

**Town of Chester  
Joint Loss Management Committee Meeting  
Wednesday, April 18<sup>th</sup>, 2018  
Wason Pond Community Center  
Approved Minutes**

**I Preliminaries**

10:00am Call the Meeting to Order  
Roll Call  
Chairman's Additions or Deletions  
Approval of Minutes  
Room 20 Air Quality  
Vendor Check-in Process  
New Signage at Town Hall  
Engineering for Employee / Public Safety Barriers  
Wason Pond Community Center: ADA Ramp Issue  
County Workers  
After-Hours Ice Melt  
No Smoking at Town Hall  
ID-Making Equipment  
Recommendations for Stevens Memorial Hall  
Reports of Accidents / Injuries  
Reports from Departments  
JLMC Tour & Review of Salt Shed & Transfer Station  
Adjournment

**1.1 Call to Order**

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:16am.

**1.2 Roll Call**

Members Present:

Aaron Berube, Police Chief, Committee Chair  
Myrick Bunker, Building Inspector / Code Enforcement Officer  
John Dalrymple, Maintenance Department  
Marianne Duffy, Finance Department  
TJ Eastman, Maintenance Department  
Andrew Higham, Highway Department  
Scott Newnan, Fire Lieutenant, Committee Vice Chair  
Corinna Reishus, Recreation Director

Members Absent:

Greg Bolduc, Fire Chief

Stephen D'Angelo, Board of Selectmen Liaison (ex-officio)  
Andrew Hadik, Planning Department  
Nancy Hoijer, ZBA Administrative Assistant  
Kandace Knowlton, Library Director  
Erin Newnan, Town Clerk

### ***1.3 Chairman's Additions or Deletions***

Chairman Berube added a report from Town Clerk Newnan; Ms. Duffy added recommendations for Stevens Memorial Hall.

## **II. Old Business**

### ***2.1 Approval of Minutes: January 31<sup>st</sup>, 2018***

**Mr. Bunker moved to accept the minutes of January 31<sup>st</sup>, 2018 as amended; Ms. Duffy seconded the motion. The vote was eight in favor; so moved.**

### ***2.2 Room 20 Air Quality***

Chairman Berube read aloud an email from Town Clerk Newnan (unable to attend) in which she reported on her assigned tasks. Ms. Newnan worked with Maintenance to get the breathing masks, gloves, and safety goggles for handling the moldy documents in Room 20 and posted signage warning of the environment and PPE that is available. Ms. Newnan also provided the BOS with detailed documentation with recommendations from experts on how to handle the storage of the moldy documents and recommending against the use of plastic bins. The BOS has not replied.

Ms. Newnan added that there were no injuries or other issues to report from the Town Clerk's office.

### ***2.3 Vendor Check-in Process***

As discussed previously, signs have been placed on the Town Hall main entrance directing vendors to check in with the BOS AA. Signs will be updated to direct vendors to check in with Building Department AA Wilson when BOS AA Doda is not in the office. Ms. Doda explained to Ms. Wilson earlier that the main challenge is that many vendors do not come to check in. It will be key for the departments to communicate with their vendors that they should check in and get a badge before proceeding in Town buildings.

Ms. Reishus wondered if it was an issue that the Senior Fitness participants sometimes entered via the main entrance, especially in winter; it is not.

### ***2.4 New Signage at Town Hall***

No research on new signage has been done as the employee given this task is no longer here. Although the signage is somewhat stale and insufficient, it was felt that many do not pay attention to signs and wander throughout the building regardless. The Committee started discussing signage issues when the topic of safety barriers was initially raised.

## ***2.5 Engineering for Employee / Public Safety Barriers***

The BOS previously approved design quotes be obtained from a Fire Protection Engineer (FPE); Mr. Bunker will move forward with getting such quotes.

## ***2.6 Wason Pond Community Center: ADA Ramp Issue***

The handicap ramp is not ADA compliant; it is too steep. However, it was felt that it does not pose an immediate danger. When the time comes to correct the ramp, the project must be permitted through the Building Department.

## ***2.7 County Workers***

After the January 31<sup>st</sup> JLMC meeting, Chairman Berube, Ms. Newnan & Ms. Reishus went before the BOS to express concerns with the County Workers. Although the result was that the program was "suspended," the workers have since returned to paint the hallway to the MPR. Mr. Dalrymple stated that the workers were well-supervised, and no problems were reported. The correctional officer who accompanies the workers was reported to have been upset regarding the concerns that came forth; and the Jail superintendent clarified that the program violations were on the Town. The county workers are not being utilized as often, but probably will be back more when the weather improves. There is often not much time to plan for their arrival (and subsequently inform staff and facility users of their presence) as the Town is notified of their availability same-day.

## ***2.8 After-Hours Ice Melt***

Since the last JLMC meeting, BOS AA Doda emailed all board and committee chairpersons advising them to apply ice melt when conditions are slick during after-hour meetings. Chairman Berube is aware of one committee that utilized the ice melt so far.

