

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, January 9, 2020
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 – October 10, 2019

Employee / Public Safety Barrier: Plastic Chain Effectiveness
Policy Packets for New Employees, Volunteers & Board Members

Reports of Accidents / Injuries

Reports from Departments

Maintenance Progress: Town Hall, MPR & Stevens Hall

Appointment of New Vice Chair

Non-Public Session

Adjournment

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 9:01am.

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 Supervisor

John Dalrymple, Groundskeeping / Maintenance

Debra Doda, Town Administrator

Marianne Duffy, Bookkeeper

Andrew Hadik, Planning Coordinator

Liz Lufkin, Town Clerk / Tax Collector

Scott Newnan, Fire Lieutenant, Committee Vice Chair

1.3 Chairman's Additions or Deletions

Chairman Berube suggested postponing the tour of Fire Department; the cold weather will make it challenging to tour the exterior of the facility. The Committee was agreeable to this suggestion.

Chairman Berube added Appointment of New Vice Chair to New Business.

II. Old Business

2.1 Approval of Minutes: October 10, 2019

Bookkeeper Duffy appreciated the way "Review of Tour of Town Hall & MPR" appeared in the minutes

with the resolution in bold; others agreed.

It was felt that publishing certain building / security concerns in the JLMC minutes could advertise vulnerabilities; jeopardizing employee safety. It was noted that when schools do vulnerability assessments, the reports are exempt from being made public.

Chairman Berube made a motion to adopt the same procedure as the BOS for non-public minute taking; Building Inspector Bunker seconded the motion. The vote was ten in favor; motion carried.

Vice Chair Newnan made a motion to accept the minutes of October 10, 2019 as written; Building Inspector Bunker seconded the motion. The vote was six in favor with Messrs. Bolduc, Doda, Duffy, and Lufkin abstaining; motion carried.

2.2 Employee / Public Safety Barrier: Plastic Chain Effectiveness

Chairman Berube shared the results of a survey given employees on how they feel the plastic chains in doorways are working. While it is obvious that the chains are not a safety measure, the hope is that they might reduce non-business-related foot traffic to certain Town Hall offices. The survey showed that most of the employees responding felt the chains helped or somewhat helped. It was noted that there is no policy for the use of the chains.

This item will be removed from the agenda.

2.3 Policy Packets for New Employees, Volunteers & Board Members

It was felt that all new town employees, volunteers, board members, etc. should be given policy packets to read & sign when they start. The Committee will send TA Doda their suggestions of documents that should be in the packet; the BOS would then approve the final packet and procedure for such. When TC Lufkin worked at the State, she was required to sign a harassment policy and computer use policy at each annual review. Chairman Berube noted that all PD employees sign policies annually as part of the review process as well.

This item will remain on the agenda.

III. New Business

3.1 Reports of Accidents / Injuries – October 1 through December 31, 2019

Bookkeeper Duffy reported that from October 1 through December 31, 2019 there were two workers' compensation injuries: one exposure and one sprain / strain.

3.2 Reports from Departments

Planning: Nothing to report.

Groundskeeping: Groundskeeper Dalrymple asked of the status of the large maple trees in front of Stevens Hall with many dead branches; Maintenance Supervisor Cavanaugh noted that a local company will be removing these trees when it warms up. Planning Coordinator Hadik mentioned that a company in Keene provides disease-resistant elm trees; perhaps the town should look into doing a bulk purchase ahead of the town's 300th anniversary. Bookkeeper Duffy encouraged contacting the

company that has been applying treatments to those trees to make sure they know they will no longer be needed.

Maintenance: Please see **3.3 Maintenance Progress: Town Hall, MPR & Stevens Hall.**

Fire: Nothing to report.

Town Clerk: Nothing to report.

Building: Nothing to report.

Administration: Many policies need creating or updating; TA Doda is giving the BOS one policy per week to approve. Please send TA Doda any policy suggestions.

Finance: TA Doda is now in Finance Director Smith's former office (room 3). A movable partition has been placed in the back of the BOS office (room 1) so Finance Director Smith is now sharing that office with new BOS AA, Janis Jalbert.

Police: Chairman Berube reminded that volunteers and facility users should be kept aware that there is salt at every door, and it is up to them to clear snow / apply salt outside of normal business hours.

3.3 Maintenance Progress: Town Hall, MPR & Stevens Hall

Maintenance Supervisor Cavanaugh detailed the progress of correcting the issues found in the recent tours of Town Hall, MPR, and Stevens Hall.

