

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, October 18th, 2018
Highway Department – 51 Chester Street
Approved Minutes**

I Preliminaries

10:00am Call the Meeting to Order
Roll Call
Chairman's Additions or Deletions
Approval of Minutes
Engineering for Employee / Public Safety Barriers
ID Maker Policy for Employees, Permanent Vendors
Stevens Memorial Hall: Repair of Railings, Place of Assembly Inspection
Edwards Mill Pond Dam Fencing
Active Shooter Class for Town Employees / Seasonal / Volunteers
On-the-Job Training for First Aid, CPR & AED
JLMC Discussion of Spring Hill Farm (SHF)
Signage at Town Hall
Reports of Accidents / Injuries
Reports from Departments
JLMC Tour & Review of Chester Highway Garage – 51 Chester Street
Adjournment

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:13am.

1.2 Roll Call

Members Present:

Aaron Berube, Police Chief, Committee Chair
Greg Bolduc, Fire Chief (arrived 10:23am)
Myrick Bunker, Building Inspector / Code Enforcement Officer
Stephen D'Angelo, Board of Selectmen Liaison (ex-officio)
Marianne Duffy, Finance Department
Andrew Higham, Highway Department
Darrell Lockwood, Chester Academy Superintendent
Erin Newnan, Town Clerk
Scott Newnan, Fire Lieutenant, Committee Vice Chair (arrived 10:42am)

1.3 Chairman's Additions or Deletions

Chairman Berube added Signage at Town Hall.

II. Old Business

2.1 Approval of Minutes: July 19th, 2018

Building Inspector Bunker moved to accept the minutes of July 19th, 2018 as written; Chairman Berube seconded the motion. The vote was six in the affirmative with Superintendent Lockwood abstaining due to absence and Vice Chair Newnan and Fire Chief Bolduc yet to arrive; so moved.

2.2 *Engineering for Employee / Public Safety Barriers*

Building Inspector Bunker noted that Dann Batting was paid a \$100 retainer; last week he started taking photos and measurements of the Town Hall.

Barrier follow-up will remain on the agenda in Old Business.

2.3 *ID Maker Policy for Employees, Permanent Vendors*

The new ID maker is up and running at the PD. As far as anyone present today is aware, there is no policy governing employee or vendor IDs; but Chairman Berube will double-check with BOS AA Doda. Town Clerk Newnan noted that there is also no official offboarding policy. Fire Chief Bolduc noted that the FD requires that all those who leave or are terminated to hand in their ID.

Since the Town now has an ID maker, there is no need for cards to expire in several years—they should expire at the end of the fiscal year (June 30th). It was clarified that IDs enable employees to be admitted to seminars and to make purchases. The BOS will ultimately need to determine which vendors will receive an ID annually. Selectman D'Angelo suggested that elected officials be issued IDs, perhaps BOS AA Doda could draft a letter to Boards.

2.4 *Stevens Memorial Hall: Repair of Railings, Place of Assembly Inspection*

The repair of back railings will remain on the agenda for follow-up.

Vice Chairman Newnan and Firefighter / AEMT Culligan found a few items during their Place of Assembly Inspection and will forward the report to the BOS.

The LP stove in the kitchen has been capped and disconnected; this will be removed from the agenda.

2.5 *Edwards Mill Pond Dam Fencing*

Whether in the form of fencing or boulders, a barrier to prevent traffic from driving into the water at the Edwards Mill Dam is necessary. Mower access is required to keep the area properly maintained. Chairman Berube will have Road Agent Oleson collaborate with Groundskeeper Dalrymple to ensure that a barrier is installed and properly maintained.

2.6 *Active Shooter Class for Town Employees / Seasonal / Volunteers*

Tonight the BOS will address the request to hold an active shooter training for employees, volunteers, boards, etc. The goal is to have two sessions; one in the daytime and another in the evening, so that all may be able to attend. Each session should last two-and-a-half to three hours; and there could be associated costs.

2.7 *On-the-Job Training for First Aid, CPR & AED*

Fire Chief Bolduc has obtained some defibrillator quotes; he is waiting for more to come in. Vice Chairman Newnan will compile information on the cost of trainings and will forward this to the BOS. It costs \$18

per Heartsaver card; it was agreed that this can be paid by full-time employees' budgets (others such as the Seniors, seasonal staff, etc., will have to pay for themselves).

This will remain on the agenda for Vice Chairman Newnan to follow up.

2.8 JLMC Discussion of Spring Hill Farm (SHF)

The Committee toured SHF on July 19th and discovered that the early detection system was rendered inoperable: smoke detectors were disconnected and the fire alarm breaker had been switched off. At that time, Vice Chairman Newnan engaged the fire alarm breaker.

A few weeks later, it was discovered that someone had taken all the detectors down and put them on the floor because they had been beeping; and the alarm breaker had again been switched off. Fire Chief Bolduc asked Alarm Systems Plus to come put a lock on the breaker, which they completed soon after.

It was stressed that, being a Town-owned building, and no longer used as a residence, it is actually illegal for anyone other than the Fire Department to touch the fire alarm system. A letter to this affect was sent to the SHF Trustees & SHF Advisory Committee members. Apparently the SHF Trustees purchased all new detectors.

The Committee agreed it will be crucial to keep the building secure. Selectman D'Angelo suggested posting an "Authorized Access Only" sign on the premises. Selectman D'Angelo requested Building Inspector Bunker and Fire Chief Bolduc appear before the BOS to discuss the implications of the change in use. Building Inspector Bunker stressed that he cannot advise until the future use is defined.

