

**Town of Chester**  
**Joint Loss Management Committee Meeting**  
**Tuesday, July 19<sup>th</sup>, 2016**  
**Police Department Training Room**  
**Approved Minutes**

**I Preliminaries**

10:00AM Call the Meeting to Order  
Roll Call  
Approval of Minutes  
Emergency Exit Signs  
Fire Alarm at Salt Shed  
Presentations  
Reports of Accidents/Injuries  
Committee Member Positions  
Reports from Departments  
Building Security  
Other Business  
Adjournment

*1.1 Call to Order*

Acting Chair Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:17am.

*1.2 Roll Call*

Members present:

Tony Amato, Maintenance Supervisor  
Aaron Berube, Police Chief, Acting Chair  
Ben Clark, Deputy Fire Chief  
Andrew Hadik, Planning Department  
Andrew Higham, Highway Department

Members absent:

Pat Tymoniewicz, Board of Selectmen Administrative Assistant  
Erin Newnan, Town Clerk  
Dick Trask, Board of Selectmen liaison (ex-officio)

**II. Old Business**

*2.1 Approval of Minutes*

*April 12<sup>th</sup>, 2016:* Mr. Higham moved to accept the minutes as drafted; Mr. Hadik seconded the motion. The vote was three in favor with Deputy Fire Chief Clark and Mr. Amato abstaining due to absence from the meeting in question; so moved.

*2.2 Emergency Exit Signs*

The Maintenance and Fire Departments handled the inspection of the Emergency Exit signs, which is complete; all alarm panels have been rekeyed, and there are fifteen (15) new pull stations in process.

2.3 *Fire Alarm at Salt Shed*

John from Alarm Systems Plus will be meeting with Mr. Amato to provide an estimate.

2.4 *Presentations*

Presentations on Active Shooter and the Opioid Epidemic are being scheduled for early Fall; they will be employee-wide. Part of the Active Shooter presentation focuses on building security, which is discussed later in these minutes.

**III. New Business**

3.1 *Reports of Accidents/Injuries*

Neither accidents nor injuries were reported.

3.2 *Committee Member Positions*

A new Committee Chair must be elected. Acting Chair Berube suggested waiting until the next meeting, and in the meantime encouraging other employees to join the Committee. It might be impractical to have the next Chair be an employee rather than Department Head.

Deputy Fire Chief Clark will ask Lieutenant Newnan and Firefighter Coulter if they are interested in joining the Committee. Mr. Hadik will ask Selectman Buckley if he might be interested.

Acting Chair Berube moved that the current Chair retain his position until the next meeting, and that elections take place then; Mr. Higham seconded the motion. The vote was unanimous in the affirmative; so moved.

3.3 *Reports from Departments*

*Planning:*

- Routes 102/121 Intersection: The flashing lights have been replaced with LEDs, and "Cross Traffic Does Not Stop" signs have been installed. He has inquired about having "Stop Ahead" painted on the pavement; this would be a job for the State, but the Town would need to maintain it afterwards. He also expressed concern about drivers turning right towards Derry creating their own lane at the intersection and impeding the sightlines of those going straight or turning left towards Raymond, and would be interested in hearing possible solutions. Finally, if none of these changes help, cutting down the hill at Stevens Hall would be the next step.

*Police Department:*

- The Department of Labor performed a Safety Inspection on June 15<sup>th</sup>, 2016 at all locations with employees, looking for anything that might be a liability. Police Chief Berube and Mr. Amato accompanied the inspector.
- There was a fire on July 1<sup>st</sup> on a pole outside of the Police Department; smoke came into the building, and created a hazardous situation. The building was closed, with employees being sent home with pay; those who were deemed essential and remained will be paid time and a half. The Police Department lost all communications for 6-8 hours, and Rockingham County Dispatch took over.

*Maintenance:*

- The Maintenance Department has begun to address the few issues that were raised on the Safety Inspection report. The Fire Department air compressor has been inspected; eye wash stations

108 have been purchased; boilers have been inspected, the Stevens Hall A/C unit was put on a  
110 separate circuit and the extension cord removed. Mr. Amato is meeting with a contractor  
tomorrow about replacing the carpeting at the Wason Pond Community Center, and he plans to  
install a railing on the basement stairs there.

- All maintenance issues (Comcast, Granite State Telephone, etc.) caused by the July 1<sup>st</sup> fire were  
112 handled by Mr. Amato. Eversource shut off the generator as they were not confident of how it  
was wired; after consulting with Powers, they have documented that it is wired correctly and will  
114 not need to do that again, should any other issue occur. Powers will be coming in to check on  
the generator. Mr. Amato has a written report from this day.
- Query: Should the Maintenance truck have emergency lights installed, and should the  
116 Maintenance Department employees be certified in traffic control?

118 *Highway:*

- The Highway Department is currently changing the culvert on Harantis Lake Road, by Isinglass  
120 Road.
- The planned paving of Pulpit Rock Road is in the hands of the Town Engineers.
- More safety vests are needed.
- They appreciate having a police detail at their projects, as cars are more likely to slow down.

126 *Fire Department:*

- The Fire Station could use a secondary entrance/exit, as Murphy Drive tends to back up during  
128 school arrival and dismissal times.
- There was an accident on Derry Road that necessitated the shut-down of 102. Traffic was routed  
130 through the Dwyers.
- The Fire Department could use more safety vests as well; they will order 50 from Primex and  
132 share them with the other departments in need.

134 *3.4 Building Security*

136 Mr. Hadik would like to discuss building security. For example, there is apparently no one person  
assigned to lock the front door at 4pm when the building closes. He has also found the "Employee  
138 Entrance" door ajar multiple times in a day, as it does not close reliably. (Maintenance Supervisor Amato  
is aware, and has a contractor coming in to look at this.)

140 It was noted that the inspector from the Department of Labor specifically referenced security at the  
142 Municipal Complex.

144 Various solutions to improve building security were discussed:

- half-walls in the foyer with a 'doorbell' system to summon the employee one is trying to locate.
- Dutch doors (Gene Kelly from American Eagle will be giving Maintenance Supervisor Amato  
146 quotes for converting existing doors rather than purchasing new ones).
- changing the Employee Entrance door to Emergency Exit only.
- placing a crash bar with alarm on the exterior exit door in the Meeting Room.

150 An all-employee meeting would be useful, as they know the building best.

152 *3.5 Other Business*

154 There is no update on the Water Fountain at the Playground. Mr. Hadik reiterated that it was specifically  
156 placed far away from the swings, and that the Recreation Department signed off on the location; he  
would, however, like written confirmation of this fact in order to close the loop. Mr. Amato stated that the  
158 playground should be inspected every five years; he will consult with Recreation to find out when it was  
last inspected, when the next one will be scheduled, and who the inspector is.

160

**IV. Adjournment**

162

164 The next meeting of the Joint Loss Management Committee is scheduled for Wednesday, October 5<sup>th</sup>,  
164 2016 at 10:00am in the Police Department Training Room.

166 Acting Chair Berube moved to adjourn the meeting; Mr. Amato seconded the motion. The vote was  
168 unanimous in the affirmative; so moved.

168

170 The meeting was adjourned at 11:36am.

170

172 Respectfully Submitted,

174 Debra H. Doda