

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, January 17th, 2019
Police Department Training Room
Approved Minutes**

I Preliminaries

9:00am Call the Meeting to Order
Roll Call
Chairman's Additions or Deletions
Approval of Minutes
Employee / Public Safety Barrier Progress & Follow-up
ID Maker Policies, Expiration Date, Off-Boarding
Edwards Mill Pond Dam Fencing
Active Shooter Class Follow-up
On-the-Job Training for First Aid, CPR & AED – Cost Factors
Signage for Town Hall
Spring Hill Farm Usage & Future Plans
Town Website Security Concerns
Sprinkler Tank for FD & CA: Replacement / Repair
JLMC Discussion of Chester Highway Garage, 51 Chester Street
Reports from Departments
Adjournment

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 9:05am.

1.2 Roll Call

Members Present:

Aaron Berube, Police Chief, Committee Chair
Greg Bolduc, Fire Chief
Myrick Bunker, Building Inspector / Code Enforcement Officer
Paul Cavanaugh, Maintenance
Rich Czarneck, Transfer Station
John Dalrymple, Groundskeeping / Maintenance
Marianne Duffy, Finance Department
Andrew Hadik, Planning Coordinator
Andrew Higham, Highway Department
Darrell Lockwood, Chester Academy Superintendent
Erin Newnan, Town Clerk / Tax Collector
Scott Newnan, Fire Lieutenant, Committee Vice Chair
Corinna Reishus, Recreation Director

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: October 18th, 2018

Building Inspector Bunker moved to accept the minutes of October 18th, 2018 as written; Vice Chair Newnan seconded the motion. The vote was eleven in the affirmative with Planning Coordinator Hadik and Recreation Director Reishus abstaining due to absence; so moved.

2.2 Employee / Public Safety Barrier Progress & Follow-up

Building Inspector Bunker explained the main security features depicted in a plan of the Town Offices recently submitted by Dann Norris Batting. Measures include securing the second set of main doors, adding a door to the Town Clerk / Tax Collector's office via the vestibule, and adding card access to the MPR hallway and the MPR exterior doors. Visitors would likely need to be "buzzed in" by the BOS AA. The public would not be able to use bathrooms unless accompanied by an authorized individual. The gate blocking access to / from the MPR during off hours would no longer be necessary.

Chairman Berube suggested allowing visitors to use a VOiP phone in the vestibule to reach staff, instead of requiring someone in the BOS office to buzz them in.

Chairman Berube and Building Inspector Bunker agreed to attend a BOS meeting to present this to the BOS. Chairman Berube will request to be added to the BOS meeting agenda sometime after mid-February.

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

2.3 ID Maker Policies, Expiration Date, Off-Boarding

Chairman Berube shared with the Committee that on April 16th, 2009, the BOS enacted an employee policy amendment regarding Employee IDs.

Chairman Berube asked Selectman D'Angelo for an update on ID expiration dates, and hasn't yet received a response. Chairman Berube will follow up with Selectman D'Angelo again.

2.4 Edwards Mill Pond Dam Fencing

Chairman Berube has discussed the need for fencing at the Edwards Mill Pond Dam with Road Agent Oleson (absent); this item will be discussed at the next JLMC meeting.

2.5 Active Shooter Class Follow-up

As it stands, the Committee is waiting for the BOS to decide whether an active shooter class will be offered to employees. There was some misunderstanding of what the class would entail; some thought simunitions & actors would be involved – this is not the intent. Chairman Berube clarified that it would be the same presentation offered at the Library for the past three years; basically a sit-down presentation.

Superintendent Lockwood felt that the BOS would be negligent not to offer this training, since it has been brought to them multiple times by the JLMC.

Chairman Berube will follow up with the BOS again on offering an active shooter class for employees.

In the meantime, Chairman Berube will notify employees when the class will be done again at the Library.

2.6 *On-the-Job Training for First Aid, CPR & AED – Cost Factors*

Vice Chair Newnan sent cost estimates for on-the-job First Aid, CPR & AED training to BOS AA Doda, and was notified that this would be added to tonight's BOS meeting agenda. It is estimated to cost \$450 for instructors plus \$18/each for Heartsaver First Aid/CPR/AED cards (for thirty employees) totaling \$540. Perhaps the cost of the Heartsaver cards could be drawn from each department's budgets, respectively. It was noted that the Chester Firefighter's Association owns the equipment for these trainings.

Recreation Director Reishus noted that there has been some interest among some of the seniors and others to participate in such training; it was clarified that this particular training would only be offered to Town employees. However, Fire Chief Bolduc and Vice Chair Newnan indicated that they would be glad to visit the seniors at the Community Center on a Tuesday morning.

This item will remain on the agenda, pending the BOS' approval of offering this program.

2.7 *Signage for Town Hall*

The Committee felt that it wouldn't make much sense to discuss signage at Town Hall as long as the Employee / Public safety barriers are under consideration.

This item will be removed from the agenda.

2.8 *Spring Hill Farm Usage & Future Plans*

Since appearing before the BOS in October regarding Spring Hill Farm's usage and future plans, Building Inspector Bunker and Fire Chief Bolduc haven't received any feedback from the BOS.

This item will be removed from the agenda.

2.9 *Town Website Security Concerns*

Last meeting, Superintendent Lockwood expressed concern that there was no way to ascertain the origin of messages sent via contact form on the Town's website. This feature has since been disabled for contacting the School. Town Clerk Newnan did note that Civic Plus assured that if a threatening message is ever received via the form, IP address tracking / blocking is part of the contract and does not cost extra.

Planning Coordinator Hadik suggested Block 5 provide the Town some training on preventing phishing schemes. Chairman Berube noted that Mr. Ebbett of Block 5 plans to offer a PowerPoint presentation for employees, with "ghost" emails as a follow-up.

