

**Town of Chester
Technical Review Committee Meeting
Monday, November 4, 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 – 10.7.19

Website FAQs

Facility Usage Parameters: Potential to Sign Off Electronically

Applications:

Veterans Day Ceremony – MPR as backup, 11.11.19

Legion Auxiliary Holiday Craft Fair – MPR, 11.23.19

CPL Polar Express – Stevens, 12.6.19

Chester Congregational Church Loaf & Ladle Lunch – Stevens, 12.7.19

CPL Cookie Walk & Wreath Event – MPR, 12.7.19

CPL Breakfast with Santa – MPR, 12.14.19

Livestone Church Carol Sing – Stevens, 12.14.19

Rockingham County 4-H Horse Leaders Banquet – MPR, 12.14.19

Eagle Scouts Court of Honor – Stevens, 12.15.19

Chester Dancers Winter Performance -- Stevens, Dec. 26, 27, 28

Any Other Business

Date of Next Meeting & Adjournment

1.1 Call to Order

Vice Chair Berube called this meeting of the Technical Review Committee (TRC) to order at 9:04am.

1.2 Roll Call

Present

Aaron Berube, Police Chief; Vice Chair

Greg Bolduc, Fire Chief (arrived 9:05am)

Paul Cavanaugh, Maintenance Supervisor

Steve D'Angelo, Selectman (arrived 9:07am)

Debra Doda, Town Administrator

Andrew Hadik, Planning Coordinator

Scott Newnan, Lieutenant, Fire Department (arrived 9:05am)

Corinna Reishus, Recreation Director

Caroline Wilson, Building Department Administrative Assistant; Secretary

Absent

Myrick Bunker, Building Inspector / Code Enforcement Officer; Chair

Chester Academy Designee

Conservation Commission Designee

Mike Oleson, Road Agent

Darrell Quinn, Health Officer

1.3 Chairman's Additions or Deletions

Chester Dancers Winter Performance was added to Applications in New Business.

II. Old Business

2.1 Approval of Minutes – October 7, 2019

Fire Chief Bolduc moved to accept the Technical Review Committee meeting minutes of October 7, 2019 as written; Recreation Director Reishus seconded the motion. The vote was seven in favor with Town Administrator Doda abstaining and Chairman Bunker, Road Agent Oleson, Health Officer Quinn and Chester Academy and Conservation Commission designees absent; motion carried.

2.2 Website Frequently Asked Questions (FAQs)

The majority of those present felt that the TRC webpage already conveys the Committee's most pertinent information. Recreation Director Reishus noted that, of the comparable municipalities with TRCs whose webpages she visited, none had a FAQ section. Selectman D'Angelo feels that there are multiple FAQs that could be helpful to the public. It was agreed that a FAQ section of the TRC webpage will be considered a work-in-progress. All members are encouraged to send suggested FAQs to Secretary Wilson for discussion at future meetings.

III. New Business

3.1 Facility Usage Parameters: Potential to Sign Off Electronically

Recreation Director Reishus explained that she and Chairman Bunker (not present) had discussed the potential for the TRC to sign off on certain events electronically. This might keep TRC meetings from becoming too lengthy with many small or routinely-held events. It was agreed that all events should be reviewed formally at the meetings; for at least the first year the TRC is in place.

3.2 Veterans Day Ceremony – MPR as Backup, 11.11.19

Recreation Director Reishus noted that the annual Veterans Day ceremony traditionally takes place at the monument in front of the Post Office; if there is bad weather, the MPR will be used. 30-50 people are expected to be in attendance.

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

3.3 Legion Auxiliary Holiday Craft Fair – MPR, 11.23.19 from 2-4pm

Town Administrator Doda noted that no one has contacted her yet about using the kitchen for this event. It is estimated that 35-50 will attend, plus 10 or so volunteers / vendors. Fire Chief Bolduc requested a diagram of the table layout.

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

3.4 CPL Polar Express – Stevens, 12.6.19

This annual event features a story time for children & families sitting on blankets on the floor; 100 or more attendees are anticipated. Hot cocoa is served and the children make a “reindeer food” snack.

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

3.5 Chester Congregational Church Loaf and Ladle Lunch – Stevens, 12.7.19

This event includes a rummage sale, cookies, and slow cooker luncheon; 50-100 attendees are expected. Fire Chief Bolduc wondered how many slow cookers might be in use; he will have the duty officer stop in. Maintenance Supervisor Cavanaugh noted there is no longer a center island in the Stevens Hall kitchen.

