

**Town of Chester
Technical Review Committee Meeting
Monday, June 5, 2023
Town Hall Meeting Room
Draft Minutes**

I Preliminaries

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

**Chairman's Additions or Deletions
Approval of Minutes – May 1, 2023**

Applications:

Chester Lions Club – Craft Fair at MPR – Sat.. Dec. 2, 2023

Any Other Business:

Inflatables at Wason Pond Wrangler

Date of Next Meeting & Adjournment

1.1 Call to Order

Vice Chairman Berube called this meeting of the Technical Review Committee (TRC) to order at 9:00am.

1.2 Roll Call

Members Present

Aaron Berube, Police Chief; TRC Vice Chair
Paul Cavanaugh, Maintenance Director
John Dalrymple, Health Officer
Debra Doda, Town Administrator
James Piper, Supervisor of Roads
Corinna Reishus, Recreation Director / Facilities
Caroline Wilson, Building AA; TRC Secretary

Members Absent

Myrick Bunker, Building Inspector; TRC Chair
Chester Academy Designee
Conservation Commission Designee
Phil Gladu, Fire Chief
Andrew Hadik, Town Planner
Justin Paquette, Police Lieutenant
Dana Theokas, Selectboard

Others Present at Various Times

Leslie Packard, Chester Lions Club (departed 9:09am)

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes – May 1, 2023

The draft minutes of May 1, 2023 were distributed to members prior to the meeting.

Maintenance Director Cavanaugh moved to accept the Technical Review Committee minutes of May 1, 2023 as written; Recreation Director Reishus seconded the motion. The vote was six in favor with seven members absent; motion carried.

III. New Business

3.1 Chester Lions Club – Craft Fair at MPR – Sat., Dec. 2, 2023 (Snow Date: Dec. 3)

Leslie Packard appeared before the TRC to discuss the Chester Lions Club's application to hold a craft fair in the MPR on Sat., Dec. 2, 2023.

Ms. Packard explained that this craft fair was being held at Stevens Hall, but the event has outgrown that location. Recreation Director Reishus reiterated that the request to change the location of this event was what triggered the applicant to meet with the TRC.

Ms. Packard stated that there will be between 25-30 vendors, and from 50-80 guests. Ms. Packard noted that Sheryl Baker (not present) is in communication with BOS AA Jalbert (not present) regarding the reservation of the MPR's commercial kitchen for this event.

Recreation Director Reishus will communicate with the Lions Club closer to the date of the event regarding any chair / table use and setup requests. Ms. Packard is familiar with this process.

Reserving a "snow date" for this event was suggested. Ms. Packard declared that the snow date would likely be Sunday, December 3rd, but she will double-check with the Lions Club. It was explained that as long as it is noted in these minutes, and all the proper arrangements are made, no additional TRC involvement will be required if the snow date is used.

While the event is open from 9am-2pm, the facilities will be used from 7:30am-3:30pm to allow for setup and breakdown / cleanup.

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

Ms. Packard departed the meeting at 9:09am.

IV. Any Other Business

4.1 Wason Pond Wrangler – Inflatables

Recreation Director Reishus mentioned that inflatable play equipment was on site at Wason Pond during the Wason Pond Wrangler event on Saturday, May 20, 2023.

While the organizers of this event did come to the TRC meeting on September 12, 2022 regarding the event, inflatables were not mentioned. It is important to note that special insurance coverage is required for usage of inflatables on Town property. Recreation Director Reishus will reach out to the Wason Pond Wrangler organizers to inform them of this.

V. Adjournment

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The next TRC meeting is scheduled for Monday, July 10, 2023, at 9:00am in the Town Hall Meeting Room.

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Maintenance Director Cavanaugh moved to adjourn the meeting; Supervisor of Roads Piper seconded the motion. The vote was unanimous in the affirmative; motion carried.

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The meeting was adjourned at 9:11am.

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Respectfully Submitted,

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Caroline Wilson, Secretary