## ***2.9 No Smoking at Town Hall***

The BOS created a policy prohibiting smoking and the use of electronic cigarettes on the premises at 84 Chester Street. Signs have been placed; Mr. Dalrymple noted that one more will be installed in the courtyard area between the Rec office and the PD.

Chairman Berube encouraged Ms. Reishus go before the BOS to request that signs at Wason Pond and Town fields be updated to indicate that violators would be subject to fines; which Police and / or Park Ranger(s) could then enforce. Regarding the use of smokeless tobacco, Chairman Berube noted that the BOS elected to prohibit smoking and e-cigarettes only.

## ***2.10 ID-Making Equipment***

Chairman Berube determined that if the Town purchased its own ID-making equipment, the cost of a single ID would drop from \$3 plus shipping to \$0.45. Cost savings would be attained as the PD's IDs expire annually. Also, IDs for regular vendors could be made inexpensively and renewed every 3 months, for example.

## **III. New Business**

### ***3.1 Recommendations for Stevens Memorial Hall***

The Committee toured & reviewed Stevens Memorial Hall at the January 31<sup>st</sup> JLMC meeting. The following was discussed today:

- There is no hood system installed over the kitchen stove. Ms. Reishus has notified all Hall users that the stove is off limits until further notice. Ms. Reishus also reached out to the group that initially donated the stove a few years ago for further information but has not heard back. Mr. Higham suggested disconnecting and capping the line. If the fuel company were to remove the tank, there would be a fee to replace it in the future. It was noted that a hood system will be extremely expensive.
- The Town now has a key to access the Lions Club room.
- Maintenance has installed railings in the stairways as discussed.
- The tape was removed from the heat detector in the emergency exit stairwell.
- Maintenance will replace hardware for the door at the bottom of the stage exit.
- Maintenance removed objects blocking the emergency landing. Per code, this area must remain clear at all times.
- Maintenance will eventually work on clearing the debris from the basement. Removal of some items may require BOS approval.

### ***3.2 Reports of Accidents / Injuries***

Ms. Duffy reported that there were 2 workers' compensation injuries from January until March, 2018; these included crushing / bruising.

### ***3.3 Reports from Departments***

- **Maintenance:** Mr. Eastman reported that beer cans have been disposed behind Stevens Memorial Hall. Mr. Dalrymple noted that 6 trash cans have been placed at Wason Pond; he wondered if there was any recourse for misuse. Chairman Berube explained that unfortunately as it is a public area, there is not.
- **Fire:** Mr. Newnan noted that Maintenance installed a Knox box & a lock at the first gate at the Transfer Station; a Knox box on the Transfer Station office; and a Knox box at Spring Hill Farm.
- **Building:** Nothing to report
- **Finance:** Nothing to report
- **Recreation:** Ms. Reishus noted that the Wason Pond Community Center has all new locks. The panic alarm in the Recreation office is operational. There are some sinkholes at the Town

fields; Maintenance has placed cones and Road Agent Oleson has offered to assist.

- **Highway:** Mr. Higham reported that signs have been installed at the Highway Garage stating that unauthorized vehicles will be towed at the owner's expense. The signs seem to be effective so far. Chairman Berube suggested that Road Agent Oleson reach out to the Tri-Town Times to publish something informing the public of the new policy; and the importance of keeping the lot clear for apparatus.
- **Police:** Nothing to report

### **3.4 JLMC Tour & Review of Salt Shed & Transfer Station**

Salt Shed: The Committee toured the Salt Shed and found no safety concerns.

Transfer Station: Rich Czarneck led the Committee in a tour of the Transfer Station.

- Fall hazards exist between the various trailers.
- Lighting in the newspaper / magazine trailer is poor.
- Mr. Czarneck noted that Transfer Station employees have provided their own masks and other personal protective equipment (PPE); Ms. Duffy suggested he follow up with her to obtain these items through the Town.
- Exit signs are not functional and there is no emergency lighting; these items must be functional and tested annually.
- Mr. Bunker informed Mr. Czarneck that the burnt-out light bulbs and other items need to be cleared from the closet that houses an electrical panel.
- Containers of waste oil by the Porta-Potty will be disposed at Household Hazardous Waste day next Saturday. Mr. Bunker suggested the Town consider contracting with a waste oil company.
- The door to the copper & brass shed needs to be repaired.
- There should be a HazMat spill kit at the oil disposal area as well as "702" signs on all 4 sides of that building.
- The area which currently houses excess Boy Scout yard sale items could potentially be used to store actual Transfer Station items.

## **IV. Adjournment**

The next meeting of the Joint Loss Management Committee is scheduled for Wednesday, July 18<sup>th</sup>, 2018 at 10:00am at the Police Department. The Committee will then tour and review Spring Hill Farm.

**Mr. Bunker moved to adjourn the meeting; Chairman Berube seconded the motion. The vote was unanimous in the affirmative; so moved.**

The meeting was adjourned at 12:00pm.

Respectfully Submitted,  
Caroline R. Wilson, Secretary