

**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

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

II. Old Business

2.1 Approval of Minutes -- August 5, 2019

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

2.2 Webpage

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

2.3 Application Forms, Sign-Off Sheet

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

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

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

2.4 Chester Democrats Small Business Fair

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

III. New Business

3.1 Lifeway Church at Busche Academy

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

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

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

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

3.2 Skincare Services at 27 Haverhill Road

Caren Logan of 27 Haverhill Road has applied for a Home Business permit and was referred to 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.

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

Accessibility requirements must be determined as well.

Haverhill Road (Route 121) is a state road and there was some question whether Ms. Logan 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.

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

3.3 Production of Short Film at Stevens Hall

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

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

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

3.4 Haunted House at Stevens Hall

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

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

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).

3.5 Spring Hill Farm Fall Fest

Spring Hill Farm Advisory Committee (SHFAC) Chair Emily Kunelius applied to the TRC for the 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

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

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

3.6 Any Other Business

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

IV. Adjournment

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

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.

The meeting was adjourned at 10:25am.

Respectfully Submitted,
Caroline R. Wilson, Secretary