

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, April 18th, 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
ID Maker Policies & Procedures
Edwards Mill Pond Dam Rock Barrier
Active Shooter Training
On-the-Job Training for First Aid, CPR & AED
Reports from Departments
Town Hall Gate Issue
Suggestion for New STOP Sign at Town Hall
Tour of Chester PD, Annex & Rear Buildings
Adjournment

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 9:07am.

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
John Dalrymple, Groundskeeping / Maintenance
Marianne Duffy, Finance Department
Andrew Hadik, Planning Coordinator
Kandace Knowlton, Library Director (departed at 9:58am)
Darrell Lockwood, Chester Academy Superintendent
Scott Newnan, Fire Lieutenant, Committee Vice Chair
Mike Oleson, Road Agent
Corinna Reishus, Recreation Director

Others Present:

Nicole Armaganian, Primex

1.3 Chairman's Additions or Deletions

Chairman Berube added town hall gate issue & suggestion for STOP sign at town hall to New Business.

II. Old Business

2.1 Approval of Minutes: October 18th, 2018

Building Inspector Bunker moved to accept the minutes of January 17, 2019 as written; Bookkeeper Duffy seconded the motion. The vote was eleven in favor with Road Agent Oleson abstaining due to absence; so moved.

2.2 Employee / Public Safety Barrier Progress & Follow-up

Chairman Berube and Building Inspector Bunker attended the February 28th, 2019 BOS meeting to discuss the employee / public safety barrier proposal drafted by architect Dann Batting. No decisions were made by the BOS that evening, but the Selectmen had many questions. Per the Selectmen's request, Chairman Berube emailed employees for their thoughts on *actual threats*, *perceived threats*, *nuisance issues*, *environmental design concerns*, and *potential threats*; two employees replied. Recreation Director Reishus did not receive that email and wishes to provide feedback.

Primex representative Nicole Armaganian asked what caused NHDOL to choose to conduct safety & health inspections in Chester in 2016; Chairman Berube explained that Chester was one of four municipalities selected by lottery. Ms. Armaganian wondered why the BOS has not wished to follow through with the DOL's recommendations to provide some means of separation between employees and the public. Chairman Berube noted that the desire to not spend any money on this, as well as the opinion that "public buildings should be completely open to the public" were among the reasons given by the BOS.

Chairman Berube noted that the BOS had seemed more concerned with employees' loss of productivity caused by perceived nuisances than they were of the lack of security relative to potential safety threats (such as active shooters). When some Selectmen felt that nuisance patrons could simply be removed by the police, Chairman Berube explained that there were no legal grounds for this.

Chairman Berube will resend the email to employees asking for their feedback on security issues in the town hall. If few or no replies are received, this topic will be placed on the agenda for discussion at the next JLMC meeting.

2.3 ID Maker Policies & Procedures

The new photo ID maker is up and running at the PD; Sergeant Loveless is available to help departments create customized IDs.

Chairman Berube contacted the BOS about enacting policies & procedures for employee IDs, such as expiration dates / off-boarding, but has not received a response.

Chairman Berube will see if NHMA has a sample ID policy the town may use. Ms. Armaganian noted that Primex's legal team is available to review a policy should the town draft one.

2.4 Edwards Mill Pond Dam Rock Barrier

Some of the boulders along the road at Wason Pond could potentially be moved to the Edwards Mill Dam to create a barrier to prevent cars from driving over then dam and into the pond. Road Agent Oleson estimates this could be done in a day and would cost between \$1,500 and \$2,000. Chairman Berube will forward the State's final inspection report to Groundskeeper Dalrymple.

2.5 Active Shooter Training

Chairman Berube met with the BOS about providing active shooter training to employees. The BOS's general consensus was that they did not want to close town hall for training; and if employees were interested, they could take a class on a holiday or weekend.

It was mentioned that the town offices are nearly shut down for hours at a time on a regular basis while

certain meetings are being held, why is employee training any different?

Planning Coordinator Hadik wondered if it would make a difference if the JLMC recommended the BOS provide active shooter training; many felt it would not. The general feeling was that the BOS simply did not place a high priority on providing this training to employees.

Library Director Knowlton wondered if Primex could recommend the BOS provide active shooter training. Ms. Armaganian wasn't sure if Primex could make such a recommendation, but she noted that employees should be compensated for attending such training. Ms. Armaganian reasoned that if the BOS aren't taking the NHDOL's recommendations, then they aren't likely to take Primex's, either.

Superintendent Lockwood wondered if anyone surveyed surrounding communities on this; Chairman Berube has – Chester is the only town in the area that has not provided this training to its employees. Additionally, Chester has two officers certified to provide this specialized training, which is more than Derry has; and these officers have presented active shooter trainings in Derry. It was also noted that Derry made active shooter training mandatory for employees, and shut down its offices to provide it.

Superintendent Lockwood asked of the BOS's procedure for lockdown during a meeting; it was noted that there is no such procedure.

