

**Town of Chester
Technical Review Committee Meeting
Monday, May 1, 2023
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 – March 6, 2023**

Applications:

Busche Academy – Graduation Ceremonies at MPR – Sat., May 27, 2023

Chester Library – Bigfoot Event at MPR – Thu., Aug. 31, 2023

Chester Library Foundation – Food Trucks on Halloween – Tue., Oct. 31, 2023

Chester Academy – 8th Grade Promotion Ceremony – Fri., June 16, 2023

Any Other Business:

Lions Club – Craft Fair at MPR

Date of Next Meeting & Adjournment

1.1 Call to Order

Chairman Bunker called this meeting of the Technical Review Committee (TRC) to order at 9:02am.

1.2 Roll Call

Members Present

Aaron Berube, Police Chief; TRC Vice Chair (arrived 9:20am)

Myrick Bunker, Building Inspector; TRC Chair

Paul Cavanaugh, Maintenance Director

John Dalrymple, Health Officer

Andrew Hadik, Town Planner

Justin Paquette, Police Lieutenant (arrived 9:21am)

Corinna Reishus, Recreation Director / Facilities

Caroline Wilson, Building AA; TRC Secretary

Members Absent

Chester Academy Designee

Conservation Commission Designee

Debra Doda, Town Administrator

Phil Gladu, Fire Chief

James Piper, Supervisor of Roads

Dana Theokas, Selectboard

Others Present at Various Times

Zach Champion, Chester Academy Assistant Principal

Kandace Knowlton, Chester Public Library Director

Ashley Laro, Chester Public Library Foundation

Andre Lilly, Busche Academy

Melissa Lilly, Busche Academy

52 Ann Parnell, Chester Academy Principal's Secretary

54 **1.3 Chairman's Additions or Deletions**

56 None.

58 **II. Old Business**

60 **2.1 Approval of Minutes – March 6, 2023**

62 The draft minutes of March 6, 2023 were distributed to members prior to the meeting.

64 **Maintenance Director Cavanaugh moved to accept the Technical Review Committee minutes of March 6, 2023 as written; Recreation Director Reishus seconded the motion. The vote was seven in favor with six members absent; motion carried.**

68 **III. New Business**

70 **3.1 Busche Academy – Graduation Ceremonies at MPR – Sat., May 27, 2023**

72 Andre Lilly and Melissa Lilly appeared before the TRC to discuss Busche Academy's proposed high school graduation on May 27th in the MPR.

74 There will be two, two-hour ceremonies; the first in English from 10am-12pm and the second in Spanish from 2pm-4pm. Each ceremony would be for ~25 students, ~three guests per student, and 30 faculty members; so a maximum of ~150 individuals would be in attendance, each.

78 Parking will be at Busche Academy with participants being shuttled to the MPR or walking themselves provided maps and signs. If additional accessible parking spaces are needed, the Town can provide the portable accessible parking signs to Busche to add to what is provided in the horseshoe and in front of the MPR.

84 There will be no use of the commercial kitchen, nor will there be any food or drinks offered at the event.

86 Use of the Town's podium was offered as well.

88 Some Busche Academy student volunteers, and / or the school's maintenance person(s) may help with setup and breakdown. They wish to use the Town's chairs but no tables will be needed. The place of assembly requirement of clipping or zip tying chairs together was explained to Mr. Lilly and Ms. Lilly.

94 Ms. Lilly mentioned that Busche Academy hopes to use the MPR for their graduations in years to come as well. It was explained that unless any major details of the event are changed, they would be categorized as a recurring event and would not need to return to the TRC for this event.

98 **TRC recommends the applicant consult with Fire, Maintenance, Police, and Recreation / Facilities departments for this event.**

102 Mr. Lilly and Ms. Lilly remained in the meeting room until the meeting was adjourned.

3.2 Chester Library – Bigfoot Event at MPR – Thu., Aug. 31, 2023

Library Director Kandace Knowlton and CPL Foundation Member Ashley Laro appeared before the TRC to discuss this presentation in the MPR the evening of August 31st. The speaker will discuss his encounter with Bigfoot while camping in Florida. Chairs for 50-75 attendees will be needed, as well as the MPR TV and one table for the presenter. Ms. Knowlton knows to contact Maintenance regarding setup and trash removal; as well as how to adjust the basketball hoops.

TRC recommends the applicant consult with Maintenance and Recreation / Facilities departments for this event.

3.3 Chester Library Foundation – Food Trucks on Halloween – Tue., Oct. 31, 2023

Ms. Knowlton and Ms. Laro remained before the TRC to discuss this event. The Chester Library Foundation hopes to hold a fundraiser in which food truck operators would pay a fee to park on Town property (Library / Stevens Hall parking lot) on Halloween evening.

In the absence of the Town Administrator, Chairman Bunker advised that the permission of the Selectboard will be needed to allow commercial activity on Town property.

Due to space constraints and the extremely busy nature of the Town's trick-or-treat festivities, other places to park food trucks were suggested and discussed. The exact details of this concept will be worked out.

Town Planner Hadik suggested the Library Foundation initiate placing and managing some waste receptacles on Chester Street while the food trucks are present.

TRC recommends the applicant consult with Maintenance, Recreation / Facilities, and Administration departments for this event.

In other business, Ms. Knowlton mentioned that the Library hopes to have a local author's presentation on August 3rd. Chairman Bunker indicated that the same entities recommended to be contacted for the Bigfoot event should be contacted also for the author's presentation as well.

Ms. Knowlton and Ms. Laro departed the meeting.

3.4 Chester Academy – 8th Grade Promotion Ceremony – Fri., June 16, 2023

Chester Academy Principal's Secretary Ann Parnell and Assistant Principal Zach Champion appeared before the TRC to discuss having the 8th Grade Promotion Ceremony under the Boy Scout's tent on the Town Fields. The ceremony has been held in recent years on Chester Academy's field or parking lot and during COVID a drive-thru was done. The ceremony was held years ago on the Town Fields, but prior to the inception of the TRC, which is why it is being discussed today.

The Chester Academy maintenance staff will set up and clean up. The entire event will be 1-2 hours max. Some of the Town's chairs may be needed; CA Facilities Director Martin McFarland (not present) will be asked to reach out to Maintenance.

154 **IV. Any Other Business**

156 **4.1 Lions Club Craft Fair Location Change**

158 Recreation Director Reishus mentioned that the Lions Club wishes to hold a craft fair in the
160 MPR, which they had previously held at Stevens Memorial Hall. It was agreed that this was a
significant enough change to warrant coming back to TRC. Ms. Reishus will inform the
applicant.

162 **V. Adjournment**

164 The next TRC meeting is scheduled for Monday, June 5, 2023, at 9:00am in the Town Hall
166 Meeting Room.

168 **Maintenance Director Cavanaugh moved to adjourn the meeting; Chairman Bunker
seconded the motion. The vote was unanimous in the affirmative; motion carried.**

170 The meeting was adjourned at 9:33am.

172 Respectfully Submitted,

174 Caroline Wilson, Secretary