

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, October 10, 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 – August 1, 2019
Employee / Public Safety Barrier Progress
ID Maker Policies & Procedures / Policy Packets
Reports from Departments
Review of Tour of Town Hall & MPR
Mailbox Impeding Visibility
Tour of Stevens Hall
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
Myrick Bunker, Building Inspector / Code Enforcement Officer
Paul Cavanaugh, Maintenance Supervisor
John Dalrymple, Groundskeeping / Maintenance
Steve D'Angelo, Selectman
Andrew Hadik, Planning Coordinator
Scott Newnan, Fire Lieutenant, Committee Vice Chair
Corinna Reishus, Recreation Director

1.3 Chairman's Additions or Deletions

There were no additions or deletions. Chairman Berube noted that there were a few members absent due to scheduling conflicts.

II. Old Business

2.1 Approval of Minutes: August 1, 2019

Planning Coordinator Hadik moved to accept the minutes of August 1, 2019 as written; Vice Chair Newnan seconded the motion. The vote was eight in favor; motion carried.

2.2 Employee / Public Safety Barrier Progress

Selectman D'Angelo suggested Maintenance Supervisor Cavanaugh procure quotes for a variety of

options to rekey Town Hall; including traditional keys, swipe cards, fobs, key codes, etc. Maintenance Supervisor Cavanaugh will also follow up with his BOS liaison (Selectman Landau) regarding rekeying the building.

Since last meeting, plastic chains have been magnetically affixed inside some office doorways. It was noted that the chains have been effective in reducing non-business-related foot traffic to those departments. It was reiterated that the chains are not a *safety* measure; to maximize effectiveness, “Authorized Personnel Only” signs should be hung on the chains.

Chairman Berube will conduct a survey of employees’ thoughts on this to be discussed at the next department heads meeting.

This item will remain on the agenda.

2.3 ID Maker Policies & Procedures / Policy Packets

Chairman Berube shared a Joint Loss memo dated 3/26/2009 proposing the addition of “**28. (b) Safety Enhancement – Town Identification Badges**” to the Personnel Policy; it was signed by four Selectmen indicating policy acceptance. Chairman Berube suggested this policy be added to the Safety Policy.

Chairman Berube has heard that many appointed and / or elected officials are not made aware of town policies. Chairman Berube and others present felt that all new employees, volunteers, and elected officials should receive & sign a policies packet when they are hired / sworn in. Chairman Berube asked members to be thinking of what such a packet would include so that one may be drafted.

This will be mentioned at the next department heads meeting.

This item will remain on the agenda.

III. New Business

3.1 Reports of Accidents / Injuries – July 1 through September 30, 2019

Chairman Berube reported that an employee was exposed to a toxic substance on July 11th and a claim was submitted.

3.2 Reports from Departments

Fire: Vice Chair Newnan announced that Firefighter / EMT Mathew Cote was hired about two weeks ago.

Maintenance: Nothing to report.

Building: Nothing to report.

Selectmen: Nothing to report.

Recreation: Nothing to report.

Groundskeeping: Groundskeeper Dalrymple noted that there is a large maple tree in front of Stevens

Hall with many dead branches; he is in touch with a company that will remove the affected branches. Selectman D'Angelo suggested placing "No Parking" signs in the area of that tree for the next 48 hours as it is forecasted to be windy. Photos of the tree will be taken today and given to the BOS at this evening's meeting to discuss a plan of action.

Planning: Planning Coordinator Hadik (and others) recently attended a one-day "Skid School" driving class; he learned a lot and felt it was very beneficial.

Police: Nothing to report.

3.3 Review of Tour of Town Hall & MPR

The MPR Kitchen was discussed at great length; it was felt that policies and procedures should be revisited & fees should be updated. Selectman D'Angelo felt that managing the kitchen should be Maintenance's responsibility and suggested Maintenance Supervisor Cavanaugh get in touch with his liaison to discuss this. Selectman D'Angelo directed Maintenance Supervisor Cavanaugh to procure comparable facility usage fees to include in a report to the BOS.

Selectman D'Angelo observed that there is no telephone in the Maintenance office; one should be installed (or a cell phone obtained) as soon as possible.