Selectman D'Angelo suggested that anyone wanting to enter the building be required to gain access through the Police Department or the Fire Department. When asked why, Selectman D'Angelo felt that tracking who is entering the building needs to start somewhere. Town Clerk Newnan and others present felt that the BOS should be in charge of tracking access.

Chairman Berube suggested that the BOS remove all codes from the system immediately; and to perhaps set BOS AA Doda up with software enabling her to see who is accessing the building.

When a new Maintenance Supervisor is hired, Building Inspector Bunker wished to bring him/her to SHF and to all Town buildings.

2.9 Signage at Town Hall

Staff are constantly helping lost individuals find their way in Town Hall. It was agreed that piecemeal signage comprised of paper notices and the old brown changeable letter sign needs to be done away with. Chairman Berube suggested placing a freestanding sign in the foyer area between the entrance to the Town Clerk and BOS offices. Fire Chief Bolduc offered to donate digital scrolling signs, perhaps to be placed in the Town Clerk's window. However, it was also agreed that signage is not truly a task for the Joint Loss Management Committee. Also, this issue will potentially be resolved if some kind of employee / public safety barriers are put in place.

III. New Business

3.1 Reports of Accidents / Injuries – July 1st through September 30th, 2018

Bookkeeper Duffy reported that there have been five workers' compensation claims in four departments

from July 1st through September 30th. Two were struck by an object, one was an outside slip-and-fall, one was exposure, and one was vehicular.

Selectman D'Angelo asked if the slip-and-fall was preventable; Bookkeeper Duffy explained that it was not, it was human error.

Superintendent Lockwood asked the Committee if they would like accident reports from Chester Academy. Chairman Berube explained that if the Committee's assistance is desired in helping the school mitigate certain hazards, then they are welcome to share. Superintendent Lockwood noted there was one slip-and-fall related to high humidity which made the walls weep. Caution signs had been placed; it was truly an accident.

3.2 Reports from Departments

- **Town Clerk Newnan:** Yesterday the IT Committee discussed the Transfer Station's need for a phone to remain premises for emergencies. The Transfer Station has two Town-provided cell phones: one for "square" payment transactions which remains on site, and the other which remains with Transfer Station Attendant, Rich Czarneck. It was agreed that in case an emergency occurs while the "square" phone is being used, Mr. Czarneck's phone could be used.
- **Bookkeeper Duffy:** Since the April 18th tour of the Transfer Station, most of the JLMC's recommended actions have been completed. Quotes / proof of liability coverage for the newspaper trailer lighting project have been received.
- **Superintendent Lockwood:** At least one family is facing the possibility of being required to pay tuition for their children to attend Chester Academy, as they are not bona fide residents of Town. This family has told the School that they will move into their new home in December; however, no permits have been issued and construction has not begun. Another family is living in a permitted trailer while their home is under construction. The School Board has the authority to allow thirty school days attendance without residency, after which tuition of \$13k per student per year may be charged.

The contractor who inspected and cleaned the sprinkler tank this summer recommended sandblasting and applying epoxy to the inside of the tank, which would cost ~\$25k. The contractor also recommended installing a ~\$10k cathodic protection system. It was noted that the Fire Department and School share the system and therefore should share the expense; to be put in CIP. Vice Chairman Newnan suggested replacing the unit with concrete or fiberglass may be more cost-effective now to avoid future maintenance cost, as the current tank is approximately 20 years old and has had no protection for that long.

The School is concerned that the Town's new website allows anonymous submission of forms; if this can't be corrected, they would prefer it be disabled for safety reasons. Town Clerk Newnan will look into this.

There is concern that certain events (School District meetings, spring activities, etc.) cause the cafetorium to be occupied over capacity, which is 225. Having a crowd control manager present (certain Police & Fire officials are qualified), using paper ballots, or holding events in the MPR were suggested.

- **Fire Chief Bolduc:** New portable radios are in use, which improves safety.

- **Selectman D'Angelo:** A meeting to vet the CIP with Planning Board, BOS, and Budget Committee is scheduled for November 7th or 8th; will double-check.
- **Highway Supervisor Higham:** Paving is done for the season; but as always, some roads are truly in tough shape. A culvert on Red Squirrel Lane was replaced; the original culvert had a large hole and caved in under the road—this was a major expense. Mulberry Lane was totally reclaimed and repaved. To avoid cold patching, a small section of Harantis Lake Road was repaved. Trucks are being fitted with plows in anticipation for winter. The new chipper has been received and it's extremely powerful.

Selectman D'Angelo suggested that the State should fix the end of Fremont Road on Route 102, as icing is a serious problem.

- **Police Chief Berube:** Salt buckets should be placed by doors.

Selectman D'Angelo asked what is done proactively for Halloween safety. Chairman Berube explained that the Police Department does the most they can do, considering trick-or-treating on Chester Street is technically a non-Town-Sponsored event. For example, cones and light towers are placed and glow sticks are given out to trick-or-treaters.

3.3 JLMC Tour & Review of the Chester Highway Garage – 51 Chester Street

The Committee toured the Chester Highway Garage and observed that there is no railing along the open side of the stairs that lead to the second floor. Fire extinguishers are blocked by a trash can (upstairs) and a cabinet (downstairs). There were otherwise no major safety issues observed.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, January 17th, 2019 at 10:00am in the Police Department Training Room, followed by a tour & review of the Town Hall Annex.

The meeting was adjourned at 12:01pm.

Respectfully Submitted,
Caroline R. Wilson, Secretary