

**Town of Chester
Joint Loss Management Committee Meeting
Wednesday, October 20, 2021
Fire Department Training Room
Approved Minutes**

I Preliminaries

9:00am Call the Meeting to Order
Roll Call

Chairman's Additions or Deletions
Approval of Minutes – August 12, 2021
Policy Packets for New Employees, Volunteers & Board Members
Town Hall Employee Access
JLMC Review of Fire Department Tour
Reports of Accidents / Injuries
Reports from Departments
JLMC Tour of Maintenance Garage & Town Field Buildings
Date & 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:

Aaron Berube, Police Chief, Committee Vice Chair
Myrick Bunker, Building Inspector / Code Enforcement Officer
Paul Cavanaugh, Maintenance Director
John Dalrymple, Groundskeeper / Health Officer
Debra Doda, Town Administrator
Phil Gladu, Acting Fire Chief
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: August 12, 2021

TC/TX Lufkin suggested striking the last sentence under **2.3 Town Hall Engineering Update / Employee Contact Procedure**. She clarified how the budgeting process works relative to grants.

Maintenance Director Cavanaugh moved to approve these minutes as amended; TA Doda

seconded the motion. The vote was eight in the affirmative with TC/TX Lufkin and Groundskeeper /Health Officer Dalrymple abstaining; motion carried.

2.2 Policy Packets for New Employees, Volunteers & Board Members

No changes have been made to the policy packets; once this is done, this item will be discussed further. As always, if any employee has suggestions relative to the policy packets, please inform Chair Reishus.

This item will remain on the agenda.

2.3 Town Hall Employee Access

The Committee discussed Town Hall employee access; some upgrades were suggested. TA Doda and Maintenance Director Cavanaugh will get quotes for some of the products/services mentioned; and TC/TX Lufkin will research grants.

“Employee Access” will remain on the agenda.

2.4 Review of Fire Department Tour on August 12, 2021

Maintenance Director Cavanaugh mentioned that the contractor who did the railings in the Highway Garage will make the correction to the railings in the Fire Department (lack of return to wall). The expired eyewash station has been replaced.

Building Inspector Bunker will provide Maintenance Director Cavanaugh and Acting Fire Chief Gladu with information on safety window film for the windows in the staircase.

Acting Fire Chief Gladu will price electric stoves; it will likely be more cost effective to replace the gas stove with electric instead of installing a hood.

III. New Business

3.1 Reports of Accidents / Injuries – July 1 through September 30, 2021

Chair Reishus reported that two (2) work-related injuries occurred during this period: a cut, and an instance of insect stings.

It was explained that safe use of box cutters was discussed with the employee who sustained the cut. However, nothing could have prevented the insect stings.

3.2 Reports from Departments

JLMC Vice Chair / Police Chief Berube: He, Maintenance Director Cavanaugh, and TA Doda will revisit finding a solution for cleaning of biohazardous substances. Vice Chair Berube reminded everyone that ice melt and shovels will be placed at building entrances for use by board members in case of slick conditions during after-hours meetings.

Groundskeeper / Health Officer Dalrymple: He will complete a three-hour training and background check in order to fulfill requirements for becoming the Town's new Health Officer.

Maintenance Director Cavanaugh: The cracked, uneven areas on the walkway leading to the MPR entrance have been repaired. Winter preparations are underway. A processor has requested a screen door be installed in the MPR kitchen but this is not feasible due to the steel door frame. The MPR kitchen dishwasher is spraying hot water; it was agreed to immediately take it out of service in order to prevent burns. TA Doda will inform the BOS of this, and BOS AA Jalbert will send a letter to all kitchen users. Vice Chair Berube inquired if there were “No Smoking” signs visible to kitchen users, as smoke is sometimes smelled in the evenings. It was confirmed that such signs are visible to anyone entering the Town Hall premises.

The remaining department representatives had nothing to report.

3.3 JLMC Tour of Maintenance Garage (31 Raymond Rd.) & Town Field Buildings (4 Murphy Dr. & 15 Haverhill Rd.)

Maintenance Garage: Exit sign with emergency lights, first aid kit, emergency eyewash station, and fire extinguisher were observed. A filing cabinet and air compressor were observed in the 3’ electrical panel clearance area; these items shall be relocated. There was a broken window in the rear of the building.

Snack Shack: A well pump and other items were observed in the 3’ electrical panel clearance area; these items shall be relocated. It was noted that food should not be prepared on the premises; if food is prepared, there are many requirements including the need for cleanup facilities that need to be met. Rodent droppings were observed on a countertop. The fire extinguisher was located such that it is blocked when the door is open.

Dugouts: No safety issues observed.

Baseball Shed: Items observed in electrical panel clearance shall be removed. There is no handrail or guards on the stairs to the storage loft.

Soccer Shed: A wooden pallet is in use as steps to enter the building. Items observed in electrical panel clearance shall be removed.

3.4 Any Other Business

None.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, January 13, 2022 at 9:00am at the Chester Public Library; with a tour of the Library to follow.

Maintenance Director Cavanaugh moved to adjourn the meeting; Building Inspector Bunker 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