

**Town of Chester
Joint Loss Management Committee (JLMC) Meeting
Thursday, October 20, 2022
Wason Pond Community Center
Approved Minutes**

I Preliminaries

9:00am Call the Meeting to Order
Roll Call

Chairman's Additions or Deletions
Approval of Minutes – July 21, 2022

JLMC Review of Transfer Station & Salt Shed Tour – July 21, 2022

Reports of Accidents / Injuries

Reports from Departments

JLMC Tour of Spring Hill Farm

Any Other Business

Date & Location of Next Meeting

Adjournment

1.1 Call to Order

Chairman Gladu called this meeting of the Town of Chester Joint Loss Management Committee at 9:05am.

1.2 Roll Call

Members present:

Aaron Berube, Police Chief

John Dalrymple, Groundskeeper / Health Officer

Debra Doda, Town Administrator (TA)

Marianne Duffy, Finance Officer

Phil Gladu, Fire Chief / Emergency Management Director / JLMC Chair (departed 9:57am)

Liz Lufkin, Town Clerk/Tax Collector / Assistant Emergency Management Director

Corinna Reishus, Recreation Director / JLMC Vice-Chair

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: July 21, 2022

TA Doda moved to approve the July 21, 2022 JLMC minutes as written; Vice Chair Reishus seconded the motion. The vote was six in the affirmative with Police Chief Berube and TC/TX Lufkin abstaining; motion carried.

2.2 JLMC Review of Transfer Station and Salt Shed Tour – July 21, 2022

The tour of the Transfer Station and Salt Shed were only briefly discussed because Maintenance Director Cavanaugh, Road Agent Oleson, and Transfer Station Foreman Manfrates were not present.

Chairman Gladu will follow up with Messrs. Cavanaugh, Oleson, and Manfrates to determine the status of the items needing correction & this will be discussed at the next JLMC meeting.

III. New Business

3.1 Reports of Accidents / Injuries – July 1, 2022 through September 30, 2022

Finance Officer Duffy advised that three injuries were reported between July 1 and September 30, 2022: a cut, a twisting injury, and a lifting injury. None of these injuries were caused by unsafe conditions; and two of them might have been prevented if the tasks were performed differently.

3.2 Reports from Departments

Police Chief Berube: Snow tires will soon be installed on the PD vehicles. Traction control (sand/ice melt) buckets should be placed at building entrances for use on walkways after-hours; TA Doda will remind all boards & committees of this.

Groundskeeper Dalrymple: He will put the traction control buckets out by building entrances very soon.

TC/TX Lufkin: The Town Clerk's service window used during the pandemic was removed and the original pane of glass was replaced; the office is now more secure with better climate control.

Chairman Gladu: The department is prepping for winter. The FD parking lot has been restriped and the floor inside the bays will be restriped as well.

The remaining attendees had nothing to report.

3.3 JLMC Tour of Spring Hill Farm

The following are items that were observed OR deficiencies to be corrected OR questions to be answered:

- The security alarm was not engaged when the group entered the building.
- Some porch floorboards are in poor condition with holes in them, especially adjacent to the exterior wall.
- The accessibility ramp that the SHF trust purchased second-hand is being staged at its proposed location adjacent to the utility room in the rear of the house. One of the windows in the utility room is being proposed to be removed, with a door installed in its place. This weekend, Victor Chouinard (not present) is meeting on site with the project engineer to develop the plans for footings, etc.
- Shelving underneath the electrical panel in the pantry should be removed.
- The dryer vent in the utility room has been plugged with crumpled paper.
- Does the water line (for washing machine / not there) need to be capped?
- Railing at the top of the basement stairs should return to the wall.
- The electrical panel in the basement is blocked by old furniture which should be removed.
- The oil tank is surrounded by debris which should be removed.
- There is much debris and evidence of rodent infestation in the basement; general housekeeping should be done.

- Chairman Gladu checked all smoke & CO detectors and fire extinguishers; a designee should be inspecting this annually.
- Many fire extinguishers' inspection tags were expired, some for several years.
- Is SHF on the pest management plan? Evidence of rodent infestation was observed in the attic & other areas of the house as well.
- A PVC pipe vents directly into the attic.
- At 9:57am, Chairman Gladu departed on a call, leaving Vice Chair Reishus in charge of the rest of the meeting.
- There was discussion of whether "Enter at Your Own Risk" signs should be installed on the premises; i.e. near the barn which is not secure, and other outbuildings which could be a novelty to youngsters and others. Is the Trust or the Town responsible for the site / does the Trust only lease the buildings? Such a sign was not posted at Wason Pond, for example, because it would indicate that there were known deficiencies. Recreational immunity was mentioned. It was then suggested that an "Open" and "Closed" signs be placed; or posting hours of "Dawn til Dusk."
- A chicken coop was recently converted into a potting shed without benefit of a building permit.
- Do any of the buildings / structures have lead paint?

3.4 Any Other Business

Chairman Gladu will post a safety bulletin on carbon monoxide detection & safety on the Town webpage & the FD Facebook page. He reminded everyone that if a carbon monoxide detector alarm goes off to call the FD immediately.

IV. Adjournment

4.1 Date and Location of Next Meeting

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, January 19, 2023 at 9:00am at the Chester Police Department training room; with a tour of the Police Department & Town Hall Annex to follow.

Finance Officer Duffy to moved adjourn the meeting after the tour of Spring Hill Farm; Recreation Director Reishus seconded the motion. The vote was seven in the affirmative with Secretary Wilson absent momentarily; motion carried.

The tour concluded & the meeting was adjourned at 10:15 am.

Respectfully Submitted,
Caroline R. Wilson, Secretary