Fire Chief Bolduc suggested enlisting Town Clerk Liz Lufkin (who has a background in grant writing) to see if there were active shooter training grants available to the town. Chairman Berube will speak to Town Clerk Lufkin.

It was agreed that this topic will be raised at the next department heads meeting. Perhaps, with one or two Selectmen present, the group may be able to get a better understanding of their thoughts on the matter.

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

Vice Chair Newnan emailed the BOS detailed cost ramifications for first aid, CPR & AED training for employees and has not received a response. However, some feel that, along the lines of the active shooter training, the BOS do not seem to want to pay employees to be trained or close the offices to offer these trainings.

Apparently it was felt by some Selectmen that, as long as "some" employees were trained to administer first aid, CPR & AED, that was enough. Building Inspector Bunker, Recreation Director Reishus, and Chairman Berube all happen to be CPR certified. However, due to the nature of their jobs, these are three individuals whose roles take them outside of the offices frequently.

Ms. Armaganian suggested a lower-cost option may be to offer these trainings educationally, versus at the certification level.

Superintendent Lockwood noted that Chester Academy offers first aid, CPR & AED training annually to all employees on a voluntary basis. Three quarters of the CA staff are first aid certified. Groundskeeper Dalrymple recalled that Londonderry schools required employees participate in these trainings.

The group felt it would be beneficial to bring this topic up at the next department heads meeting.

III. New Business

3.1 Reports of Accidents / Injuries – January 1st through March 31st, 2019

Bookkeeper Duffy noted that two injuries were reported in the first quarter of 2019: one slip/fall and one instance of being struck by a person or non-vehicle object.

3.2 Reports from Departments

Chester Academy: The school is attempting to have a representative attend every BOS meeting since the school so often comes up in conversation. The town's potential purchase of the 78 Raymond Road property has added a layer of confusion to the egress situation; Superintendent Lockwood hopes that the Fire Department egress road is approved.

Superintendent Lockwood was also very impressed at how prompt and professional Building Inspector Bunker and Fire Lieutenant Newnan were in providing feedback on code requirements for a new bathroom to be constructed in the kindergarten.

Finance: Nothing to report.

Recreation: Two unsafe baseball dugouts at the town fields (which were supposed to be demolished by Chester Baseball two years ago) have been demolished by maintenance and highway staff.

Planning: Nothing to report.

Building: Nothing to report.

Maintenance: Nothing to report.

Groundskeeping: Staff are always working to keep town grounds safe.

Highway: Highway crewmembers are doing their best to keep roads open and safe.

Fire: Air compressors have been bolted and doors and locks have been fixed.

Library: Nothing to report.

Police: Nothing to report.

3.3 Town Hall Gate Issue

Clarification was requested regarding use of the gate between the town hall and the hallway to the MPR. The gate is typically closed and locked at 4pm on weekdays, and is opened by maintenance staff early each weekday morning. There was some discussion about the original purpose of the gate, and whether it provides any security; considering the building itself is not secure and there are other points of entry. Some thought that it should be left open when offices are open after 4pm so that the PD would be able to respond quickly if needed.

Chairman Berube noted that he cannot guarantee that an officer will physically be in the PD after business hours. The group's consensus is to continue the accepted protocol of closing and locking the gate at the end of the business day.

3.4 Suggestion for New STOP Sign at Town Hall

Chairman Berube received a suggestion from a citizen to install a STOP sign where the horseshoe in the front of the building intersects with the lane vehicles use to exit the parking lot. It has been observed that many accidents have nearly occurred here. Road Agent Oleson noted that such a sign

would get buried, as it is a snow storage area. It was discussed and agreed that such a sign will likely not change people's habits.

It was agreed that, with the PD space needs assessment underway and conceptual plans for a new PD being created, this would be a good opportunity to address the flow of traffic.

This topic will be brought to the Highway Safety Committee for further discussion.

3.5 Tour of Chester PD, Annex & Rear Buildings

Police Department

- Lack of hood system over Meeting Room stove
- Lockers not secured to the wall
- Lack of emergency exit signs & lighting

Annex

- Storage in multiple egresses
- Lack of emergency exit signs & lighting in multiple rooms and hallways

Scout Storage Rooms & Tent Storage Portable

- Lack of emergency exit signs & lighting and / or batteries dead
- Storage in egress

Clothes Closet Rooms

- Lack of emergency exit signs & lighting and / or batteries dead
- Fire extinguisher signs missing or not visible

Yoga Room

- Lack of emergency exit signs & lighting and / or batteries dead
- Fire extinguisher sign not visible

Former Faculty Bathroom

- Should be either functional or disassembled to impede release of sewer gas

Annex Egress

- Welcome mat on concrete pad made it difficult to push the doors open

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, July 18th, 2019 at 9:00am in the Town Hall Meeting Room, followed by a tour & review of town offices and the MPR.

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

The meeting was adjourned at 10:54am.

Respectfully Submitted,
Caroline R. Wilson, Secretary