

**Town of Chester  
Technical Review Committee Meeting  
Monday, October 7, 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 – 9.9.19  
Chester Democrats Small Business Fair – MPR, 3.28.20  
Lot Line Adjustment – 247 & 261 North Pond Road  
Edward Jones Office – 4 Haverhill Road  
Subdivision – 82 Pulpit Rock Road  
PTA Halloween Party – MPR, 10.25.19  
PTA Mother / Son Dodgeball – MPR, 2.7.20  
PTA Father / Daughter Dance – MPR, 5.8.20  
Lions Club Halloween Open House – Stevens Hall, 10.31.19  
Conservation Commission Presentation on Fishers – MPR, 12.8.19  
Plan Submission Requirements  
Website FAQs  
TRC Email Settings  
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 9:01am.

**1.2 Roll Call**

**Present**

Aaron Berube, Police Chief; Vice Chair  
Greg Bolduc, Fire Chief  
Myrick Bunker, Building Inspector / Code Enforcement Officer; Chair  
Paul Cavanaugh, Maintenance  
Steve D'Angelo, Selectman  
Andrew Hadik, Planning Coordinator  
Scott Newnan, Lieutenant, Fire Department  
Mike Oleson, Road Agent (arrived 9:09am)  
Darrell Quinn, Health Officer  
Corinna Reishus, Recreation Director  
Caroline Wilson, Building Department Administrative Assistant; Secretary

**Absent**

Chester Academy Designee  
Conservation Commission Designee

**Members of the Public Present at Various Times**

Bob Cairns, 247 North Pond Road (departed 9:09am)  
Tim Peloquin, Promised Land Survey (departed 9:18am)

Kevin Scott (arrived 9:18am)

### **1.3 Chairman's Additions or Deletions**

None.

## **II. Old Business**

### **2.1 Approval of Minutes – September 9, 2019**

Maintenance Supervisor Cavanaugh moved to accept the Technical Review Committee meeting minutes of September 9, 2019 as written; Recreation Director Reishus seconded the motion. The vote was nine in favor with Mr. Oleson yet to arrive and Chester Academy and Conservation Commission designees absent; motion carried.

### **2.2 Chester Democrats Small Business Fair – MPR, 3.28.20**

When this event was held last year, CO detectors in the MPR kitchen were unplugged so that the outlets could accommodate slow cookers. Also, use of the MPR kitchen requires separate application – has this been submitted? It was noted that the application form says “49+” will be in attendance. Last year, a minimum of 30-40 bodies – not counting patrons – were observed to be in the MPR at any given time at the event. Vice Chairman Berube suggested a crowd manager and / or Police Officer be present.

**TRC recommends the applicant consult Police, Maintenance, and Recreation departments for this event.**

## **III. New Business**

### **3.1 Lot Line Adjustment – 247 & 261 North Pond Road**

Tim Peloquin of Promised Land Survey and Bob Cairns of 247 North Pond Road appeared before the Committee to discuss the proposed lot line adjustment between 247 & 261 North Pond Road. Plans of the proposal were distributed to the Committee. Mr. Cairns wishes to construct a large barn (approx. 9,500 square ft.) to house his automobile collection. The lot line adjustment will enable the new barn to meet setbacks; and will bring the total acreage of Mr. Cairns' lot to over three acres.

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

Mr. Cairns departed the meeting at 9:09am.

### **3.2 Edward Jones Office – 4 Haverhill Road**

Jan Herman of Horizon Retail Construction (not present) made application to convert the former nail salon at 4 Haverhill Road into an Edward Jones financial services office.

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

### **3.3 Subdivision – 82 Pulpit Rock Road**

Tim Peloquin provided plans of the proposed subdivision to the Committee. A two-acre portion with the existing dwelling would be subdivided from the parent lot of one hundred and eighteen acres; which has a variance for short frontage. (Mr. Peloquin noted that there are plans in the works for a large solar farm to be placed on the parent lot.)

