 4,**
58 **2022 as written; Maintenance Director Cavanaugh seconded the motion. The vote was**
60 **eight in favor with Messrs. Dalrymple, D’Angelo, Oleson and Conservation Commission**
Designee absent; motion carried.

62 **III. New Business**

64 Road Agent Oleson could not attend today’s meeting but informed Chairman Bunker that he is
66 already working with the 300th Anniversary, both as a volunteer and on behalf of the Highway
68 Department.

66 Mr. Chris Hadik, Ms. Lamphere, and Mr. Stuart appeared before the TRC to discuss the
68 remaining 300th Anniversary events.

70 **3.1 300th Anniversary 5K Race & Firemen’s Muster at Wason Pond – July 23, 2022**

- 72 • Some event parking will be available at Wason Pond; and overflow parking (and shuttle)
74 will be available at Fellowship Bible Church.
- 76 • Some of the Town’s movable handicap parking signs will be used to create extra
78 accessible event parking.
- 80 • Cones will be borrowed from PD/FD.
- 82 • The 300th will have one accessible portable toilet placed on the field, in addition to the
84 four already on premises.
- 86 • Four food vendors will set up on the dirt parking area; Recreation Director Reishus
88 suggested getting Town Counsel approval. Mr. Chris Hadik noted that the Selectmen
90 have approved the vendors.
- 92 • The 5K will probably bring about 100 participants onto the trails; start and finish will be at
94 Community Center.
- The Selectmen will announce that no livestock will be allowed on the fields that day. The
Selectmen will likely encourage others not involved in the events (horseback riders,
fishers, etc.) to avoid the property that day.
- Mr. Chris Hadik will arrange trash removal with ABI.
- Recreation Director Reishus suggested the BOS close the parking lot to non-event
participants the night before because people come to fish early in the morning.
- Ms. Reishus added that Primex doesn’t cover usage of inflatable “bounce houses.”
- For EMS coverage, Fire Chief Gladu suggested having two employees and the Gator
onsite.
- Vice Chair Berube noted that events with fifty or more participants require a police detail,
but the Selectmen have the ultimate authority; TA Doda will check with the BOS.

96 **TRC recommends the applicant consult with Fire, Police, and Recreation departments for**
this event.

98 **3.2 300th Anniversary Car Show at Chester Academy – August 6, 2022**

- 100 • The 300th Committee has permission to use Chester Academy’s parking lot for this
event; a map of the proposed layout was passed around to the TRC.
- Volunteers will direct parking, and only cars being exhibited will park in the C.A. parking

- 102 lot. Spectators shall park elsewhere, such as Busche Academy; and a shuttle may be provided.
- 104 • Food vendors and a 30’ x 30’ tent will be set up on Nichols Field.
- 106 • ReMax will offer tethered hot air balloon rides for a fee; the Town requires insurance for this.
- 108 • The rain date for this event is August 13th.
- 110 • It was felt that spectators attempting to park at C.A. and being redirected will create traffic issues; as well as spectators parking at the Library/Stevens Hall, and along the State roads. Mr. Stuart agreed that a police detail will be needed.
- 112 • Digital signs will be borrowed from PD/FD to display “Show Cars Only” at C.A.
- Cones will be borrowed from PD/FD, and set up along Route 102.

114 **TRC recommends the applicant consult with Fire, Police, and Recreation departments for this event.**

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3.3 300th Anniversary Parade & Grand Finale - September 24, 2022

- 118 • Many of the participants, such as the Shriners, will be staging their equipment on Chester Street properties (such as 150 Chester St.) beginning at noon. The parade will begin at 2:00 in that area and will end at the C.A. parking lot, approximately 3:30.
- 120 • The 300th Committee is requesting that the FD emergency access road be available for non-emergency use that day to prevent bottlenecking. Permission is required from the Selectmen to do so, but Fire Chief Gladu did not think it would be a problem.
- 122 • Vice Chair Berube explained that State roads cannot be shut down nor traffic detoured due to the State parade permit requirements. The 300th Committee and the PD will work together to iron out the details.
- 124 • The Town Hall parking lot will serve as VIP parking.
- 126 • Wason Pond will remain open, but Stevens Hall, the Chester Kitchen, and the Clothes Closet will be closed. The Library has already decided to close that day. The Transfer Station will probably close at 1:00.
- 128 • The 300th Committee was advised to contact the Derry Postmaster regarding mail delivery/pickup.
- 130 • There will be three equine groups in the parade; Recreation Director Reishus suggested confirming insurance requirements with Town Counsel.
- 132 • A Maintenance staff member should be present during this event; Groundskeeper Dalrymple (not present) previously mentioned he plans to attend.
- 134
- 136

138 **TRC recommends the applicant consult with Fire, Maintenance, and Recreation departments for this event.**

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3.4 Any Other Business

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Secretary Wilson reminded everyone that the TRC **does not** approve or deny projects or events. The TRC serves to advise applicants of the Town departments that may need to be consulted in the process of executing a project or event.

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IV. Adjournment

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The next TRC meeting is scheduled for Monday, August 1, 2022, at 9:00am in the Town Hall Meeting Room.

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152 **Maintenance Director Cavanaugh moved to adjourn the meeting; Town Administrator**
154 **Doda seconded the motion. The vote was eight in favor with Messrs. Dalrymple,**
D’Angelo, Oleson, and Conservation Commission Designee absent; motion carried.

156 The meeting was adjourned at 10:09am.

158 Respectfully Submitted,

160 Caroline Wilson, Secretary