2.10 *Sprinkler Tank for Fire Department & Chester Academy: Replacement / Repair*

Superintendent Lockwood noted that, because of the configuration, it is not practical to change the FD / CA sprinkler tank.

Planning Coordinator Hadik noted that cleaning, painting and coating the tank is now in the CIP.

This item will be removed from the agenda.

2.11 JLMC Discussion of Chester Highway Garage, 51 Chester Street

When the JLMC toured the Highway Garage in October, they observed that there is no railing on the staircase from the first to second floor. Also, there were items blocking fire extinguishers.

Highway Supervisor Higham moved the trash can that was blocking one of the fire extinguishers.

Following this meeting, Secretary Wilson will submit a Request for Action for a railing to be installed on the staircase.

This item will be removed from the agenda.

III. New Business

3.1 Reports of Accidents / Injuries – October 1st through December 31st, 2018

Bookkeeper Duffy noted that three injuries were reported from October 1st through December 31st, 2018: a slip/fall, a strain, and a bite.

3.2 Reports from Departments

Recreation: Nothing to report.

Chester Academy: The ongoing issue of School traffic blocking Fire Department emergency access continues. Some believe that the matter has already been resolved by adding a right-turn only lane; this is not correct. Some believe that the initial cost estimate (including redoing the entire FD parking lot) is the accurate figure for creation of the emergency egress; this is also not correct. The parking lot restoration and emergency egress projects were decoupled by the Planning Board as requested by the Highway Safety Committee. The emergency egress project is estimated to cost \$90k, but is still slated for 2020/21.

Fire Chief Bolduc noted that there are at least four subdivisions for which the Planning Board required installation of emergency egress roads. Fire Chief Bolduc could not understand why creating an emergency egress for the Fire Department is not being taken seriously.

Chairman Berube wondered if Fire Chief Bolduc has considered creating a warrant article; he has not. Fire Chief Bolduc is unable to attend the upcoming Planning Board meeting on January 23rd, but he will reach out to Deputy Fire Chief Clark to see if he may attend.

Superintendent Lockwood feels that now that a liability has been identified, the Town needs to come up with a solution.

Building: Nothing to report.

Planning: Planning Coordinator Hadik praised the Maintenance staff for keeping the employee entrance area clear and safe this Winter.

Finance: Nothing to report.

Highway: Highway Supervisor Higham was pleased to announce that Road Agent Oleson is recovering well. Mr. Higham will continue to lead the Highway Department in Road Agent Oleson's absence.

Town Clerk / Tax Collector: Town Clerk Newnan's last day is tomorrow. Interviews for the Town Clerk / Tax Collector appointment have taken place. A response is awaited from one candidate to whom an offer was made.

Maintenance / Groundskeeping: Groundskeeper Dalrymple asked if there was an updated policy on closing the buildings during inclement weather; Bookkeeper Duffy confirmed that there is not. As it stands, if Chester Academy is closed, the Town Offices have a 2-hour delay -- unless the BOS Chairman and the Road Agent decide otherwise. BOS AA Doda has obtained all employees' telephone numbers for use with I Am Responding; Fire Chief Bolduc will test the system soon.

Recreation Director Reishus noted that Stevens Hall users have been informed that when the Town Offices are closed due to inclement weather, Stevens is not a plowing priority. Users may shovel themselves if they wish to use the building before crews have had a chance to clear it. Recreation Director Reishus requested that the Wason Pond Community Center be cleared on Tuesday mornings if at all possible for the Seniors.

Fire Chief Bolduc expressed concern over the lack of a policy addressing the clearing of emergency egresses during storms. He felt that if a plan isn't put in place, buildings should be shut down. State fire code requires emergency egresses to be maintained at all times.

Chairman Berube has seen other municipalities place ads for snow shovelers in the NHMA Classifieds and wondered if the Town has ever considered hiring seasonal help for snow clearing. Transfer Station Supervisor Czarneck mentioned that there are Transfer Station Personnel who could be called upon to provide extra help with clearing snow at Town buildings.

Superintendent Lockwood noted that this coming Monday is a paid holiday, and wondered what rate of pay would be received of staff, should they be called in to clear snow.

Groundskeeper Dalrymple will speak to BOS Maintenance Liaison Landau about putting together a plan of action for the clearing of emergency exits.

Police: Chairman Berube praised Recreation Director Reishus for engaging program leaders with sanding and salting after hours.

Fire: Vice Chair Newnan noted that since the last JLMC meeting, issues had been discovered in the MPR Kitchen. The old stove had a gas leak and was emitting carbon monoxide. Certain users were not engaging the hood system when they were using the stove. The Selectmen had Maintenance and Fire Department staff bring the stove from Stevens to the MPR Kitchen. The faulty stove was taken away by a salvage company as the parts needed are no longer made. The "new" unit requires a hood, but not an extinguishing system. Building Inspector Bunker determined that the window above can house a direct vent. Lloyd from LRC is presently creating plans for hoods for both the MPR kitchen & Stevens Hall kitchen. It was determined that a CO detector should be installed in the vicinity of the MPR hood, which will shut off the gas and set off alarms. Alternately, lights for the MPR kitchen could be wired with an interlock such that the hood would be engaged when the lights were turned on.

IV. Adjournment

As there is another meeting scheduled to begin shortly, Chairman Berube suggested postponing the tour of the back building to the next JLMC meeting; the group was amenable to this suggestion.

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, April 18th, 2019 at 9:00am in the Police Department Training Room, followed by a tour & review of the Town Hall Annex.

Building Inspector Bunker moved to adjourn the meeting; Highway Supervisor Higham seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 10:17am.

Respectfully Submitted,
Caroline R. Wilson, Secretary