

**Town of Chester
Technical Review Committee Meeting
Monday, July 8, 2019
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
Stride 5K
Jasmine's Journey Crockpot Cookoff -- MPR
Cross Country Meets – Wason Pond
Any Other New 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 9:02am.

1.2 Roll Call

Present

Aaron Berube, Police Chief; Vice Chair
Greg Bolduc, Fire Chief (departed 9:28am)
Myrick Bunker, Building Inspector / Code Enforcement Officer; Chair
Paul Cavanaugh, Maintenance
Steve D'Angelo, Selectman
Andrew Hadik, Planning Coordinator (departed 9:56am)
Darrell Lockwood, Superintendent, Chester Academy
Scott Newnan, Lieutenant, Fire Department (departed 9:28am)
Mike Oleson, Road Agent (arrived 9:06am / departed 9:33am)
Corinna Reishus, Recreation Director
Caroline Wilson, Building Department Administrative Assistant; Secretary

Absent

Darrell Quinn, Health Officer

1.3 Chairman's Additions or Deletions

Vice Chair Berube added Stride 5K to Old Business. Recreation Director Reishus added an application from Jasmine's Journey to use the MPR for a crockpot cookoff benefit; and a request from Nyles Johnson to use for Wason Pond for cross country meets.

II. Old Business

2.1 Approval of Minutes: June 3, 2019

Planning Coordinator Hadik suggested adding "according to NHDES, significant numbers of" to

line 82 and “ready to implement in case of a summer drought” to the end of line 83.

Recreation Director Reishus moved to accept the Technical Review Committee meeting minutes of June 3, 2019 as amended; Selectman D’Angelo seconded the motion. The vote was ten in favor with Mr. Quinn absent; motion carried.

2.2 Stride 5K

Vice Chair Berube noted that the Stride 5K was already almost done by the time all the cones were put in place. Putting down & picking up cones brings safety concerns; it can also get expensive quickly. Vice Chair Berube suggested that a policy be enacted requiring “cone service” for applicable events. Whether the town should offer its own cone service for a price, require use of third-party vendors, or allow event volunteers to do their own cone management was discussed. Chairman Bunker suggested determining a cost for cone service; Selectman D’Angelo felt assessing a permit fee should be considered as well.

Superintendent Lockwood felt that the TRC was creating liability for itself by acknowledging the safety issues surrounding events needing cones and requiring a cone service. Chairman Bunker explained that the TRC would only be advising; and that it would be applicants’ responsibility to meet the applicable entities’ requirements.

Planning Coordinator Hadik doesn’t want to make it seem as though the town doesn’t want community-enriching events by making them cost prohibitive.

Vice Chair Berube noted that the town has 165 new cones that just need to be marked.

Recreation Director Reishus suggested examining how surrounding towns address this issue; Vice Chair Berube will assist with this. It was also suggested that the TRC create a list of alternate sites for certain events to take place to keep them away from roads (i.e. Spring Hill Farm, Wason Pond, etc.) Secretary Wilson may then send this list to applicants as a courtesy, to help them limit costs, resources, and liability.

III. New Business

3.1 Jasmine’s Journey Crockpot Cookoff -- MPR

Recreation Director Reishus received application from a 501(c)(3) called Jasmine’s Journey to benefit a local family by holding a crockpot cookoff in the MPR on Saturday, July 13th from 12:00 to 4:00pm.

As there may be 50+ attendees, the applicant has been advised to contact the Fire Department and the Police Department. The applicant told Ms. Reishus that the Fire Department has donated an hour of their time to the event; but it is unclear what this will entail.

Vice Chair Berube has not yet heard from the applicant but will arrange for a Police officer to spot-check the event.

TRC recommends the applicant see Fire, Police, and Recreation for this event.

3.2 Request to use Wason Pond for Cross Country Meets

104 Recreation Director Reishus received application from Chester Academy PE teacher Nyles
Johnson to hold three cross country meets at Wason Pond -- September 16th & 23rd and
106 October 3rd – with an approximate number attending of 200.

108 Superintendent Lockwood suggested requiring a crowd manager. Recreation Director Reishus
wondered if someone should be available to provide first aid instead of / in addition to crowd
110 management.

TRC recommends the applicant see BOS, Fire, Police, and Recreation for this event.

112 **3.3 Other Items**

- 114 • Selectman D'Angelo asked about permit requirements for tents; specifically the 10' x 10'
116 "easy-ups" used at Town Fair. Fire Chief Bolduc explained that the State requires
permits for tents 400 square feet and greater (exception: on single-family property).
- 118 • An application was received from the Chester Democratic Party for a Small Business
120 Fair to be held in the MPR on March 28, 2020 – this will be discussed at a future TRC
meeting.
- 122 • Superintendent Lockwood wondered what events at Chester Academy would require
TRC review; Chairman Bunker suggested if a third party uses the facility. Vice Chair
124 Berube noted that an officer usually has a presence at middle school dances, sporting
events and others at the school; and agreed that third party events should see the TRC.
- 126 • Regarding approximate attendance, it was felt that applicants often round down or
blatantly misrepresent in order to avoid needing a police detail, for example. There is no
128 town policy governing this; only a guideline on the various usage application forms. RSA
155 was mentioned; members present agreed that the TRC will eventually recommend
the BOS enact a policy.
- 130 • Planning Coordinator Hadik suggested creating a detail fund for community events.
Perhaps a list of events requiring detail should be created as well. Vice Chair Berube
132 suggested including a caveat to any such policy that non-profit groups and fundraisers
need to come before the BOS to request a fee waiver for detail.
- 134 • BOS AA Doda created a TRC webpage; it looks great so far and some minor changes
136 were discussed. Applications and other materials will be added to the web once they've
been created and are approved by the TRC.

138 **IV. Adjournment**

140 The next TRC meeting is scheduled for Monday, August 5, 2019 at 9:00am in the Municipal
Complex Meeting Room.

142 **Vice Chair Berube moved to adjourn the meeting; Chairman Bunker seconded the**
144 **motion. The vote was five in the affirmative with Mr. Quinn absent and Messrs. Bolduc,**
Hadik, Newnan and Oleson having departed; motion carried.

146 The meeting was adjourned at 10:18am.

148 Respectfully Submitted,
150 Caroline R. Wilson, Secretary