

**Town of Chester  
Technical Review Committee Meeting  
Monday, September 11, 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 – August 7, 2023**

**Applications:**

American Legion Auxiliary Fall Fest @ Busche Acad. – Sat., Sept. 30, 2023

**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 9:03am.

**1.2 Roll Call**

**Members Present**

Myrick Bunker, Building Inspector; TRC Chair (departed 9:05am)  
Paul Cavanaugh, Maintenance Director  
John Dalrymple, Health Officer  
Andrew Hadik, Town Planner  
Corinna Reishus, Recreation Director / Facilities  
Dana Theokas, Selectboard  
Caroline Wilson, Building AA; TRC Secretary

**Members Absent**

Aaron Berube, Police Chief; TRC Vice Chair  
Chester Academy Designee  
Conservation Commission Designee  
Debra Doda, Town Administrator  
Phil Gladu, Fire Chief  
Justin Paquette, Police Lieutenant  
James Piper, Supervisor of Roads

**Others Present at Various Times**

Lisa Forkey, American Legion Post 108 Auxiliary

**1.3 Chairman's Additions or Deletions**

None.

**II. Old Business**

**2.1 Approval of Minutes – August 7, 2023**

The draft minutes of August 7, 2023 were distributed to members prior to the meeting.

**Town Planner Hadik moved to accept the Technical Review Committee minutes of August 7, 2023 as written; Maintenance Director Cavanaugh seconded the motion. The vote was four in favor with eight members absent and Selectwoman Theokas abstaining; motion carried.**

### **III. New Business**

#### **3.1 American Legion Fall Fest at Busche Academy – Sat., Sept. 30, 2023**

Lisa Forkey appeared before the TRC on behalf of the American Legion Post 108 Auxiliary. This group plans to hold a family-oriented fall festival at Busche Academy on Saturday, September 30<sup>th</sup>, 2023. Ms. Forkey distributed maps detailing proposed locations of the entrance, exit, parking, overflow parking, vendors, and food trucks.

Although this event is not taking place on Town-owned property, suggestions were made to Ms. Forkey to optimize safety and functionality relative to traffic pattern, parking areas, and the requirement for special insurance for the inflatable bounce house.

Ms. Forkey was invited to contact various departments should she wish to borrow the handicap parking signs, trash receptacles, or to receive guidance on other aspects of this event.

Police and Fire department representatives were not present at this meeting, but Ms. Forkey was informed that both should be contacted regarding this event.

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

Ms. Forkey departed the meeting at 9:20am.

### **IV. Any Other Business**

Town Planner Hadik advised of two potential TRC applications: the SanChester subdivision off Haverhill Road and the Haddad workforce housing subdivision off Haverhill Road.

### **V. Adjournment**

The next TRC meeting is scheduled for Monday, October 2, 2023, at 9:00am in the Town Hall Meeting Room.

**Maintenance Director Cavanaugh moved to adjourn the meeting; Town Planner Hadik seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting was adjourned at 9:25am.

Respectfully Submitted,

Caroline Wilson, Secretary