

**Town of Chester
Joint Loss Management Committee Meeting
Thursday, April 15, 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 28, 2021

Policy Packets for New Employees, Volunteers & Board Members - *Tabled*
Town Hall Engineering Update / Employee Contact Procedure

Testing of Alarms
Town's Safety Policy

Reports of Accidents / Injuries
Reports from Departments

JLMC Review & Tour of Fire Department – *Tabled*
Hart Roberts Road

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 9:02am.

1.2 Roll Call

Members present at various times via Zoom:

Aaron Berube, Police Chief, Committee Vice Chair
Myrick Bunker, Building Inspector / Code Enforcement Officer
Paul Cavanaugh, Maintenance Director
Debra Doda, Town Administrator
Marianne Duffy, Finance Officer (FO)
Andrew Hadik, Town Planner
Janis Jalbert, BOS Administrative Assistant
Liz Lufkin, Town Clerk / Tax Collector
Mike Oleson, Road Agent
Corinna Reishus, Recreation Director, Committee Chair

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: January 28, 2021

Maintenance Director Cavanaugh moved to approve these minutes as written; FO Duffy seconded the motion. The vote was nine in the affirmative with Road Agent Oleson abstaining;

52 **motion carried.**

54 **2.2 Policy Packets for New Employees, Volunteers & Board Members**

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

60 **2.3 Town Hall Engineering Update / Employee Contact Procedure**

62 Maintenance Director Cavanaugh reported that the security doors have been installed. TA Doda
64 thanked MLM Construction for installing the newer of the two doors after-hours so as not to
66 inconvenience employees. A button enabling BOS AA Jalbert to “buzz in” authorized individuals is
being considered. Secretary Wilson asked if card readers or keypads were going to be installed on the
new door(s); Maintenance Director Cavanaugh said that would be up to the BOS.

68 The employee contact procedure was discussed. Could a new phone (for internal use only) be placed
where the old PC was, with a list of office extensions? TA Doda will contact Block 5 about this.

70 TC/TX Lufkin asked for an update on the proposed Building Department service window. Secretary
72 Wilson explained that, of the two contractors contacted, only one has replied; their price was only for
cutting the concrete and did not include installing a window. Traynor Glass in Hampstead was
recommended for the window; BI Bunker will contact them for an estimate.

74 This item will remain on the agenda.

76 **2.4 Annual Testing of Security Alarms**

78 As of the last JLMC meeting, the security alarms had been tested. More security alarms will be
80 procured and installed as necessary.

82 **2.5 Town's Safety Policy**

84 The revised safety policy was approved by the BOS on February 11, 2021. A safety summary has been
86 filed with the NH DOS; satisfying the NH DOS requirements for two years.

88 This item will be removed from the agenda.

90 **III. New Business**

92 **3.1 Reports of Accidents / Injuries – January 1, 2021 through March 31, 2021**

94 FO Duffy reported that 1 slip / fall occurred during this period.

96 **3.2 Reports from Departments**

98 **Town Planner Hadik:** He asked when employees may be relieved of the requirement to wear masks
in common areas of town hall. TA Doda explained that the governor is having a press conference on
the mask mandate today. Chairman Reishus mentioned that the entire town hall staff is not vaccinated.

100 **Road Agent Oleson:** A fire alarm was installed in the salt shed by International Signal; Primex has
102 been informed. The Highway Department is gearing up for spring. There has been a lot of trouble

caused by beavers. Vice Chair Berube asked if there was a Knox box on the highway shed; there is not. Vice Chair Berube explained that the FD can force entry in case of an alarm. Maintenance Director Cavanaugh will work on getting a Knox box for the highway shed.

Town Clerk / Tax Collector Lufkin: She is in the process of coordinating a meeting for the May elections & town meeting with Town Moderator Michael Scott. She noted that her goal is to do what is required by statute.

JLMC Vice Chair / Police Chief Berube: He reported that a cruiser backed into a shed during inclement weather. There were no injuries, and only minor damage. In a recent domestic incident, 43 firearms and 2,500 units of ammunition were seized from a residence. The PD is required to keep the seized items in a climate-controlled area. The items are being stored in a holding cell; therefore the holding cell cannot be used to house any persons in custody.

Town Administrator Doda: She received a call last night from Fire Captain Gladu that the town office fire alarm indicated there was a problem in the “front offices.” She will speak with him today to determine which areas this actually means. TC/TX Lufkin noted that she needs to change her office key code; she was advised to contact Alarm Systems Plus. Vice Chair Berube suggested Ms. Lufkin look into getting software for her PC that would enable her to manage her own key code. There was some discussion on whether the Fire Department should be given key codes to the TC/TX office. Chairman Reishus suggested an ancillary code be given to the FD because it is changed monthly.

Maintenance Director Cavanaugh: The MPR heating system was finally fixed on Tuesday. A sign at the Transfer Station that was blown down in a windstorm was replaced. There have been no injuries or accidents.

The remaining department representatives had nothing to report.

3.4 JLMC Review & Tour of Fire Department

This tour did not occur on January 9, 2020 due to inclement weather; nor on April 16th, 2020, July 16th, 2020, October 22, 2020, or January 28th, 2021 due to the COVID-19 pandemic.

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

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

3.5 Hart Roberts Road

Road Agent Oleson urged any employee who might traverse Hart Roberts Road to be cautious. Hart Roberts Road is actually an old driveway, and is very dangerous in parts. Mr. Oleson explained that he recently removed logs placed in the right of way by a homeowner. The highway department also placed 8-9 loads of gravel to help keep the road passable.

When asked by Vice Chair Berube if Hart Roberts Road is a safety issue, TA Doda said yes; and explained that the BOS are considering their options. There is nothing further that can be done by the JLMC.

Road Agent Oleson suggests rebuilding Hart Roberts Road to a width of 20'; or discontinuing the road. The approximate cost of such a project is \$300K.

154 This item will remain on the agenda.

156 **3.6 Any Other Business**

158 TC/TX Lufkin asked if JLMC minutes were required to be made available to the public. TA Doda will
160 share the email from the NHDOL stating that JLMC minutes only need to be available for review by
town employees.

162 **IV. Adjournment**

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

166 **Maintenance Director Cavanaugh moved to adjourn the meeting; FO Duffy seconded the
168 motion. The vote was unanimous in the affirmative; motion carried.**

170 The meeting was adjourned at 9:40 am.

172 Respectfully Submitted,
Caroline R. Wilson, Secretary