

**Town of Chester
Technical Review Committee Meeting
Monday, September 9, 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 – August 5, 2019
- Webpage
- Application Forms & Sign-off Sheet
- Chester Democrats Small Business Fair
- Lifeway Church at Busche Academy
- Skincare Services at 27 Haverhill Road
- Production of Short Film at Stevens Hall
- Haunted House at Stevens Hall
- Spring Hill Farm Fall Fest
- Any Other Business
- Date of Next Meeting & Adjournment

1.1 Call to Order

Secretary Wilson called this meeting of the Technical Review Committee (TRC) to order at 9:11am.

1.2 Roll Call

Present

- Aaron Berube, Police Chief; Vice Chair (arrived 10:18am)
- Greg Bolduc, Fire Chief
- Myrick Bunker, Building Inspector / Code Enforcement Officer; Chair (arrived 9:27am)
- Paul Cavanaugh, Maintenance
- Steve D’Angelo, Selectman
- Andrew Hadik, Planning Coordinator
- Scott Newnan, Lieutenant, Fire Department
- Mike Oleson, Road Agent
- Darrell Quinn, Health Officer
- Corinna Reishus, Recreation Director
- Caroline Wilson, Building Department Administrative Assistant; Secretary

Absent

- Darrell Lockwood, Superintendent, Chester Academy

Members of the Public Present at Various Times

- Jen Gage, Ministry Director, Lifeway Church (departed 9:48am)
- Bill Rohr, Facilities Director, Busche Academy (departed 9:48am)

1.3 Chairman’s Additions or Deletions

52 Secretary Wilson added Sign-off sheet to Old Business, and Lifeway Church and Haunted
54 House at Stevens Hall to New Business.

56 **II. Old Business**

58 **2.1 Approval of Minutes -- August 5, 2019**

60 **Planning Coordinator Hadik moved to accept the Technical Review Committee meeting**
62 **minutes of August 5, 2019 as written; Road Agent Oleson seconded the motion. The vote**
64 **was six in favor with Messrs. Bolduc and Newnan abstaining due to absence, Messrs.**
66 **Berube and Bunker yet to arrive, and Dr. Lockwood absent; motion carried.**

68 **2.2 Webpage**

70 Secretary Wilson noted that the TRC webpage can be found under the “Boards and
72 Committees” section of ChesterNH.org.

74 **2.3 Application Forms, Sign-Off Sheet**

76 The draft application forms & sign-off sheet were distributed to the group. It was explained that
78 the link to access each of the two PDF application forms will be clearly labeled “Site Plan &
80 Subdivision” and “Town Facilities Usage”; respectively. Selectman D’Angelo suggested placing
82 a subtitle on each of the forms themselves to avoid confusion.

84 **Fire Lieutenant Newnan moved to approve the TRC application forms as amended;**
86 **Maintenance Supervisor Cavanaugh seconded the motion. The vote was eight in favor**
88 **with Messrs. Berube and Bunker yet to arrive and Dr. Lockwood absent; motion carried.**

90 The TRC application forms will be posted on the TRC webpage.

92 **2.4 Chester Democrats Small Business Fair**

94 Discussion of this event has been postponed to the next TRC meeting.

96 **III. New Business**

98 **3.1 Lifeway Church at Busche Academy**

100 Lifeway Church Ministry Director Jen Gage and Busche Academy Facilities Director Bill Rohr
102 appeared before the TRC to discuss the proposal to hold church services on Sundays and bible
104 studies on Tuesdays and Fridays in the Wadleigh building.

106 The Wadleigh building is classified as a place of assembly (POA). Because the building is
108 equipped with sprinklers, the authority having jurisdiction (AHJ) – in this case the Fire Chief – is
110 able to waive the requirement for crowd control measures. There is also plenty of parking. Ms.
112 Gage presented a conceptual proposal to the Planning Board recently; she noted that Sunday
114 services have ~70 in attendance.

116 Ms. Gage and Mr. Rohr departed the meeting at 9:48am.

118 **TRC recommends the applicant consult Fire and Planning for this proposal.**

104 **3.2 Skincare Services at 27 Haverhill Road**

106 Caren Logan of 27 Haverhill Road has applied for a Home Business permit and was referred to
108 the TRC by the Planning Board. Ms. Logan intends to provide skincare services by
appointment (one client at a time) in the finished space above her garage.

110 Fire Lieutenant Newnan is concerned about chemical storage and whether there are hardwired
112 smoke and CO detectors.

