

**Town of Chester
Joint Loss Management Committee (JLMC) Meeting
Thursday, July 27, 2023
Chester Police Department Training Room
Draft Minutes**

I Preliminaries

9:00am Call the Meeting to Order

Roll Call

Chairman's Additions or Deletions

Approval of Minutes – January 26, 2023

JLMC Review of Spring Hill Farm Tour - Oct. 20, 2022

Inclement Weather Guidelines & Procedures

Reports of Accidents / Injuries

Reports from Departments

Preliminary Review of Town's Safety Policy (Updates)

JLMC Tour of Chester Police Department and Town Hall Annex

Any Other Business

Date & Location of Next Meeting

Adjournment

1.1 Call to Order

Chair Gladu called this meeting of the Town of Chester Joint Loss Management Committee at 9:01am.

1.2 Roll Call

Members present at various times:

Aaron Berube, Police Chief

Myrick Bunker, Building Inspector

Paul Cavanaugh, Maintenance Director

Justine Celentano, Town Clerk / Tax Collector (TC/TX)

John Dalrymple, Groundskeeper / Health Officer

Debra Doda, Town Administrator (TA)

Phil Gladu, Fire Chief / JLMC Chair

Andrew Hadik, Town Planner

Corinna Reishus, Recreation Director / JLMC Vice Chair

Dana Theokas, Selectwoman

1.3 Chairman's Additions or Deletions

None.

II. Old Business

2.1 Approval of Minutes: January 26, 2023

Maintenance Director Cavanaugh moved to approve the January 26, 2023 JLMC minutes as written; Building Inspector Bunker seconded the motion. The vote was nine in the affirmative with Selectwoman Theokas yet to arrive; motion carried.

2.2 JLMC Review of Spring Hill Farm Tour – October 20, 2022

The JLMC's October 20, 2022 tour of Spring Hill Farm was discussed. TA Doda will inform the SHF Advisory Committee / SHF Trustees of outstanding items.

2.3 Inclement Weather Policies & Procedures

TA Doda explained that the Inclement Weather Policies & Procedures will be discussed at an upcoming Selectboard meeting for acceptance into the Personnel Policy.

III. New Business

3.1 Reports of Accidents / Injuries

Finance Officer Duffy (not present) provided Vice Chair Reishus with the accident / injury reports for the periods of January 1 through March 31, 2023 and April 1 through June 30, 2023. Zero injuries were reported from Jan.-Mar. Three injuries were reported from Apr.-Jun.: a strain (poor posture), an abrasion (unavoidable), and a dislocation (circumstantial).

3.2 Reports from Departments

Groundskeeper Dalrymple: The three summer groundskeeping employees are doing a great job.

TA Doda: The Selectboard has been provided the engineering report on the PD roof & Stevens Hall for review at tonight's Selectboard meeting. The severely washed-out portion near 442 Lane Road will probably not be eligible for FEMA aid; Busby Construction's quote for repairs has not yet been received. The iron fencing around the Civil War monument was repaired after two separate accidents; the Hanna Ironworks bills are in process with the insurance companies.

Maintenance Director Cavanaugh: Primex approved payment of \$9,300 to repair the tree-damaged Wason Pond garage roof. An individual was recently injured and received stitches after using a certain piece of equipment at the Wason Pond playground; that piece of equipment was removed the same day, and the remaining portion of the fixture is covered with a traffic cone.

Recreation Director Reishus: A summer program employee was stung 20+ times last week at Wason Pond. The area that the insects were believed to have come from was treated by groundskeeping.

Town Planner Hadik: A private party has placed play equipment on a portion of the Town's right-of-way at Stowe Road and Fremont Road. It was agreed that it is the purview of the Selectboard to address this safety concern.

The remaining department representatives had nothing to report.

3.3 Preliminary Review of Town's Safety Policy (Updates)

The Town's Safety Policy is required to be reviewed and updated every two years; it was last revised in 2021. TA Doda will upload the latest version of the document on a shared drive to enable all Town employees to review and comment on it prior to finalization at the next JLMC meeting. The JLMC will then forward a revised draft to the Selectboard for acceptance.

3.4 Any Other Business

None.

3.5 JLMC Tour of Chester Police Department and Town Hall Annex

The Committee toured the Chester Police Department and the Town Hall Annex. TA Doda will forward action items to the appropriate parties.

IV. Adjournment

4.1 Date and Location of Next Meeting

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, October 19, 2023 at 9:00am at the Town Hall Meeting Room; with a tour of the Highway Garage at 51 Chester Street to follow.

Building Inspector Bunker moved to adjourn the meeting; TA Doda seconded the motion. The vote was five in the affirmative with Mr. Cavanaugh, Ms. Celentano, Mr. Hadik, and Ms. Theokas having already departed; motion carried.

The meeting was adjourned at 10:30 am.

Respectfully Submitted,
Caroline R. Wilson, Secretary