

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, July 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 – January 9, 2020 & April 16, 2020 - *Tabled*

Policy Packets for New Employees, Volunteers & Board Members - *Tabled*

Reports of Accidents / Injuries

Reports from Departments

Town Hall / Town Clerk Engineering – Glass and Plans

JLMC Review & Tour of Fire Department – *Tabled*

Vote on JLMC Chair and Vice Chair Positions

Adjournment & Date of Next Meeting

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 9:06am.

1.2 Roll Call

Members Present via Zoom:

Aaron Berube, Police Chief, Committee Chair
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: January 9, 2020 & April 16, 2020

Building Inspector Bunker moved to table approval of these minutes until the next in-person JLMC meeting; Maintenance Supervisor Cavanaugh seconded the motion. The vote was unanimous in the affirmative; motion carried.

2.2 Policy Packets for New Employees, Volunteers & Board Members

Planning Coordinator Hadik moved to table discussing this item until the next in-person JLMC

meeting; Building Inspector Bunker seconded the motion. The vote was unanimous in the affirmative; motion carried.

III. New Business

3.1 Reports of Accidents / Injuries – April 1, 2020 through June 30, 2020

Bookkeeper Duffy noted that one workers' compensation claim was submitted during the second quarter; a cut injury which was an accident and could not have been prevented.

3.2 Reports from Departments

Nothing to report.

3.3 Town Hall / Town Clerk Engineering – Glass and Plans

The glass at the Town Clerk/Tax Collector's counter has been installed; Maintenance Supervisor Cavanaugh noted that the Town Hall renovations are 85-90% complete. The swinging double doors need locks. The brown directory sign that used to list room numbers now lists departments' telephone extensions but there is no phone there. Vice Chair Lufkin noted that she and Deputy TC/TX Cannon have been calling departments to inform them when a visitor is waiting in the lobby for them. None present today were aware of any complaints from the public about any of this. It was agreed that every possible effort is being made to minimize physical contact.

This item will be removed from the agenda.

3.4 JLMC Review & Tour of Fire Department

This tour did not occur on January 9, 2020 due to inclement weather; nor on April 16th due to the COVID-19 pandemic.

Maintenance Supervisor Cavanaugh moved to postpone the tour again due to the COVID-19 pandemic; Building Inspector Bunker seconded the motion. The vote was unanimous in the affirmative; motion carried.

3.5 Vote on JLMC Chair and Vice Chair Positions

Chairman Berube explained that Primex has recommended alternating between department heads and employees for the positions of JLMC Chair and Vice Chair. Chairman Berube has held this position for approximately five years and would like to see someone else take on the role. It was observed that very few who regularly attend JLMC meetings are *not* department heads. Various nominations were made and declined.

Vice Chair Lufkin moved to appoint Recreation Director Reishus as JLMC Chair; Maintenance Supervisor Cavanaugh seconded the motion. Ms. Reishus accepted the nomination. The vote was unanimous in the affirmative; motion carried.

Ms. Lufkin offered the role of Vice Chair to anyone else who might want it; Police Chief Berube volunteered for this role; all members present agreed to this.

3.6 Any Other Business

- Bookkeeper Duffy noted that some employees have requested purchasing freestanding plexiglass partitions for their desks. It was noted that the Library has one of these and it is working well. It was agreed that it would be a good idea to purchase these; they are considered PPE and will likely be reimbursed.

This item will be placed on the next meeting agenda to ensure that it has been completed.

- Town Clerk Lufkin noted that the NH Secretary of State's Office is providing extensive PPE supplies for both the September 8th and November 3rd elections. These PPE kits include plexiglass sneeze guards for those working the polls, as well as writing utensils and placemats for each and every voter who presents at the polls. Absentee ballots are being ramped up quite a bit as well. The Secretary of State's Office is also holding weekly/biweekly webinars specific to Town Clerks, Moderators, Ballot Clerks, Supervisors of Checklists, respectively. Ms. Lufkin will ask if the Town will be allowed to keep the plexiglass sneeze guards at her next webinar.

This item will be placed under Old Business on the next meeting agenda.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, October 22, 2020 at 9:00am in the Town Hall Meeting Room (or virtually if necessary).

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

The meeting was adjourned at 9:33am.

Respectfully Submitted,
Caroline R. Wilson, Secretary