114 Accessibility requirements must be determined as well.

116 Haverhill Road (Route 121) is a state road and there was some question whether Ms. Logan
118 would need any form of state approval. Planning Coordinator Hadik wondered if there would be
enough parking for a client who has arrived before the prior client has left; and whether there
would be an issue backing out onto Haverhill Road.

120 **TRC recommends the applicant consult Fire, Building, and Planning for this proposal.**

122 **3.3 Production of Short Film at Stevens Hall**

124 Killarney Traynor applied to use Stevens Hall on the afternoon of September 29, 2019 to
126 produce a short film. It is unknown at this time how many people will be on the premises for this
event.

128 The film will depict a “1910 refreshment area”; does this mean alcohol would be present? If so,
130 the applicant is required to receive permission from the BOS. Candles may not be used as
open flames are prohibited in Stevens Hall.

132 **TRC recommends the applicant consult Police, Fire, Maintenance, and Recreation for this**
134 **event; with the potential need to consult the BOS (conditional on Maintenance**
evaluation).

136 **3.4 Haunted House at Stevens Hall**

138 Chester Public Library Director Kandace Knowlton has applied to use Stevens Hall on October
140 26, 2019 for a haunted house. Due to library renovations, this year’s event has been moved to
Stevens Hall.

142 Chairman Bunker will research accessibility requirements and will inform the TRC of his
144 findings. A plan of the event layout would be very helpful.

146 **TRC recommends the applicant consult Police, Fire, Building, Maintenance, and**
Recreation for this event; with the potential need to consult the BOS (conditional on
Maintenance evaluation).

148 **3.5 Spring Hill Farm Fall Fest**

150 Spring Hill Farm Advisory Committee (SHFAC) Chair Emily Kunelius applied to the TRC for the
152 Spring Hill Farm Fall Fest on October 5, 2019 (rain date October 6, 2019). It was noted that
there were tours of the Spring Hill Farmhouse at last year’s festival; but due to the fact that it is

154 not accessible, no portion of the festival may be held inside.

156 **TRC recommends the applicant consult Police, Fire, Building and Maintenance for this**
158 **event; with the potential need to consult the BOS (conditional on Maintenance**
evaluation).

160 **3.6 Any Other Business**

- 162 • Selectman D'Angelo wondered which TRC application form would be used for such things as sheds and driveways; it was clarified that these permits are administered by the Building Department and do not require technical review.
- 164 • Although the TRC is advisory only, Recreation Director Reishus is concerned with managing applicant follow-through. Many felt that if an applicant does not make the recommended contact with Town entities, then their project/event simply may not happen.
- 166 • Selectman D'Angelo thought there should be information regarding fees on the TRC webpage or application forms; others did not feel this was necessary. If an applicant wishes to have a fee waived, they need to request such a waiver from the BOS.
- 170 • There has been much discussion about event attendance. It was clarified that the number attending must include ALL bodies present at any given time. Fire Chief Bolduc emphasized the importance of tracking the exact number of persons present (i.e. with a clicker). Recreation Director Reishus wondered who would provide such a clicker or be responsible for perform counting duties; she noted that she has not been provided with fire rules and regulations. Chief Bolduc explained that, for the purposes of this discussion, a place of assembly (POA) is a space that can hold fifty (50) or more individuals at one time. Selectman D'Angelo suggested breaking down the attendance on application forms by number of staff, guests, and visitors.
- 172 • Trick-or-Treat on Halloween evening was mentioned – even though it is not an official Town event, it should probably undergo technical review. At the very least, the Lions Club's use of the first floor of Stevens Hall on Halloween should be reviewed by the TRC.
- 174 • Superintendent Lockwood is not in on Mondays and therefore cannot make the TRC meetings as scheduled; it was suggested that he send a designee in his place.
- 176 • The TRC agenda has been emailed to Conservation Commission Chair Victor Chouinard. It was reminded that a Conservation Commission designee is invited to attend TRC meetings.
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190 **IV. Adjournment**

192 The next TRC meeting is scheduled for Monday, October 7, 2019 at 9:00am in the Municipal Complex Meeting Room.

194 **Fire Lieutenant Newnan moved to adjourn the meeting; Maintenance Supervisor Cavanaugh seconded the motion. The vote was ten in the affirmative with Dr. Lockwood absent; motion carried.**

198 The meeting was adjourned at 10:25am.

200 Respectfully Submitted,
202 Caroline R. Wilson, Secretary