

**Town of Chester  
Joint Loss Management Committee Meeting  
Thursday, July 20<sup>th</sup>, 2017  
Wason Pond Community Center  
Approved Minutes**

**I Preliminaries**

10:00am Call the Meeting to Order  
Roll Call  
Chairman's Additions or Deletions  
Approval of Minutes  
Alarms & Surveillance  
Doors Not Closing Properly  
Exhaust Vent in Recreation Department  
Harassment Policy Follow-up with Primex  
Room 20 Air Quality  
Reports of Accidents / Injuries  
Reports from Departments  
Governor's Commission on Disability: ADA Coordinator  
JLMC Tour & Review of the Wason Pond Community Center  
Adjournment

**1.1 Call to Order**

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:11am.

**1.2 Roll Call**

Members Present:

Aaron Berube, Police Chief, Chair  
Myrick Bunker, Building Inspector / Code Enforcement Officer  
Marianne Duffy, Finance Department  
Andrew Higham, Highway Department  
Kandace Knowlton, Library Director  
Erin Newnan, Town Clerk  
Scott Newnan, Fire Lieutenant, Vice Chair  
Corinna Reishus, Recreation Coordinator

Members Absent:

Tony Amato, Maintenance Supervisor  
Greg Bolduc, Fire Chief  
Andrew Hadik, Planning Department  
Dick Trask, Board of Selectmen Liaison (ex-officio)

**1.3 Chairman's Additions or Deletions**

None.

**II. Old Business**

## **2.1 Approval of Minutes**

April 13<sup>th</sup>, 2017: Mr. Bunker moved to accept the minutes as written; Ms. Newnan seconded the motion. The vote was unanimous in the affirmative; so moved.

## **2.2 Alarms & Surveillance Systems**

The Alarms and Surveillance Systems at the Police Department and the Fire Department have been updated and are running smoothly. Chairman Berube hopes to see the Town Hall systems updated next, as there have been recent incidents for which video would have been helpful. The Town Hall surveillance monitor is in the BOS Office closet; the fact that the system is reactive (as opposed to proactive) does present a liability. Chairman Berube noted that the new system in the PD retains 6-10 weeks of footage, while the prior system maxed out at 2 weeks. The Evidence Room is on its own separate alarm and video system, with keypad for individualized entry. It was felt that the contractor, Alarm Systems Plus, has consistently provided efficient, high-quality service to the Town.

## **2.3 Doors Not Closing Properly**

The entrances to both the Town Hall and the MPR are still not closing properly; if not pulled hard, they don't latch. The Town Clerk Office door also sticks for those entering and exiting; Ms. Newnan will submit a Maintenance Request form. Ms. Knowlton noted that after the renovations planned at the Library for February / March of 2018, all main traffic will use the front door.

## **2.4 Exhaust Vent in Recreation Department**

Earlier in the year it was determined that snow blockage had been the main issue for the Recreation Office vent. Mr. Bunker will reexamine this vent to determine whether it should also be raised.

## **2.5 Harassment Policy Follow-up with Primex**

Primex had conducted Harassment training sessions in June and July for the Police and Fire Departments, respectively. Additional trainings are scheduled to take place for remaining Town Employees. Although some portions of the course are available online, Primex strongly suggests a trainer present the series. Chairman Berube and Mr. Bunker agreed that Phil, the trainer who presented to the Police and Fire Departments was excellent. Ms. Reishus noted that Seasonal Recreation employees attended an online training session with Primex.

## **2.6 Room 20 Air Quality**

No one present at today's meeting is aware that any further assessment or work has been done regarding the air quality of Room 20. However, the door has been open a few times recently as vendors have been rewiring the building.

# **III. New Business**

## **3.1 Reports of Accidents / Injuries**

Ms. Duffy reported that there have been a total of 7 injuries since the last JLMC meeting in April: 2 Fire Department, 2 Police Department, 2 General Government, and 1 Highway Department. The injuries included pull, trip, bite, cut, exposure, and rolled ankles.

## **3.2 Reports from Departments**

- Mr. Higham noted that the Highway Department has been fixing potholes and cutting grass & knotweed. Abatement of a flooding issue on Shattigee Road has begun; underground drainage will be placed with no road closures anticipated.

- Ms. Newnan reported that there have been multiple changes in vendors of late; implementation of a checkpoint or ID protocol for vendors was suggested. Ms. Newnan will contact Card Tech ID to see about getting visitor IDs made. It was suggested that the BOS Administrative Assistant serve as the checkpoint for visitors. If the BOS AA is not in the office, arrangements would be made for a backup person to check visitors in. The building's directory signs could use some updating as well.
- Ms. Reishus expressed concern that various individuals are accessing the Wason Pond Community Center while campers are present without making prior arrangements. It was agreed that the safest, most secure solution at this point will be to change the locks. Ms. Duffy suggested developing a policy that would determine who get a copy of the new key. Chairman Berube suggested having the keys marked "Do Not Duplicate" as well as tracking them numerically. Ms. Reishus already has a key authorization form in her office; she will submit a request to the BOS to move forward to get the locks changed at the Community Center.
- Ms. Knowlton requested an eyewash station for the Library.

### ***3.3 Governor's Commission on Disability: ADA Coordinator***

It was determined that Mr. Bunker should be the ADA Coordinator as he is responsible for ensuring buildings and structures meet code. Mr. Bunker noted that the Community Center handicap ramp does not meet code; its rise is greater than 1" per foot of run. Ms. Reishus will meet with Herb Rowell to determine if the ramp met code at the time it was built, in which case it would be acceptable. Mr. Bunker hopes to proactively assess all Town property to determine ADA compliance. Chairman Berube wondered of the process by which Mr. Bunker is to be appointed as the ADA Coordinator; he will contact BOS AA Doda to have this put on the BOS Meeting Agenda.

Ms. Reishus observed that a walkway leading from the Basketball Court to the Soccer Field is under construction; it is believed at this time that such walkway is not ADA compliant, Mr. Bunker will take a look at it.

### ***3.5 JLMC Tour & Review of the Wason Pond Community Center***

Chairman Berube noted that the DOL performed an inspection of the Center last year. Some railings have since been replaced, as well as carpet in the front room (trip hazard). The eyewash station is next to the telephone. Some boards on handicap ramp landing were loose, and the functionality of one of the automatic door openers seemed to be variable. Otherwise, the Community Center appeared to be safe.

## **IV. Adjournment**

The next meeting of the Joint Loss Management Committee is scheduled for Wednesday, October 18<sup>th</sup>, 2017 at 10:00am at the Chester Public Library.

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

The meeting was adjourned at 11:15am.

Respectfully Submitted,  
Caroline R. Wilson, Secretary