

**Town of Chester
Joint Loss Management Committee Meeting
Wednesday, April 13th, 2017
Fire Department Training Room
Approved Minutes**

I Preliminaries

10:00am Call the Meeting to Order
Roll Call
Chairman's Additions or Deletions
Approval of Minutes
Sliding Window for Recreation Office
Prime³ Program
Reports of Accidents / Injuries
Reports from Departments
JLMC Tour & Review of the Fire Department
Adjournment

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:18am.

1.2 Roll Call

Members Present:

Tony Amato, Maintenance Supervisor
Aaron Berube, Police Chief, Chair
Greg Bolduc, Fire Chief
Myrick Bunker, Building Inspector / Code Enforcement Officer
Andrew Hadik, Planning Department
Andrew Higham, Highway Department
Erin Newnan, Town Clerk
Scott Newnan, Fire Lieutenant, Vice Chair
Corinna Reishus, Recreation Coordinator

Members Absent:

Marianne Duffy, Finance Department
Dick Trask, Board of Selectmen Liaison (ex-officio)

1.3 Chairman's Additions or Deletions

Chairman Berube deleted *2.2 Adhesion to the asbestos floor for the wall; 2.3 Estimate for walls in the town hall, 2 in the hallways, 1 in BOS; and 2.5 Estimate on wiring (IT) for walls in Town Hall.* After the last JLMC meeting, the case for Knee Walls was presented to the BOS who then determined that this will not be pursued (as it is not an actual DOL *requirement* so much as a *suggestion*).

II. Old Business

2.1 Approval of Minutes

January 11th, 2017: Mr. Amato moved to accept the minutes as written; Mr. Bunker seconded the motion. The vote was unanimous in the affirmative; so moved.

2.2 *Sliding Window in Recreation Office*

Mr. Amato explained that Premiere Glass quoted \$350 for an insert in the window and a sliding door for the Recreation Office door. An automatic door closer will be installed on the office door as well. Mr. Amato has placed a security mirror in the hallway; Ms. Reishus can now see the entrance and down the hallway. It was agreed that the Coke machine should be moved; Mr. Amato will put a pad underneath & move it to the MPR.

2.3 *Prime³ Program: 2.5% Reduction in Workers Compensation and Liability*

Some policies have not been reviewed since approximately 1996; however, a complete revamping of policies has already begun. Since it took months for the Sexual Harassment Policy to be approved, Chairman Berube feels that updating policies will take a substantial amount of time and effort moving forward. Slip & Fall and Light Duty policies, for example, currently do not exist.

Sexual Harassment training will need to take place every 2-3 years; it is unclear at this time whether only full-time Town employees must attend or if those who are seasonal, under the age of 18, or who are volunteers, Board or Committee members, etc., must also participate. Chairman Berube will determine whether a town employee may become certified through Primex to administer the training on an as-needed basis.

III. *New Business*

3.1 *Reports of Accidents / Injuries*

General Government Administration:

Chairman Berube reported that on February 17th, an individual reported a strain to the right knee due to walking injury.

Police Department:

Chairman Berube reported that on January 13th, an individual reported a left shoulder injury due to bending / reaching. On February 3rd, an individual reported a right shoulder injury due to slip & fall.

3.2 *Reports from Departments*

Fire:

Mr. Bolduc mentioned that Mr. Amato had put a new gasket on the meeting room door. Previously, it would not latch shut unless one slammed it. With the addition of new offices for the Chief and Deputy Chief, the upstairs is used more often now, and LED lighting and new railings have been installed. There is still a broken window on the Garage door.

Vice Chair Newnan noted that the sensor for the light in the front of the FD has been repaired; the wire had actually melted.

The Fire Department now has an alarm system for which each individual has his or her own access code. Currently the security cameras do not function, but Mr. Bolduc is in the process of finding Emergency Management grants for this. It was confirmed that camera systems are not part of the Town's IT Budget.

The carpeting in the meeting room is fraying in the center, and has been identified as a trip hazard. This is an issue in the Building Inspector's office as well. Mr. Amato had tried to make these flooring repairs part of this year's budget but funding was cut.

