

**Town of Chester
Joint Loss Management Committee (JLMC) Meeting
Thursday, March 31, 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 – January 13, 2022
Town Hall Employee Access
JLMC Review of Chester Public Library Tour – January 13, 2022
Reports of Accidents / Injuries
Reports from Departments
JLMC Tour of Wason Pond Buildings
Any Other Business
Date & Location of Next Meeting
Adjournment

1.1 Call to Order

Chair Reishus called this meeting of the Town of Chester Joint Loss Management Committee at 8:58am.

1.2 Roll Call

Members present:

Myrick Bunker, Building Inspector / Code Enforcement Officer
Paul Cavanaugh, Maintenance Director
John Dalrymple, Groundskeeper / Health Officer
Debra Doda, Town Administrator (TA)
Marianne Duffy, Finance Officer
Phil Gladu, Fire Chief
Andrew Hadik, Town Planner
Liz Lufkin, Town Clerk/Tax Collector (TC/TX)
Corinna Reishus, Recreation Director, Committee Chair

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: January 13, 2022

Maintenance Director Cavanaugh moved to approve the January 13, 2022 JLMC minutes as written; Building Inspector Bunker seconded the motion. The vote was seven in the affirmative with Mr. Hadik and Ms. Lufkin abstaining; motion carried.

2.2 Town Hall Employee Access

TC/TX Lufkin updated the Committee on the status of the grant that may help pay for security enhancements. She has submitted a letter of intent; but some of the security enhancements to be used as the match were done prior to the eligibility period. She is going to request remaining EMPG funds from the prior fiscal year be disbursed. It will be ideal to have all proposals ready to submit immediately to improve the chances of being awarded the leftover funds. If anyone has any suggested security enhancements, please let her know.

This item will remain on the agenda.

2.3 JLMC Review of Chester Public Library Tour - January 13, 2022

Maintenance Director Cavanaugh explained that the handrail return to the wall and the installation of an automatic door closer are being done this weekend. All other items have been corrected.

III. New Business

3.1 Reports of Accidents / Injuries – January 1 through March 31, 2022

Finance Officer Duffy advised that there were 5 slip/trip/fall incidents & 1 inhalation during this period. Of these incidents, 2 were due to employees not following protocol. These employees have been educated on proper protocol.

3.2 Reports from Departments

TC/TX Lufkin: The protective padding that was added to the pole in her office has proven to be effective in preventing injuries. The contractor who has been collecting documents for scanning informed her that the items in room 20 were only covered lightly with dead mold residue; he has seen much worse. Town Planner Hadik suggested sending historical documents to the State repository for climate-controlled storage once they are scanned in order to free up space in the Town Hall.

Fire Chief Gladu: He is in the process of finding an electric stove to replace the gas stove at the Fire Department. A handrail return was recently installed at the stairway. He explained that the Congregational Church, Stevens Hall, Library, Post Office, and the Highway Garage have been tied together on one alarm system for many years; this is inconvenient to say the least. The church recently switched to a remote alarm system. Chief Gladu hopes to eventually have all Town buildings serviced by a single alarm company on a similar remote system. UV-protective film was installed on the garage bay windows to prevent the sunlight from further weakening bunker gear.

Maintenance Director Cavanaugh: The heating systems in both the Annex and the MPR are failing. The Annex should have heat back on by next week. The Transfer Station electricity will be shut down on April 10th-12th to enable installation of the new compactors. He and Mr. Dalrymple will check in on the progress during that time, but no other Transfer Station employees will be on site.

Chair Reishus: She requested the rugs be put back and the bleachers be returned to their safe positions after the MPR floor is cleaned.

The remaining attendees had nothing to report.

3.3 JLMC Tour of Wason Pond Buildings

The group toured the Wason Pond Community Center (WPCC), playground, barn, garage (summer

program game room), former campground store (summer program arts & crafts room and counselor's office), caretaker's cottage, and bathhouse (exterior only). The following items were observed / recommended:

- Items within 36" of electrical panels or alarm panels shall be removed – summer program snack cabinets, Community Center utility room
- Remove phone jack on floor of WPCC kitchen
- Move floor cleaner from under the AED / in front of fire extinguisher
- Remove rug from WPCC accessible entrance
- Extend handrail to the wall at top of stairs to WPCC second floor
- Install smoke alarms where required - many in WPCC missing or expired
- Place sign on porch door that reads "This door shall remain unlocked when building is occupied"
- Eyewash station in WPCC expires 12/2022
- Determine function of wooden post with conduit/electrical boxes in playground & whether it is live
- Many electrical deficiencies were observed in the barn
- Fire extinguisher in the former store is out of date
- Track & fluorescent lighting should not be plugged into triple extension outlet in summer program office area
- Discontinued outlet in arts & crafts room needs a blind face plate
- If the caretaker's cottage is ever occupied, all new smoke / CO detectors would need to be installed

3.4 Any Other Business

Monthly Inspections of Fire Extinguishers, EXIT signs, and Emergency Lighting

During the Library tour in January, it was discussed that fire extinguishers, emergency exit signs, and emergency lighting are required to be inspected & logged in all commercial buildings. This is the building owner's responsibility. In the case of Town-owned buildings, Town employees should be designated to perform these tasks. Chair Reishus explained that PRIMEX advised her that initiating or managing this process is not in the purview of the JLMC. Fire Chief Gladu volunteered to create logs and educate designees for each location.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, July 21, 2022 at 9:00am at the Wason Pond Community Center; with a tour of the Transfer Station and Salt Shed to follow.

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

The meeting was adjourned at 10:45am.

Respectfully Submitted,
Caroline R. Wilson, Secretary