

**Town of Chester
Joint Loss Management Committee Meeting
Wednesday, October 18th, 2017
Chester Public Library
Approved Minutes**

I Preliminaries

10:00am Call the Meeting to Order
Roll Call
Chairman's Additions or Deletions
Approval of Minutes
Doors Not Closing Properly
Exhaust Vent in Recreation Department
Walkway Between Basketball & Soccer Fields
Room 20 Air Quality
IDs for Vendors / Contractors
Wason Pond Community Center: ADA, Security
Appointment of Building Inspector Bunker: ADA Coordinator
New Signage at Town Hall
Reports of Accidents / Injuries
Reports from Departments
JLMC Review of the Chester Public Library
Adjournment

1.1 Call to Order

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:05am.

1.2 Roll Call

Members Present:

Tony Amato, Maintenance Supervisor
Aaron Berube, Police Chief, Chair
Greg Bolduc, Fire Chief (arrived 10:08)
Myrick Bunker, Building Inspector / Code Enforcement Officer
Stephen D'Angelo, Board of Selectmen Liaison (ex-officio)
Marianne Duffy, Finance Department
Andrew Hadik, Planning Department
Nancy Hoijer, ZBA Administrative Assistant
Andrew Higham, Highway Department
Kandace Knowlton, Library Director
Scott Newnan, Fire Lieutenant, Vice Chair (arrived 10:08)
Corinna Reishus, Recreation Director

Members Absent:

Erin Newnan, Town Clerk

1.3 Chairman's Additions or Deletions

Chairman Berube noted that 2.4 and 2.6 on a previous edition of the Agenda were the same; this has been corrected. Recreation Department Panic Button was added in New Business.

II. Old Business

2.1 Approval of Minutes

July 20th, 2017: Ms. Reishus noted that Recreation Seasonal Employees attended an online class with Primex and suggested this be added under *2.5 Harassment Policy Follow-up with Primex*. Under *3.2 Reports from Departments*, Ms. Duffy added that Ms. Knowlton requested an Emergency Eyewash Station for the Library; and that Mr. Amato has since installed one.

Ms. Reishus moved to accept the minutes as amended; Mr. Bunker seconded the motion. The vote was eleven in favor with Ms. Hoijer abstaining due to absence; so moved.

2.2 Doors Not Closing Properly

The doors to the Town Hall and the MPR had not been closing properly; if not pulled hard, they wouldn't latch. The Town Clerk Office door had also been sticking; and as of the last JLMC meeting, Ms. Newnan was going to submit a Maintenance Request. Mr. Amato reported today that all these doors have since been repaired and/or lubricated.

2.3 Exhaust Vent in Recreation Department

As discussed in previous JLMC meetings, it was determined that snow blockage had been the main issue for the Recreation Office vent. Since last meeting, Mr. Bunker reexamined the vent and determined that it must be regularly monitored and cleared of blockages. It is now Mr. Amato's responsibility to ensure that this is done every time it snows.

2.4 Walkway Between Basketball & Soccer Fields

Chairman Berube introduced this topic initially as a potential Americans with Disability Act (ADA) issue; Mr. Bunker emphasized that this is landscaping, not intended to be a handicap ramp, and therefore ADA does not apply. Mr. D'Angelo felt that the railings were potentially hazardous as youngsters have been seen walking on top of them, and could become a liability to the Town. Mr. Bunker suggested taking the railings down if they are seen to be a liability. Mr. Amato wondered if they could be replaced with a single pipe railing down the middle of the walkway; Chairman Berube urged Mr. Amato go before the BOS for direction before doing anything else with the walkway or railings.

2.5 Room 20 Air Quality

It was explained that the ventilation system shared by rooms 20 & 20A is activated four times a day. Although it had been broken in the past (pins fell off), it has been functioning normally for several

months. The question remains whether this ventilation system is an adequate means of maintaining air quality. The JLMC recommends the BOS move forward with testing both the air and the actual files. Mr. D'Angelo has a contact in the field and will obtain a quote from them.

2.6 *IDs for Vendors / Contractors*

In prior meetings, the JLMC has discussed creating a way to manage the identification of contractors / vendors visiting the Town Hall. The placards that were ordered are in; a policy just needs to be finalized by the BOS. Chairman Berube explained that the goal is to gather a visitor's name and telephone number in exchange for a visitor pass. Ms. Hoijer mentioned that she and BOS AA Doda had previously discussed placing a kiosk in the front vestibule occupied by someone (perhaps a volunteer) to manage visitors. Many felt that this would potentially put that person at risk; and the goal is to have a history of visitors via a log.

Mr. D'Angelo wondered of the feasibility of having visitors check in with the Police Department; it was felt overall this would not be practical, especially since many come to the Town Hall looking for the Police Department. It was noted that the signage directing visitors to the various Town Departments should be updated and refreshed, as visitors don't seem to notice the old letter board anymore. It was agreed that wandering visitors are all too common at the Town Hall, which is an inconvenience in the very least.

