

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, August 1, 2019
Municipal Complex Meeting 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
Review Town's Safety Policy
Tour of Town Hall & MPR
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
Russ Burdick, Transfer Station
Paul Cavanaugh, Maintenance
John Dalrymple, Groundskeeping / Maintenance
Steve D'Angelo, Selectman
Marianne Duffy, Finance Department
Stephen Landau, Selectman
Liz Lufkin, Town Clerk / Tax Collector
Scott Newnan, Fire Lieutenant, Committee Vice Chair
Mike Oleson, Road Agent (arrived 9:12am, departed 10:50am)
Jean Packard (departed 10:45am)
Corinna Reishus, Recreation Director

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: April 18, 2019

Building Inspector Bunker moved to accept the minutes of April 18, 2019 as written; Vice Chair Newnan seconded the motion. The vote was eight in favor with Messrs. Burdick, D'Angelo, Landau, Lufkin and Packard abstaining due to absence and Mr. Oleson yet to arrive; motion carried.

2.2 Employee / Public Safety Barrier Progress & Follow-up

There was much discussion of the particulars of this topic; mostly what's been done (or not) in the three years since the security recommendations were made by the NH DOL during their inspection. Many felt that the ball has been in the BOS' court; while Selectman D'Angelo felt the BOS had not been given ample information to move forward with a plan of action – he inquired of the cost, plan, and timetable for implementing security measures.

Building Inspector Bunker brought architect Dann Batting's employee / public safety barrier proposal to the table and explained that he and Chairman Berube attended the February 28th, 2019 BOS meeting to discuss said proposal. It was noted that Selectman D'Angelo was not present at that meeting. No decisions were made by the BOS that evening, but the Selectmen had many questions. Per a Selectman's request, Chairman Berube emailed employees for their thoughts on *actual threats*, *perceived threats*, *nuisance issues*, *environmental design concerns*, and *potential threats*. A total of three employees replied.

Whether the BOS may wish to refrain from making any major changes to the building in anticipation of the new Police Department and subsequent shifting of town offices was discussed. However, the new PD may take several years, or may not be approved at all – so it was emphasized that this should not be used as a reason for postponing security measures. Selectman Landau added that the proposals for the new PD facility include revamping the town offices in part because *they are not secure*.

Town Clerk Lufkin suggested prioritizing low-cost solutions to bring up the level of security in the building; including re-keying all the locks and ensuring security cameras are functioning properly. It was noted that quotes have recently been procured for re-keying and other security options are being explored.

Selectman D'Angelo suggested being mindful of budget season and recommended timing project requests carefully. Chairman Berube noted that this topic has been discussed continuously for at least three years. Selectman D'Angelo suggested certain topics could also be discussed at the monthly department head meetings. It was noted that there were no department head meetings when this issue was first discussed.

Chairman Berube will create an anonymous summary of the employees' concerns and will present this to the Selectmen.

This item will remain on the agenda.

2.3 ID Maker Policies & Procedures

Chairman Berube stated that there is an ID policy but it seems to have been misplaced; Town Clerk Lufkin will look in her archives to see if her department acquired the original, perhaps in a large binder marked "Joint Loss". Chairman Berube will continue searching as well.

An off-boarding policy for IDs was noted to be of primary importance.

Selectman D'Angelo reminded that town counsel should vet all proposed policies.

This item will remain on the agenda.

2.4 Edwards Mill Pond Dam Rock Barrier

This project has been completed and has been deemed to be in compliance.

This item will be removed from the agenda.

2.5 Active Shooter Training

Active Shooter Training was provided to employees on Wednesday, June 26th from 1:30-3:30pm in the Municipal Complex Meeting Room. A list of attendees was forwarded to the BOS.

Chairman Berube's goal is to provide progressive training at least once per year. Selectman D'Angelo and Selectman Landau both felt it would be better to offer the training twice a year. Chairman Berube suggested holding a session in January 2020, including a tour of inside the building. The next training in June 2020 could include a tour of the exterior of the building. Chairman Berube will submit such proposal in writing to the BOS.

This item will be removed from the agenda.

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

Several months ago, Vice Chair Newnan emailed the BOS detailed cost ramifications for first aid, CPR & AED training for employees and has not received a response. He will resend this information to the BOS.

Cost was a concern for some; while others felt it was a small price to pay to acquire skills that could potentially save a life. It was noted that since the old AEDs were recently replaced with new ones in town buildings, staff should know how to use them. Also, every department has a "training" line in their budget; perhaps the expense of training could be charged there.

Selectman Landau and Selectman D'Angelo felt this training was important; it should be provided (perhaps combined with active shooter training) and the building closed if need be. Selectman D'Angelo opined that everyone who works for the town should be mandated to receive the training within six months. Bookkeeper Duffy asked Selectman D'Angelo to clarify whether seasonal and part-time employees would be included. Selectman D'Angelo responded that all full-time and Transfer Station employees should be required; and that it would be optional for all other employees. Assistant Assessor Packard suggested all department heads be included as well.