Below, observations from the tours on August 1, 2019 (Town Hall and MPR) and October 10, 2019 (Stevens Hall) appear *italicized*; remarks made during today's meeting are in **bold**.

Meeting Room

- *Chairs should be zip-tied* – **resolved**
- *Cord(s) on the floor near the table is a trip hazard* – **resolved – power strip removed and safety cover placed over cord(s) on floor**

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* – **pending quote procurement**

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* – **the rooms are being reorganized; cabinets are being moved (there are 4 left to be taken away) and the fan is now running 24 hours a day. The carpet needs to be cleaned.**

PACT Studio / Rangeway Meeting Room

- *Thick cord on the floor near the meeting table is a trip hazard – resolved by installing safety cover*

Town Clerk / Tax Collector's Office

- *People still walk into the pole in front of the desk – foam padding is being ordered today*
- *Fire extinguisher needs to be mounted – resolved*
- *Outside of the office, the tile floor is cracked – pending quote procurement*

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 – resolved*

Multipurpose Room (MPR)

- *Curtain: when was the fire retardant last applied? – the curtain has since been tested and determined to be fire-retardant; Maintenance Department is waiting for certification to be received*
- *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; when Maintenance staff find it left out they put it back in the corner*
- *Kitchen: no proper screen door – still awaiting installation of proper screen door*
- *Ladies room: why are there chairs in the storage area? – these metal chairs have been eliminated*
- *Mens room: lockers not secured to wall – lockers have been eliminated*

Stevens Hall

- *Electrical work has been done and a center island removed in the kitchen without benefit of permits -- resolved*
- *Fire extinguisher in kitchen needs to be lowered so that it is accessible -- resolved*
- *There should be NOTHING in any stairway / landing areas; all items presently in any such area shall be removed – items have been moved to the small office in the front but keep getting put back in stairway/landings; a long-term storage solution is necessary*
- *There is a fan on the auditorium floor plugged in with extension cord on the balcony; not allowed – fan has been unplugged and cord is gone. It was noted that there is a humidifier for the piano that shall run at all times; it should have its own dedicated outlet with twist lock. Note: a second piano has been found in Stevens Hall. Planning Coordinator Hadik suggested a piano specialist in town who could remove it and the one at the Wason Pond Community Center.*
- *Curtains on the stage should either be replaced or treated with fire retardant; there is no tag indicating fire rating – curtains were quite decrepit and have been removed and placed in the MPR mezzanine*
- *Light hanging from the ceiling in stage left area is warm to the touch while off – this light was removed and a new one was installed, operable by switch*

- *There is no emergency lighting backstage – the proper emergency lighting and exit signs were installed*
- *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 – not discussed today*

Maintenance Supervisor Cavanaugh noted that the thermostats in Stevens will be locked; at times they have been observed on 85° F.

3.4 Appointment of New Vice Chair

Vice Chair Newnan submitted his resignation and has accepted a position with the Derry Fire Department; his last day is January 16th. Chairman Berube thanked Mr. Newnan for his service on the Joint Loss Management Committee. It is necessary to appoint a new JLMC Vice Chair.

Building Inspector Bunker nominated Town Clerk Lufkin as Vice Chair of the Joint Loss Management Committee; Town Clerk Lufkin accepted the nomination, and Maintenance Supervisor Cavanaugh seconded the motion. The vote was ten in the affirmative; motion carried.

3.5 Non-Public Session

Maintenance Supervisor Cavanaugh made a motion to enter non-public session under RSA 91-A:3 (i); Fire Lieutenant Newnan seconded the motion. The vote was ten in the affirmative; motion carried.

The meeting room was closed at 9:50am.

The meeting room was reopened at 9:59am.

Building Inspector Bunker made a motion to come out of non-public session; Fire Lieutenant Newnan seconded the motion. The vote was ten in favor; motion carried.

Building Inspector Bunker made a motion that the minutes of the non-public session under RSA 91-A:3 (i) be sealed for an indefinite period; Bookkeeper Duffy seconded the motion. The vote was ten in favor; motion carried.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, April 16, 2020 at 9:00am in the Town Hall Meeting Room, followed by a tour & review of the Fire Department.

Building Inspector Bunker moved to adjourn the meeting; Fire Lieutenant Newnan seconded the motion. The vote was ten in favor; motion carried.

The meeting was adjourned at 10:00am.

Respectfully Submitted,
Caroline R. Wilson, Secretary