

**Town of Chester
Technical Review Committee Meeting
Monday, January 6, 2020
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 – 12/5/2019

Website FAQs

Potential Advisory Letter to Groups

Revised Sign Off Sheet

Applications:

Wason Pond Pounder – Sat. 5/30/2020 (set up Fri. / break down Sun.)

Chester Academy PTA Field Day – Fri. 6/5/2020 6am-6pm (Rain Date Mon. 6/8/2020)

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 9:03am.

1.2 Roll Call

Members Present

Aaron Berube, Police Chief; Vice Chair

Paul Cavanaugh, Maintenance Supervisor

Steve D'Angelo, Selectman (arrived 9:15am)

Debra Doda, Town Administrator

Andrew Hadik, Planning Coordinator

Darrell Lockwood, Superintendent, Chester Academy

Scott Newnan, Lieutenant, Fire Department

Mike Oleson, Road Agent

Darrell Quinn, Health Officer (departed 9:23am)

Caroline Wilson, Building Department Administrative Assistant; Secretary

Members Absent

Greg Bolduc, Fire Chief

Myrick Bunker, Building Inspector / Code Enforcement Officer; Chair

Corinna Reishus, Recreation Director

Conservation Commission Designee

1.3 Chairman's Additions or Deletions

Vice Chair Berube noted that Health Officer Quinn has already signed the sign off sheets on today's agenda as he must leave early.

II. Old Business

2.1 Approval of Minutes – December 5, 2019

Town Administrator Doda suggested that line 96 read, “TA Doda questioned the selling of drinks and snacks since no commercial activity is permitted on Wason Pond property due to the conservation easement.” TA Doda added that she has since learned that the conservation easement does not prohibit commercial activity on Wason Pond property.

Line 100 reads, “Road Agent Oleson noted that the large parking lot at Wason is not maintained in the winter. It was suggested that participants meet elsewhere and carpool to Wason to avoid parking issues.” Road Agent Oleson noted that he has since spoken with Recreation Director Reishus (not present) and informed her that he will make an exception to maintain the parking lot for this one-night event if the event coordinators get in touch with him; he has yet to hear from them.

Fire Lieutenant Newnan moved to accept the Technical Review Committee meeting minutes of December 5, 2019 as amended; Maintenance Supervisor Cavanaugh seconded the motion. The vote was seven in favor with Dr. Lockwood abstaining, Mr. D’Angelo yet to arrive, and Messrs. Bolduc, Bunker, Reishus and Conservation Commission Designee absent; motion carried.

2.2 Website Frequently Asked Questions (FAQs)

Chairman Bunker (not present) and Planning Coordinator Hadik each edited the FAQ document discussed at last month’s meeting. Both versions have essentially the same questions, but their answers vary slightly. Health Officer Quinn preferred the expanded explanation in Planning Coordinator Hadik’s version because it emphasizes that the TRC is a *solely* advisory committee. This version was discussed in detail and a few minor changes were made. It was added that TRC meetings are open the public and are televised on channel 20.

Road Agent Oleson moved to accept Planning Coordinator Hadik’s Frequently Asked Questions (FAQ) document as amended; Fire Lieutenant Newnan seconded the motion. The vote was nine in favor with Messrs. Bolduc, Bunker, and Reishus and Conservation Commission Designee absent; motion carried.

2.3 Potential Advisory Letter to Groups

Last month, Recreation Director Reishus (not present) drafted a letter informing potential applicants of the TRC’s purpose and procedures; today the letter was presented to the Committee with a few wording changes. Town Administrator Doda wished to make some minor punctuation edits; the letter will be reviewed at the next TRC meeting.

2.4 Revised Sign Off Sheet

Secretary Wilson noted that Chairman Bunker (not present) revised the sign off sheet to include “Members are listed alphabetically and may be seen in any order” and alphabetized members’ names. Planning Coordinator Hadik suggested putting Town Administrator at the top of the list; TA Doda was fine with being listed alphabetically.

Fire Lieutenant Newnan moved to accept the revised sign off sheet with the word “of” removed in “Town Administrator;” Maintenance Supervisor Cavanaugh seconded the motion. The vote was nine in favor with Messrs. Bolduc, Bunker, and Reishus and

Conservation Commission Designee absent; motion carried.

III. New Business

3.1 Wason Pond Pounder – Sat. 5/30/2020 (set up Fri. / break down Sun.)

This long-running event is expected to draw ~1,000 attendees. It was noted that this is the last year that the Chester Charitable Foundation will be running the event; there has been talk of another group taking over the event.

TRC recommends the applicant consult Police, Maintenance, Highway, and Recreation departments for this proposal. If using a tent greater than 400 square feet, TRC recommends the applicant also consult Building and Fire departments.

3.2 Chester Academy PTA Field Day – Fri. 6/5/2020 6am-6pm (rain date Mon. 6/8/2020)

This long-running event is expected to draw ~550 attendees to the fields adjacent to Chester Academy.

TRC recommends the applicant consult the Recreation department for this proposal. If using a tent greater than 400 square feet, TRC recommends the applicant also consult Building and Fire departments.

3.5 Any Other Business

- There was some discussion of events taking place on private property that may require technical review. It was agreed that if such an event is so large that it impacts town resources (i.e. a large concert or snowmobile event), then it might undergo technical review. An ordinance may need to be created mandating this. “The Sandlot,” which is accessed in Sandown but situated in Chester is an example of a venue holding events with the potential to greatly impact Chester resources. It was felt that other private events that do not impact town resources or infrastructure should not be subject to technical review.
- Superintendent Lockwood is usually not in on Mondays, but happened to be in today. As long as he continues to receive the emailed agenda to know if anything school-related will be reviewed, then he will send a designee as necessary.

IV. Adjournment

The next TRC meeting is scheduled for Monday, February 3, 2020 at 9:00am in the Municipal Complex Meeting Room.

Maintenance Supervisor Cavanaugh moved to adjourn the meeting; Fire Lieutenant Newnan seconded the motion. The vote was nine in the affirmative with Messrs. Bolduc, Bunker, and Reishus and Conservation Commission designee absent; motion carried.

The meeting was adjourned at 9:36am.

Respectfully Submitted,
Caroline R. Wilson, Secretary