Below, observations from the tour on August 1st appear *italicized*; remarks made during today's meeting are in **bold**.

Meeting Room

- *Chairs should be zip-tied* – **pending**
- *Cord(s) on the floor near the table is a trip hazard* – **pending**. Also - **Building Inspector Bunker observed improper usage of extension cords and urged this be discontinued.**

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* -- **Selectman D'Angelo directed Maintenance Supervisor Cavanaugh to procure quotes for flooring to be replaced as soon as possible**

Boiler Room

- *There are some insulation & papers on the floor and aluminum foil over a junction box* -- **resolved**

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 -- a consultant came in and determined that there is no mold; the cabinets are being moved*

PACT Studio / Rangeway Meeting Room

- *Thick cord on the floor near the meeting table is a trip hazard* – **Selectman D'Angelo directed Maintenance Supervisor Cavanaugh to correct this as soon as possible**

Town Clerk / Tax Collector's Office

- *People still walk into the pole in front of the desk* – **Selectman D'Angelo directed**

Maintenance Supervisor Cavanaugh to get an industrial sleeve for the pole; it should cost less than \$100

- *Fire extinguisher needs to be mounted – Maintenance Supervisor Cavanaugh will do this if it has not already been done*
- *Outside of the office, the tile floor is cracked – Selectman D'Angelo directed Maintenance Supervisor Cavanaugh to procure flooring quotes*

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 Supervisor Cavanaugh will procure quotes for additional outlet(s)*

Multipurpose Room (MPR)

- *Curtain: when was the fire retardant last applied? – there are no known records of fire retardant application; Maintenance Supervisor Cavanaugh will check for receipts. It was noted that there would be a tag on the curtains if they were fire rated.*
- *Right backstage area (chair storage): moldy floor – the floor was cleaned and the chairs placed back on their racks*
- *Mezzanine: old water heater has been left up there – the water heater was left there because it is very heavy*
- *Mezzanine: exposed steel I-beam on floor could be covered with wood to prevent tripping as it is on the other side – sign on the door says “Authorized Personnel Only”*
- *Kitchen: door latch / lock poorly functioning -- resolved*
- *Kitchen: chair being stored next to stove – fire hazard – kitchen users were told not to leave the chair here but it keeps being moved*
- *Kitchen: no proper screen door – a proper screen door is going to be installed*
- *Ladies room: why are there chairs in the storage area? – these metal chairs might be here because they are not suitable for use on the new MPR floor; if this is the case, they will be eliminated*
- *Mens room: lockers not secured to wall – lockers are going to be removed*

3.4 Mailbox Impeding Visibility

Recreation Director Reishus noted that a wooden mailbox with planters impedes visibility for vehicles leaving the Town Hall via the exit nearest the MPR; others agreed. Chairman Berube will speak to the homeowner.

3.5 Tour of Stevens Hall

- *Electrical work has been done and a center island removed in the kitchen without benefit of permits*
- *Fire extinguisher in kitchen needs to be lowered so that it is accessible*
- *There should be NOTHING in any stairway / landing areas – all items presently in any such area shall be removed*
- *There is a fan on the auditorium floor plugged in with extension cord on the balcony – not allowed*
- *Curtains on the stage should either be replaced or treated with fire retardant – there is no tag indicating fire rating*
- *Light hanging from the ceiling in stage left area is warm to the touch while off*
- *There is no emergency lighting backstage*

- There are many items on the floor of the large dance supply closet. Perhaps this closet could be made to accommodate other users' items as well, so that those items are not placed in means of egress
- The basement is nearly empty and looks much better after the trustees and Maintenance cleaned it up over the summer.
- Due to time constraints, the Committee opted to postpone the tour of the Post Office – this will be rescheduled at a later date.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, January 9, 2020 at 9:00am in the Town Hall Meeting Room, followed by a tour & review of the Fire Department -- weather permitting.

Building Inspector Bunker moved to adjourn the meeting; Maintenance Supervisor Cavanaugh seconded the motion. The vote was eight in favor; motion carried.

The general meeting was adjourned at 10:36am and the tour of Stevens Memorial Hall concluded at approximately 11:30am.

Respectfully Submitted,
Caroline R. Wilson, Secretary