

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, January 28, 2021
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, April 16, July 16, and October 22, 2020

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

Election Operations / Concerns / Suggestions

Town Hall Engineering Update / Employee Contact Procedure

Annual Testing of Alarms

Town's Safety Policy

Reports of Accidents / Injuries

Reports from Departments

JLMC Review & Tour of Fire Department - *Tabled*

Any Other Business / Date and 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 9:05am.

1.2 Roll Call

Members Present via Zoom:

Aaron Berube, Police Chief, Committee Vice Chair

Myrick Bunker, Building Inspector / Code Enforcement Officer

Paul Cavanaugh, Maintenance Supervisor

Debra Doda, Town Administrator

Marianne Duffy, Bookkeeper

Andrew Hadik, Town Planner

Janis Jalbert, BOS Administrative Assistant

Liz Lufkin, Town Clerk / Tax Collector

Corinna Reishus, Recreation Director, Committee Chair

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: January 9, April 16, July 16, and October 22, 2020

Maintenance Supervisor Cavanaugh moved to approve these minutes as written; Town Planner Hadik seconded the motion. The vote was unanimous in the affirmative; motion carried.

2.2 Policy Packets for New Employees, Volunteers & Board Members

This item was again postponed until it can be discussed in-person; it will remain on the agenda as a place marker.

2.3 Election Operation / Concerns / Suggestions

It was agreed that the November general election went well overall.

Vice Chair Berube noted that the Town Moderator had indicated that the Town was not fully prepared for a situation that took place during the election. Vice Chair Berube found this statement to be disheartening; as he and TC/TX Lufkin had many meetings with the AG and he felt that they were in fact quite prepared that day. Vice Chair Berube expressed gratitude for the hard work put forth by all who worked at the election. He hopes the Town Moderator is proactively involved in future meetings with the AG.

TC/TX Lufkin added that the “Mask Optional” room will be a necessity again for Town elections.

TA Doda will learn tonight at the BOS meeting if the Town Moderator decides to postpone Town Meeting and elections, or just Town Meeting. TC/TX Lufkin will determine if a second candidacy filing period will be required if elections are postponed.

This item will be removed from the agenda.

2.4 Town Hall Engineering Update / Employee Contact Procedure

The Selectmen approved installation of a new secure door leading from the tax map hallway to the back hallway at Town Hall. The door has been ordered and should be received within 8 weeks. Meanwhile, the contractor will rework the frame. The new door will be wired for a keypad or card reader. This item will remain on the agenda until the new secure door is completed.

2.5 Annual Testing of Security Alarms

All security alarms are working properly. Regular testing of security alarms will be added to Maintenance Supervisor Cavanaugh’s perpetual checklist.

2.6 Town’s Safety Policy

The Town’s safety policy was amended by TA Doda. TC/TX Lufkin suggested adding an emergency plan for the Town Hall; she is in possession of some templates that could be used to create this. Town Planner Hadik asked that the template be sent first to the JLMC for further discussion; TC/TX Lufkin will do this.

Vice Chair Berube suggested adding “unless a longer period is specified by federal, state, or local law” to line 357; which states that a written warning for a safety infraction may remain in a personnel file for 6 months. Vice Chair Berube also suggested replacing “Executive Administrative Assistant” with “Town Administrator” in the policy.

Vice Chair Berube moved to accept the Town’s safety policy with these amendments; TC/TX Lufkin seconded the motion. The vote was eight in the affirmative with Town Planner Hadik abstaining; motion carried.

104 **III. New Business**

106 **3.1 Reports of Accidents / Injuries – October 1, 2020 through December 31, 2020**

108 Bookkeeper Duffy noted that 1 incident occurred during this period; which was an external contact causing bruising.

110 **3.2 Reports from Departments**

112 Vice Chair Berube suggested emailing a reminder to the chairpersons of boards, commissions, and
114 committees that they are responsible for sanding walkways after-hours.

116 The remaining departments present had nothing to report.

118 **3.4 JLMC Review & Tour of Fire Department**

120 This tour did not occur on January 9, 2020 due to inclement weather; nor on April 16th, July 16th, or
122 October 22nd due to the COVID-19 pandemic.

124 It was agreed that JLMC department tours will remain on hold until the state of emergency ends.

126 This item will remain on the agenda as a place marker.

128 **3.5 Any Other Business**

130 Chairman Reishus suggested that the development of a continuity of operations plan be removed from
132 the JLMC's agenda and become the purview of town emergency management; JLMC members
present agreed, and TC/TX Lufkin (who is also the Assistant Emergency Management Director) said
that emergency management is working on it.

134 **IV. Adjournment**

136 The next meeting of the Joint Loss Management Committee is scheduled for Thursday, April 15th, 2021
138 at 9:00am in the Town Hall Meeting Room (or virtually if necessary).

140 **Maintenance Supervisor Cavanaugh moved to adjourn the meeting; TC/TX Lufkin seconded the
motion. The vote was unanimous in the affirmative; motion carried.**

142 The meeting was adjourned at 9:34 am.

144 Respectfully Submitted,
Caroline R. Wilson, Secretary