**TRC recommends the applicant consult Building and Planning departments for this proposal.**

### **3.4 PTA Halloween Party – MPR, 10.25.19**

This party has been taking place in the MPR for many years. It was clarified that, while there may be music, it is not a dance; there are activities, games, candy, and prizes. It is important that the various stations and decorative displays do not block egress or create fire hazards. Vice Chair Berube suggested the Fire Department check for fire safety issues during setup; otherwise, he will send an officer to do so and report to the Fire Department. Vice Chair Berube also wondered why this event is not held at Chester Academy because they have much more parking. Ms. Reishus also noted that there was a request from the PTA for the Maintenance staff to clean up after the party.

**TRC recommends the applicant consult Police, Fire, Maintenance, and Recreation departments for this event; with the potential to consult the BOS to review town departments' involvement with resolving issues.**

### **3.5 PTA Mother / Son Dodgeball – MPR, 2.7.20**

**TRC recommends the applicant consult Police, Fire, Maintenance, and Recreation departments for this event; with the potential to consult the BOS if some issues are not resolved.**

### **3.6 PTA Father / Daughter Dance – MPR, 5.8.20**

The fact that the MPR is not sprinklered was mentioned; and that any dance held there shall not exceed ninety-nine attendees. Fire Chief Bolduc stated that in lieu of sprinklers, personnel may be placed on fire watch. Recreation Director Reishus requested that the Fire Department submit current fire codes on dances and places of assembly to her in writing.

**TRC recommends the applicant consult Police, Fire, Maintenance, and Recreation departments for this event; with the potential to consult the BOS to resolve any issues not addressed.**

### **3.7 Lions Club Halloween Open House – Stevens Hall, 10.31.19**

Recreation Director Reishus explained that this simply entails the Lions Club opening Stevens Hall on Halloween evening to provide restrooms, hot beverages, and candy to Trick-or-Treaters.

**TRC recommends the applicant consult Maintenance and Recreation departments for this event.**

### **3.8 Conservation Commission Presentation on Fishers – MPR, 12.8.19**

This event was originally scheduled for Saturday, 11.2.19; but it is now Sunday, 12.8.19. Fire Lieutenant Newnan suggested the applicant contact the Fire Department to ensure rows of chairs are properly secured. Fire Chief Bolduc suggested requiring Maintenance staff to set up for such events to ensure it is done properly and perhaps assessing a fee.

**TRC recommends the applicant consult Fire, Maintenance, and Recreation departments for this event.**

### **3.9 Plan Submission Requirements**

Chairman Bunker suggested requiring a digital copy and only one hard copy of plans for site plan and subdivision TRC applications moving forward; the Committee agreed to this.

### **3.10 Website FAQs**

Chairman Bunker noted that creating a “Frequently Asked Questions” (FAQ) section on the TRC webpage had been suggested. Chairman Bunker invited everyone to email him suggested FAQs to discuss at a future meeting.

### **3.11 TRC Email Settings**

It was clarified that emails sent to [TRC@ChesterNH.org](mailto:TRC@ChesterNH.org) are received by Secretary Wilson and Chairman Bunker; no changes need to be made at this time.

### **3.12 Any Other Business**

- Chairman Bunker recognized Kevin Scott in the audience. Mr. Scott stated that he arrived late to the meeting and missed the topic he was interested in; he is all set.
- Maintenance Supervisor Cavanaugh was informed that there was no heat in Stevens Hall during a Historical Society event last Friday -- a facilities usage request was never filed, so no one knew they were using the building.
- Selectman D’Angelo suggested sending outlying town groups an email informing them of the existence and purpose of the TRC.
- Recreation Director Reishus noted that there are currently five events scheduled for the MPR in December.

## **IV. Adjournment**

The next TRC meeting is scheduled for Monday, November 4, 2019 at 9:00am in the Municipal Complex Meeting Room.

**Vice Chairman Berube moved to adjourn the meeting; Chairman Bunker seconded the motion. The vote was ten in the affirmative with Chester Academy and Conservation Commission designees absent; motion carried.**

The meeting was adjourned at 9:43am.

Respectfully Submitted,  
Caroline R. Wilson, Secretary