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

3.6 CPL Cookie Walk & Wreath Event – MPR, 12.7.19

Wreaths are raffled off, cookies are sold, and photos with the Grinch will be taken at this event; ~100 attendees are expected.

TRC recommends the applicant consult Fire, Maintenance, and Recreation departments (and TA Doda if the kitchen is to be used) for this event.

3.7 CPL Breakfast with Santa – MPR, 12.14.19

This annual event is expected to bring in ~250 attendees in the course of 3 hours. The applicants have already contacted TA Doda for use of the kitchen. Fire Lieutenant Newnan noted that a code-compliant layout for the event could be created by a Fire Protection Engineer (FPE).

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

3.8 Livestone Church Carol Sing – Stevens, 12.14.19

This annual event is expected to bring 100+ attendees from 5-7pm.

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

3.9 Rockingham County 4-H Horse Leaders Banquet – MPR, 12.14.19

~75 attendees are expected at this private event. Setup takes place after the Breakfast with Santa and this event is scheduled to use the MPR from 3-9pm. No alcohol will be served. TA Doda has not yet been contacted about use of the kitchen for this event.

TRC recommends the applicant consult Fire, Maintenance, and Recreation departments (and TA Doda if the kitchen is to be used) for this event.

3.10 Eagle Scouts Court of Honor – Stevens, 12.15.19

~40 attendees are expected at this private event. It was noted that candles are no longer allowed at Stevens Hall.

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

3.11 Chester Dancers Winter Performance – Stevens, Dec. 26, 27 & 28

Setup for this event is to be Thursday the 26th and Friday the 27th; with the performance to be held on Saturday the 28th. This performance is open to the public. It was noted that the current insurance waiver on file is for Chester Dancers to hold classes in Stevens Hall; public viewing changes insurance parameters. Selectman D'Angelo noted that the BOS will no longer waive insurance requirements.

TRC recommends the applicant consult BOS (insurance), Fire, Building, Maintenance, and Recreation departments for this event.

3.12 Any Other Business

- Planning Coordinator Hadik wondered if there should be a master calendar of all events; Town Administrator Doda noted that there is an events calendar on the homepage of the Town's website. Recreation Director Reishus felt that it would be important to protect facility users' privacy. Ms. Reishus also felt that if a facility users' calendar was made public, users might swap or "sublet" usage without permission.
- Vice Chair Berube suggested creating a letter to send to potential applicants (such as PTA, Scouts, Historical Society and more) informing them of the existence and role of the TRC. This will be placed on the agenda for next month's meeting.
- Fire Lieutenant Newnan felt that Trick or Treat on Chester Street should have been reviewed by the TRC last month. While this is not considered an official Town event, a great deal of Town resources (especially Police and Fire) are invested. Selectman D'Angelo suggested the TRC request that the BOS adopt Trick or Treat as an official Town event.
- Selectman D'Angelo would like more information on how utility poles are managed by the Town. He felt that since they are structures, the Building Department should issue permits for them / their installation should be subject to Technical Review. Secretary Wilson noted that permitting of utility poles is not in the Building Department's purview. Ms. Wilson will ask Chairman Bunker for more information on this.
- Selectman D'Angelo commented on the lift that recently appeared in front of the Chester Congregational Church; he felt that this should have gone to the TRC. Secretary Wilson explained that the contractor did contact the Building Department and stated that only stabilization and leak repair were currently taking place. The contractor is aware that a permit is required before the restoration project begins.
- Selectman D'Angelo commented on the potential for the house at Spring Hill Farm to be used for events; he believes it is to be regarded as a museum. It was explained that the building is classified as a single-family dwelling and many things need to be done to be able to use it as a museum.

- Alternate parking for Stevens Hall was discussed; it was noted that Bittersweet Blessings has allowed patrons to park in their lot in the past.

IV. Adjournment

The next TRC meeting is scheduled for Monday, December 2, 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 eight in the affirmative with Chairman Bunker, Road Agent Oleson, Health Officer Quinn and Chester Academy & Conservation Commission designees absent; motion carried.

The meeting was adjourned at 10:20am.

Respectfully Submitted,
Caroline R. Wilson, Secretary