It was emphasized that the aim of managing visitors in this sense is not a security attempt; as Ms. Duffy pointed out, the building is not secure. Rather, the goal is to get a grip on the vendors and contractors coming and going at the Town Hall during business hours only. In the past, the Department of Labor (DOL) had recommended the Town Hall provide greater separation between the Public and Town Employees. The DOL had named the Town Clerk's office as an example of effective separation. Since the BOS had decided not to move forward with remediating the layout of the building, the JLMC decided that identifying and logging visitors may be a simple, cost-effective solution until further steps can be taken. Mr. D'Angelo offered to bring this topic up again with the BOS (as there are some new faces since it was last discussed) and the JLMC agreed this would be a good idea.

Ms. Hoijer asked if any Public Safety presentations were going to be offered to the community; Chairman Berube noted that an Active Shooter training would be offered to Town Employees, and Chester PD would be partnering with the NH State Police to provide a Self Defense program to the community.

After some discussion on the actual logistics of how greater separation between the Public and Town Employees may be achieved (Dutch doors, buzzers, checkpoints, new entrances, new walls, video surveillance, etc.) – Mr. Bunker noted that consulting an expert in the field would be the best way to determine how best to achieve this. Meanwhile, Chairman Berube will provide Mr. D'Angelo something in writing to be presented to the BOS for further consideration. Mr. D'Angelo felt that there is a difference between being "safe" and being "safe enough;" however, he furthered that if a Town Employee were ever injured by someone entering the building, the Town could be held liable.

2.7 *Wason Pond Community Center: Security*

Ms. Reishus requested Maintenance obtain a quote for a keypad for the Community Center. Mr. Amato explained that the locks were changed 2 years ago and there is a list of key holders. A new keypad

similar to the one on the Maintenance Office door costs \$54 to \$60; this is the simplest model which does not allow multiple key codes. Ms. Reishus reiterated her concern that any previous key holders (who may or may not be authorized) are able to enter the Community Center unannounced while others (such as children participating in Summer Rec programs) are occupying the building. Mr. D'Angelo asked Mr. Amato to determine how many doors will need a key pad and bring a final estimate to the BOS.

It was also briefly mentioned that the handicap ramp is not ADA compliant and no handicapped person can enter the building independently.

2.8 Appointment of Building Inspector Bunker: ADA Coordinator

At a recent BOS meeting, Building Inspector Bunker was appointed as the Town's ADA Coordinator.

2.9 New Signage at Town Hall

As discussed earlier in the meeting and at previous meetings, new signs directing visitors to Town Departments is needed; Mr. Amato will obtain quotes.

III. New Business

3.1 Reports of Accidents / Injuries

Ms. Duffy reported that there have been a total of 6 injuries since the last JLMC meeting in July: 1 Fire Department, 2 Police Department, 2 Recreation Department, and 1 Highway Department. The injuries included exposure, strain / sprain, and bite.

3.2 Reports from Departments

- **Building:** Nothing to report
- **Finance:** Nothing to report
- **Maintenance:** Nothing to report
- **Highway:** Mr. Higham reported that the extensive project on Shattigee Road has been completed; 440' of pipe and 2 catch basins were installed are expected to correct drainage problems. Snow season preparations are also underway.
- **Planning:** Mr. Hadik expressed concern that the Town Hall front doors are not always getting locked at the end of the business day. While Mr. Noyes unlocks these doors at 8am, there is no person officially assigned to lock the doors at 4pm. Chairman Berube felt that it was not in the purview of the JLMC to make decisions about this; that it was more of a communication issue. Mr. Bolduc added that BOS AA Doda should be a point of contact since she coordinates use of meeting rooms and therefore at times leaves doors unlocked for groups that don't have keys. In a recent instance, the Fire Department was called upon because a group without keys couldn't get in because someone locked a door that Ms. Doda had arranged to be unlocked. It was decided that Mr. Hadik will take on the role of locking up but will keep a line of

communication open with those full-time staff that are in the building until 4pm if he is unavailable.

- **Fire:** Nothing to report
- **Library:** Nothing to report
- **BOS:** Nothing to report
- **Zoning:** Nothing to report
- **Recreation:** Nothing to report
- **Police:** Nothing to report

3.3 *Other Business*

- Mr. Amato will contact Alarm Systems Plus about getting an extender for the Recreation Office panic alarm.
- Ms. Reishus has requested the Chester Seniors not park next to the Community Center when they have field trips, so that there is room for others to park.
- Mr. Bolduc and Mr. Newnan reported that the transfer switch for the Fire Department generator is not listed. The School and the Fire Department share a sprinkler system; it is not yet determined how this will be resolved.
- Ms. Hoijer asked if there are motion sensors in the hallways at the Town Hall—there are not. Although the security cameras have been updated recently, only the Town Clerk's Office and the BOS Office have security alarms.
- The handicap ramp at the Wason Pond Community Center will need to be reconstructed to meet ADA requirements. However, it may be challenging to make the building both secure *and* accessible for a person with disabilities to access it without assistance. Mr. Amato will get quotes for making the ramp ADA compliant.

3.4 *JLMC Tour & Review of the Chester Public Library*

To follow adjournment

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Wednesday, January 17th, 2018 at 10:00am at Stevens Hall.

Mr. Amato will prepare Stevens Hall for the meeting. Ms. Duffy noted that she may or may not be able to attend.

Mr. Amato moved to adjourn the meeting immediately followed by a tour and review of the Library; Mr. Higham seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 11:30am.

Respectfully Submitted,
Caroline R. Wilson, Secretary