

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, April 16, 2020
Virtual Meeting via Zoom
Approved Minutes**

I Preliminaries

9:00am Call the Meeting to Order
Roll Call

Chairman's Additions or Deletions
Approval of Minutes – October 10, 2019 & January 9, 2020
Policy Packets for New Employees, Volunteers & Board Members
Reports of Accidents / Injuries
Reports from Departments
Town Hall / Town Clerk Engineering – Glass and Plans
JLMC Review & Tour of Fire Department
Adjournment

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 9:02am.

1.2 Roll Call

Members Present via Zoom:

Aaron Berube, Police Chief, Committee Chair
Greg Bolduc, Fire Chief
Myrick Bunker, Building Inspector / Code Enforcement Officer
Paul Cavanaugh, Maintenance Supervisor
Debra Doda, Town Administrator
Marianne Duffy, Bookkeeper
Andrew Hadik, Planning Coordinator
Liz Lufkin, Town Clerk / Tax Collector, Committee Vice Chair
Corinna Reishus, Recreation Director

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: October 10, 2019 & January 9, 2020

Approval of minutes was tabled to the next in-person JLMC meeting.

2.2 Policy Packets for New Employees, Volunteers & Board Members

Discussion of policy packets was tabled to the next in-person JLMC meeting.

III. New Business

3.1 Reports of Accidents / Injuries – January 1 through March 31, 2020

Bookkeeper Duffy noted that zero injuries were reported from January 1 through March 31, 2020.

3.2 Reports from Departments

Administration: TA Doda noted that everyone is doing the best they can at this difficult time.

Recreation: Nothing to report.

Building: Nothing to report.

Planning: Nothing to report.

Maintenance: Maintenance Supervisor Cavanaugh noted that the crew is doing a great job keeping up with everything.

Town Clerk: Vice Chair Lufkin explained that she and Deputy TC Cannon are doing their best to maintain healthy practices; they are wearing gloves and masks and are utilizing their service window only when necessary. Plexiglass “sneeze guards” were placed at their counter but this has its limitations -- **please see 3.3 Town Hall / Town Clerk Engineering – Glass and Plans.**

Finance: Bookkeeper Duffy noticed in recent BOS minutes that the Town Hall security topic has been brought back up -- she wondered why. It was explained that this will be addressed in **3.3 Town Hall / Town Clerk Engineering – Glass and Plans.**

Fire: The FD is closed to the Public but they are making use of a video doorbell. FD AA Ingalls made permits available online, and applicants may mail in payment by check.

Police: Chairman Berube was glad to see that some board / committee members were using the ice melt on walking surfaces at after-hours meetings. He noted that PD AA Kirsch is picking up Town Hall & PD mail each day at the Post Office; she is wearing gloves and taking necessary precautions.

3.3 Town Hall / Town Clerk Engineering – Glass and Plans

Three or four years ago, the JLMC recommended that the BOS address Town Hall security concerns; including but not limited to employee / Public separation. In ~late 2018, Chairman Berube and Building Inspector Bunker appeared before the BOS to discuss this issue. At that time, the BOS approved Building Inspector Bunker to obtain a design proposal from a local licensed design professional. For \$1,000, Dann Batting assessed the situation and provided the Town with design plans and a cost estimate of \$10,000 – which *only* covers the cost of wiring and installation of card reader equipment. This information was brought to the BOS; who felt that the lack of employee / Public separation was more “nuisance” than “threat”. The BOS chose not to pursue Mr. Batting’s suggestions at that time. Instead, plastic chains with “authorized personnel only” signs were placed in some office doorways as a measure to reduce non-business-related foot traffic.

The emergence of the COVID-19 pandemic created the urgent need to protect employees and the Public from transmission of harmful microbes. During one of many emergency management conference calls, a Selectman asked Building Inspector Bunker to obtain construction quotes so that Town Hall modifications may be discussed again by the BOS. Building Inspector Bunker and TA Doda

are in the process of creating an RFQ. Building Inspector Bunker will email the JLMC Mr. Batting's design plan.

Meanwhile, quotes for tempered glass for the TC counter were obtained by Vice Chair Lufkin (\$2,800) and Maintenance Supervisor Cavanaugh (\$2,500). These prices do not include a new door to access the TC work area; estimates for this will be obtained shortly.

Vice Chair Lufkin explained that there is no guarantee that FEMA or another agency will reimburse the Town for these expenses. If not, she may be able to find other funding streams.

3.4 JLMC Review & Tour of Fire Department

This tour did not occur on January 9, 2020 due to inclement weather; nor will it occur today due to the COVID-19 pandemic.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, July 16, 2020 at 9:00am in the Town Hall Meeting Room (or virtually if necessary).

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

The meeting was adjourned at 9:26am.

Respectfully Submitted,
Caroline R. Wilson, Secretary