Mr. Bolduc noted that the old water softener has been removed and there is now a whole-building water filter in its place.

The drains in the Garage only empty to holding tanks, and this becomes an issue once they are full and back up onto the floor & there is no high water alarm. Clean Harbors will be contacted about this.

General:

After Mr. Hadik had locked up last Monday afternoon, a gentleman was able to enter the building at about 4:15pm. Apparently, the handicap assist door wasn't latched. It is important to pull it tight to make sure it's totally closed. Mr. Amato will take care of this immediately.

When unlocked, the MPR door swings open on windy days. Mr. Amato lubricates it every 3 weeks, and will install an adjuster. At \$800 apiece, crash bars are not in the budget.

Mr. Amato noted that the outside lights at the Library and the Salt Shed have both been upgraded with LEDs. Ms. Newnan added that the LED lights installed in the Town Clerk's office are a great improvement.

Highway:

Mr. Higham mentioned that Lane Road was shut down recently due to deep mud. About 20 truckloads of stone and gravel were placed to make it passable again. East Derry Road was also closed due to a collapsed culvert; a new one has been installed. The Highway Department is in the process of cold patching roads (20 tons of cold patch).

Planning & Assessing:

Mr. Hadik noted that the small humidifier placed in Planning & Assessing has been quite effective in improving air quality this past Winter.

Police:

Chairman Berube mentioned that the Police Department is undergoing an update to security cameras and alarms; including automated cameras for the interview room and an alarm system for the evidence room.

Recreation:

Ms. Reishus reported that an individual had been experiencing headaches while in the office; it was determined that the propane heater vent was clogged with snow therefore causing carbon monoxide buildup. Mr. Amato explained that all Maintenance staff are now aware that the vent must remain clear at all times. Code indicates that the vent must be situated 1' above snow; it was agreed that Mr. Amato should determine if a riser may be placed on the vent.

Town Clerk:

Ms. Newnan reported that an individual developed breathing problems around the time volumes of old files were being handled. In December, while bringing boxes from room 20A to the Town Clerk's office, the individual acquired a cough that has persisted. In February, the individual began to experience shortness of breath. The room containing the files has been sealed until further notice. BOS Chairman Stephen Landau ordered room 20A to be closed immediately; Mr. Amato ensured the circulation system was back in working order the next day. Mr. Amato explained that the timer for the closed circulation vent had lost its pins and had been off. Now it goes off 3 times a day for 2 hours at a time.

Mr. Amato mentioned that the prior Town Clerk had provided the BOS with a proposal to clean the archive rooms, but was told it would be too costly. The Fire Department had provided staff with breathing masks and gloves, however, this did not help. Chairman Berube wondered if the door to the archive room(s) should be sealed (as in certain Police procedures for evidence storage) and as far as anyone is aware, this does not need to be done at this time. Testing would need to be done to get a clear picture of what environmental nuisances or dangers may exist before any plan is developed moving forward. Mr. Hadik suggested an air purifier may help; or perhaps to designate a different storage place for archives. Mr. Amato will contact the company who tested the floor at the gate to see if they perform other such environmental testing.

Chairman Berube suggested that the Town Clerk Department touch base with Ms. Duffy of Finance as soon as possible so that an exposure report may be submitted to Primex.

While on the topic of air quality, Chairman Berube noted that some individuals complain of itchy eyes and cough upon entering the Police Department; Ms. Reishus said the same of the Rec Office. Mr. Bolduc mentioned that the Fire Department's ventilation system is due to be cleaned. Mr. Amato mentioned that prior to her retirement as the BOS Administrative Assistant, Ms. Tymoniewicz looked but found no record of cleaning done in the archives.

3.3 JLMC Tour & Review of the Fire Department

Please see 3.2 with details of Fire Department tour.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, July 20th, 2017 at 10:00am at the Wason Pond Community Center.

Vice Chairman Newnan moved to adjourn the meeting; Mr. Bunker seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 11:32am.

Respectfully Submitted,

Caroline R. Wilson, Secretary