

**Town of Chester
Joint Loss Management Committee Meeting
Wednesday, January 11th, 2017
Police Department Training Room
Approved Minutes**

I Preliminaries

10:00am Call the Meeting to Order
Roll Call
Approval of Minutes
Security Issues, Knee Walls & Dutch Doors
Active Shooter Presentation & Threat Assessment
Fountain at Wason Pond
Prime³ Program
Reports of Accidents & Injuries
Committee Member Positions
JLMC Review / Tour of Buildings
Adjournment

1.1 Call to Order

Acting Chair Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:15am.

1.2 Roll Call

Members present:

Tony Amato, Maintenance Supervisor
Aaron Berube, Police Chief, Acting Chair
Greg Bolduc, Fire Chief
Marianne Duffy, Finance Department
Andrew Hadik, Planning Department
Andrew Higham, Highway Department
Erin Newnan, Town Clerk
Scott Newnan, Fire Lieutenant
Dick Trask, Board of Selectmen Liaison (ex-officio)

1.3 Chairman's Additions or Deletions

Acting Chair Berube added Primex's requirement of the JLMC to visit all buildings under New Business.

II. Old Business

2.1 Approval of Minutes

October 5th, 2016: Line 178 stated that a ten percent (10%) discount would be offered the Town upon becoming certified by Prime³; Acting Chair Berube was recently informed by Primex Risk Management Consultant David Witham that a two and a half percent (2.5%) discount is offered. Mr. Berube will confirm which figure is correct.

Mr. Trask moved to accept the minutes as amended; Mr. Amato seconded the motion. The vote was unanimous in the affirmative; so moved.

2.2 Security Issues, Knee Walls & Dutch Doors

Mr. Hadik mentioned that an employee had expressed feeling uneasy while performing after-hours security checks of the Municipal Complex. Mr. Trask suggested that the last person to leave the building notify the Police Department; although agreed to be a good idea, Acting Chair Berube advised that

staffing variables would not allow him to guarantee an immediate response.

Mr. Amato noted that Steph Landau, Chairman of the BOS, has contacted another vendor for security renovations. Although no written estimates for Dutch doors were available, Mr. Amato approximates Dutch doors would cost sixteen hundred to eighteen hundred dollars (\$1,600-\$1,800) apiece. Since the last JLMC meeting there had been discussion of incorporating knee walls in the Municipal Complex as a means to satisfy the DOL's requirements of creating a separation between employees and the Public. Asbestos contamination should not be an issue as long as alternate means of fastening are utilized, which Mr. Amato will research.

Due to the differences in services they provide and the manner in which they interact with the Public, each department has a unique take on how security should be addressed. The DOL has deemed the layout of the Town Clerk/Tax Collector's office to be ideal; the DOL prefers certain heights for partial walls with or without cutouts. Platforms were initially suggested for those of shorter stature but was then dismissed as a potential trip hazard. It was agreed that a combination of knee walls (BOS office, just before Finance office, and in the back hall with the copier) and Dutch doors (Recreation office) would provide an overall ideal solution.

A telephone would be installed in both the front and back hallway knee walls, with extension lists provided, so that staff may be summoned. Additionally, the Building Permit bulletin board and the copier would be moved. Mr. Amato will obtain construction estimates, and Mr. Trask (on behalf of the IT Committee) will research telephone wiring costs. Whether the BOS will wish to proceed with any or all of these suggestions was discussed; and it was agreed that any preliminary information brought to the BOS should be as complete as possible for maximum consideration.

2.3 Active Shooter Presentation & Threat Assessment

Information on hosting an Active Shooter Presentation was sent to the BOS; however, Mr. Trask noted that it had not been formally addressed by the BOS.

2.4 Fountain at Wason Pond

Per Primex, the Fountain in the Playground at Wason Pond is not considered a liability. Mr. Amato will obtain clarification to proceed with Primex's suggestions to trim vegetation within the Playground.

2.5 Prime³ Program

As mentioned above, Acting Chair Berube will obtain clarification from Mr. Witham of Primex to determine whether the discount offered the Town upon becoming Prime³ certified is two and a half percent (2.5%) or ten percent (10%) as previously believed.

III. New Business

3.1 Reports of Accidents / Injuries

Town Clerk:

Ms. Newnan reported that an employee sustained laceration and bruising upon being hit by a partial door that was swinging back. Repairs are in process to bring the door fully to the floor; Mr. Amato expects this to be complete by next Tuesday.

Fire Department:

Mr. Bolduc reported that an employee slipped and fell on ice last week. No treatment was rendered; a First Report of Injury was completed and Mr. Bolduc will follow up with Finance so that this may be filed later today.

Highway Department:

Mr. Higham reported that damage was done to a plow while an employee was operating a plow truck on

East Derry Road in December, 2016. The employee was wearing a seatbelt and did not sustain any injuries; nor was the truck itself damaged. An insurance claim was submitted and the plow was deemed a total loss at approximately six thousand dollars (\$6,000). East Derry Road is known to be in rather poor condition overall; unevenness near a certain culvert caused the plow to get caught and therefore damaged.

Police Department:

Acting Chair Berube reported that the passenger side of a cruiser sustained approximately seven thousand dollars (\$7,000) of damage upon making contact with a snow bank. The officer was not injured and has been counseled on alternative patrol locations.

3.2 Committee Member Positions

Mr. Trask moved to appoint Mr. Berube to the position of Committee Chair; Mr. Amato seconded the motion. The vote was unanimous in the affirmative; so moved.

Mr. Trask moved to appoint Ms. Wilson to the position of Secretary; Mr. Hadik seconded the motion. The vote was unanimous in the affirmative; so moved.

Mr. Amato moved to appoint Mr. Newnan to the position of Vice Chair; Mr. Trask seconded the motion. The vote was unanimous in the affirmative; so moved.

Mr. Amato moved to appoint all remaining employees present in the meeting as Members of the JLMC. The vote was unanimous in the affirmative; so moved.

It was agreed that, as always, all other employees and department heads or representatives will be invited to attend subsequent JLMC meetings and reminded that feedback is always welcome.

3.3 JLMC Review / Tour of Buildings

As per the Prime³ program, the JLMC shall conduct inspections of each building for potential hazards on an annual basis. The Committee agreed that rotating JLMC meeting locations will allow them to satisfy this requirement. For example, if a meeting is held in the Library, the Committee may tour Stevens Hall at that time as well.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, April 13th, 2017 at 10:00am at the Chester Fire Department.

Mr. Amato moved to adjourn the meeting; Mr. Trask seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 11:17am.

Respectfully Submitted,

Caroline R. Wilson, Secretary