Recreation Director Reishus suggested removing this topic from the JLMC agenda and adding it to the department heads meeting agenda; everyone agreed.

III. New Business

3.1 Reports of Accidents / Injuries – April 1 through June 30, 2019

Bookkeeper Duffy noted that no accidents or injuries were reported during this time.

154 Selectman D'Angelo wondered if accidents at the center of town had gone down since the lighted
156 beacons were installed atop the Route 121 STOP signs; Chairman Berube confirmed there had been a
reduction.

158 **3.2 Reports from Departments**

160 **Groundskeeping:** Nothing to report.

162 **Fire:** Nothing to report.

164 **Finance:** Nothing to report.

166 **Maintenance:** The trustees cleaned & eliminated trip hazards in the Stevens Hall basement, the Post
Office basement and second floor, and the Wason Pond Community Center basement. Two (2) thirty-
168 yard dumpsters and two (2) dump truck loads of trash were removed. "Before and after" photos were
passed around; they did a great job.

170 **Town Clerk / Tax Collector:** The office back door has not been closing properly.

172 **Transfer Station:** Nothing to report.

174 **Selectmen:** Selectman D'Angelo reminded that polices, ordinances, etc. should be run through
176 counsel as part of the vetting and approval process. Selectman Landau requested that long- and short-
term disability be included in this committee's reports from departments; as it is not just the workers'
178 compensation claims that affect departments or justify decision-making. Bookkeeper Duffy was not sure
that this information could legally be discussed. Selectman D'Angelo suggested discussing this at
180 department head meetings instead.

182 **Building:** Nothing to report.

184 **Assessing:** Nothing to report.

186 **Recreation:** Nothing to report.

188 **Finance:** Nothing to report.

190 **Police:** Quotes are being procured for re-keying the buildings.

192 **Highway:** The department is down an employee but things are moving along.

194 **3.3 Review Town's Safety Policy**

196 Chairman Berube explained that the DOL changed reporting requirements for serious injury and death
on July 14th, 2019.

198 Chairman Berube distributed copies of the town's current safety policy, with a last official revision date
200 of December 4, 2012. Suggested edits were made in red.

202 The JLMC briefly reviewed the policy, and Chairman Berube will send out electronic copies to members
so that they may edit it as well.

204

The evacuation plan needs to be updated. Assistant Assessor Packard suggesting adding maps of evacuation routes to the policy.

Selectman D'Angelo invited Chairman Berube to attend the BOS meeting of August 22nd to get BOS approval of the policy.

3.4 Tour of Town Hall & MPR

Meeting Room

- Chairs should be zip-tied
- Cord(s) on the floor near the table is a trip hazard

Finance and other offices

- Town Clerk Lufkin noted that grants are available for bullet-resistant film and other “hardening” measures

Building Department

- Carpeting is fraying in the middle of the office in a large section as well as a smaller section near the back wall – this is a trip hazard

Boiler Room

- There is some insulation and papers on the floor.
- There is aluminum foil over a junction box

Zoning Board of Adjustment office

- Nothing to report

Rooms 20 and 20A

- These rooms were observed to smell musty. There are old records known to be moldy in Room 20 that are sealed in plastic and there is a sign on the door advising individuals to use PPE. Town Clerk Lufkin will investigate mitigation.

PACT Studio / Rangeway Meeting Room

- Thick cord on the floor near the meeting table is a trip hazard

Town Clerk / Tax Collector's Office

- People still walk into the pole in front of the desk
- Fire extinguisher needs to be mounted
- Outside of the office, the tile floor is cracked

BOS Office

- Vice Chair Newnan observed adapters plugged into extension cords and advised that this is unsafe; perhaps outlets can be added to this office

Maintenance Office

- Nothing to report

Recreation Office

- Nothing to report

Multipurpose Room (MPR)

- 256 • Left backstage area: holes in the wall covered with cardboard
- Curtain: when was the fire retardant last applied?
- 258 • Right backstage area (chair storage): moldy floor
- Mezzanine: old water heater has been left up there
- 260 • Mezzanine: exposed steel I-beam on floor could be covered with wood to prevent tripping as it is on the other side
- 262 • Kitchen: door latch / lock poorly functioning
- Kitchen: chair being stored next to stove – fire hazard
- 264 • Kitchen: no proper screen door
- Ladies room: why are there chairs in the storage area?
- 266 • Mens room: lockers not secured to wall

268 **IV. Adjournment**

270 The next meeting of the Joint Loss Management Committee is scheduled for Thursday, October 10th,
272 2019 at 9:00am in the Town Hall Meeting Room, followed by a tour & review of Stevens Memorial Hall and the second floor of the Post Office.

274 **Building Inspector Bunker moved to adjourn the meeting; Maintenance Supervisor Cavanaugh seconded the motion. The vote was unanimous in the affirmative; motion carried.**

276 The meeting was adjourned at 12:15pm.

278 Respectfully Submitted,
280 Caroline R. Wilson, Secretary