

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, January 13, 2022
Chester Public Library
Approved Minutes**

I Preliminaries

9:00am Call the Meeting to Order

Roll Call

Chairman's Additions or Deletions

Approval of Minutes – October 20, 2021

Policy Packets for New Employees, Volunteers & Board Members

Town Hall Employee Access

JLMC Review of Outstanding Items from Fire Department Tour (8/12/2021)

JLMC Review of Maintenance Garage & Town Field Buildings Tour (10/20/2021)

Reports of Accidents / Injuries

Reports from Departments

JLMC Tour of Chester Public Library

Any Other Business

Date & Location of Next Meeting

Adjournment

1.1 Call to Order

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

1.2 Roll Call

Members present:

Aaron Berube, Police Chief, Committee Vice Chair (departed at 9:45am)

Myrick Bunker, Building Inspector / Code Enforcement Officer

Paul Cavanaugh, Maintenance Director

John Dalrymple, Groundskeeper / Health Officer

Debra Doda, Town Administrator

Marianne Duffy, Finance Officer (departed at 10:00am)

Kandace Knowlton, Library Director

Corinna Reishus, Recreation Director, Committee Chair

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: October 20, 2021

Building Inspector Bunker moved to approve these minutes as written; Maintenance Director Cavanaugh seconded the motion. The vote was seven in the affirmative with Finance Officer Duffy abstaining; motion carried.

2.2 Policy Packets for New Employees, Volunteers & Board Members

No changes have been made to the policy packets. A working group of about a dozen employees that expressed interest in updating employee policies will have their first meeting with TA Doda next month.

This item will be removed from the JLMC agenda.

2.3 Town Hall Employee Access

The Committee discussed Town Hall employee access; some upgrades were suggested. TA Doda and Maintenance Director Cavanaugh have obtained quotes for some of the products/services mentioned. TC/TX Lufkin (not present) is researching grants.

“Employee Access” will remain on the agenda.

2.4 Review of Outstanding Items from Fire Department Tour - 8/12/2021

Maintenance Director Cavanaugh believes that Fire Chief Gladu (not present) was going to have protective film applied to mitigate the non-tempered windowpane in the stairway.

As of the 10/20/2021 meeting, Fire Chief Gladu was going to price electric stoves; nobody present was aware of the status of this. It was felt that having a gas stove without an approved hood is a safety hazard. Those present agreed to send the BOS a recommendation that the current stove be disconnected & discontinued.

This item will be removed from the agenda.

2.5 Review of Maintenance Garage & Town Field Buildings Tour - 10/20/2021

Items observed in this tour have been corrected. Mr. Cavanaugh noted that benches were placed inside the snack shack for the winter but will be removed in the spring. A chain will be placed to block access to the baseball shed loft. A ramp will be installed at the soccer shed entrance this spring. Chair Reishus will send Maintenance new access codes to these buildings.

III. New Business

3.1 Reports of Accidents / Injuries – 10/1/2021 through 12/31/2021

Finance Officer Duffy advised that an employee sustained a cut during this period.

Although this injury was probably preventable, actions have been taken to ensure that it does not reoccur.

3.2 Reports from Departments

JLMC Vice Chair / Police Chief Berube: Cruisers have been equipped with snow tires for the winter. Boards and other groups that meet after hours should be reminded to utilize the sand and salt by the doors. TA Doda noted that all chairpersons have been reminded of this.

JLMC Chair / Recreation Director Reishus: She reminded everyone to ensure that area rugs are either taped down or lying flat so they are not a trip hazard / that they don't get caught in doors.

It was wondered whether the double doors to the MPR hallway should remain open; yes, in order to prevent freezing pipes. The gate is being closed again, and the kitchen will be closed and locked again as well.

TA Doda:

The remaining department representatives had nothing to report.

3.3 JLMC Tour of Chester Public Library

The group toured all interior areas of the library. The following items were observed:

- Eyewash stations and first aid kits are properly placed and in-date.
- AED pads and batteries were recently replaced.
- There is only a microwave in the employee kitchen.
- Although annual third-party testing is done, a log of monthly checks of fire extinguishers and emergency exit signs & lights is required.
- Some chairs need to be relocated in order to ensure 36" clearance in the stacks.
- A light switch is required to be installed at the top of the stairs to the attic.
- The old A/C unit in the mechanical room should be removed.
- Handrails should return to the wall.
- Emergency egress door needs an automatic closer.
- Elevator inspection certificate is valid until March.
- Storage of water bottles on the stairs to the basement is discouraged, but not prohibited because it is not a path of egress.
- Items within 36" of basement electrical panels shall be cleared.

3.4 Any Other Business

Building Inspector Bunker is meeting with Tim Peloquin of Promised Land Survey at the Wason Pond Community Center on Tuesday, January 18th to discuss the accessibility certification.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, April 7, 2022 at 9:00am at the Wason Pond Community Center; with a tour of the Community Center and other buildings at Wason Pond to follow.

Building Inspector Bunker moved adjourn the meeting after the library tour; Maintenance Director Cavanaugh seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting was adjourned at 10:06am.

Respectfully Submitted,
Caroline R. Wilson, Secretary