

**Town of Chester  
Joint Loss Management Committee Meeting  
Thursday, July 19<sup>th</sup>, 2018  
Police Department Training Room  
Approved Minutes**

**I Preliminaries**

10:00am Call the Meeting to Order  
Roll Call  
Chairman's Additions or Deletions  
Approval of Minutes  
Engineering for Employee / Public Safety Barriers  
No Smoking at Town Fields & Wason Pond: Ordinance with Fines?  
ID-Making Equipment  
Holes in Athletic Fields  
Issues & Resolutions: Salt Shed, Transfer Station & Stevens Memorial Hall  
Reports of Accidents / Injuries  
Reports from Departments  
CPR, AED, First Aid & Fire Extinguisher Training  
Active Shooter Training  
JLMC Tour & Review of Spring Hill Farm  
Adjournment

**1.1 Call to Order**

Chairman Berube called this meeting of the Town of Chester Joint Loss Management Committee at 10:03am.

**1.2 Roll Call**

Members Present:

Aaron Berube, Police Chief, Committee Chair  
Myrick Bunker, Building Inspector / Code Enforcement Officer  
Stephen D'Angelo, Board of Selectmen Liaison (ex-officio)  
Marianne Duffy, Finance Department  
Andrew Hadik, Planning Department  
Andrew Higham, Highway Department  
Kandace Knowlton, Library Director (arrived 10:07am)  
Erin Newnan, Town Clerk  
Scott Newnan, Fire Lieutenant, Committee Vice Chair  
Duane Provencher, Maintenance Supervisor  
Corinna Reishus, Recreation Director

Members Absent:

Greg Bolduc, Fire Chief  
John Dalrymple, Maintenance Department  
TJ Eastman, Maintenance Department  
Nancy Hoijer, ZBA Administrative Assistant

**1.3 Chairman's Additions or Deletions**

None.

## **II. Old Business**

### **2.1 Approval of Minutes: April 18<sup>th</sup>, 2018**

**Building Inspector Bunker moved to accept the minutes of April 18<sup>th</sup>, 2018 as written; Bookkeeper Duffy seconded the motion. The vote was unanimous in the affirmative; so moved.**

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

Building Inspector Bunker had contacted three engineering consultants; all three came in and met with Mr. Bunker but only one provided a design quote. Mr. Bunker submitted this information to the BOS in May and has yet to hear back. Mr. Bunker will follow up with the BOS.

Planning Coordinator Hadik noted that Assistant Assessor Packard would like to be present during any future discussion regarding the Employee / Public safety barriers.

This item will remain on the agenda.

### **2.3 No Smoking at Town Fields & Wason Pond: Ordinance with Fines?**

Recreation Director Reishus submitted a written request to the BOS on April 25<sup>th</sup> that an ordinance with fines be created to enforce the no smoking policy at Town Fields & Wason Pond. Ms. Reishus was informed that the BOS would reach out to legal regarding creation of an ordinance.

Selectman D'Angelo noted that some Selectmen hesitated to move forward with such an ordinance due to uncertainties regarding enforcement. The issue was tabled by the BOS.

Chairman Berube explained that there is currently no way to enforce smoking at those locations.

Selectman D'Angelo then said that the BOS need clarification on what exactly is being requested. Recreation Director Reishus responded by reading aloud the letter submitted to the BOS in April.

Bookkeeper Duffy suggested that Ms. Reishus send the BOS a very concise request to consider making a motion to create such an ordinance; Chairman Berube suggested calling it a reconsideration letter.

Mr. D'Angelo assured that this would be brought up at tonight's BOS meeting; Ms. Reishus will be present as well.

### **2.4 ID-Making Equipment**

Chairman Berube secured a ~\$3k quote from IDVille for a new ID maker and submitted it to the BOS during the encumbrance process; this item is #4 on the encumbrances priority list. The BOS do not yet have final figures determining what will be eligible for purchase.

This item will remain on the agenda.

### **2.5 Holes in Athletic Fields**

Sinkholes in the Athletic Fields were taken care of by Maintenance and Highway personnel; Recreation Director Reishus will have Groundskeeper Dalrymple scan the fields next week to assess stability.

This item will be removed from the agenda.

## **2.6 Issues & Resolutions: Salt Shed, Transfer Station & Stevens Memorial Hall**

The Salt Shed and Transfer Station were toured & reviewed at the last JLMC meeting in April; Stevens Hall was toured & reviewed at the January JLMC meeting.

**Salt Shed:** There had been no safety concerns with the Salt Shed.

**Transfer Station:** Bookkeeper Duffy noted that one of the plywood transitions from the building to the recycling trailer was replaced with a metal plate. Only one was done due to the high cost of the metal plate; an encumbrance request was made for the remaining pieces of plywood to be replaced.

The room used to store overflow items from the Boy Scouts has been discontinued as such. It is now being used to store non-ferrous metals.

There had initially been an issue finding an electrical vendor to repair the emergency lighting; as of yesterday, a new vendor is in the process of completing initial paperwork.

Transfer Station Attendant Czarneck (not present) is in the process of obtaining the necessary placards for the waste oil building; Planning Coordinator Hadik noted that NRRRA offers such placards at no cost. Mr. Czarneck is also in the process of getting a HAZMAT spill kit.

Selectman D'Angelo recommended that Maintenance Supervisor Provencher visit the Transfer Station; Mr. Provencher noted that he and Mr. Eastman had just done so. Mr. D'Angelo suggested that Mr. Czarneck be advised that Mr. Provencher will ensure all the JLMC's recommendations are done, moving forward.

Chairman Berube suggested that Maintenance Supervisor Provencher meet with Mr. Czarneck to assess the Transfer Station's maintenance needs; Mr. Provencher will do this. Chairman Berube asked Bookkeeper Duffy to request an update from Mr. Czarneck; she will do this.

This item will be removed from the agenda.

**Stevens Memorial Hall:** Recreation Director Reishus noted that she and Maintenance Supervisor Provencher had recently toured the building and found that most of the issues discovered by the Committee were resolved by Maintenance, save two: the back railing needs to be corrected, and stove's improper exhaust hood & lack of fire suppression system needs to be addressed.

Building Inspector Bunker noted that in the 2.5 years that he's worked for the Town, he's been stating and restating that permits shall be pulled for all applicable projects; and that the Maintenance Department's compliance has been woefully low. Mr. Bunker reminded that the Town is not charged permit fees; but that code compliance and proper documentation necessitate consistent permitting.

Planning Coordinator Hadik added that he has been aware of complaints from residents that the Town doesn't pull permits for its own work, while all others are expected to.

Recreation Director Reishus suggested that Secretary Wilson submit Maintenance Requests on behalf of the Committee after each JLMC meeting, moving forward; Ms. Wilson agreed to do this. Ms. Wilson will submit a request for the railing issue and the stove issue at Stevens Hall immediately following this meeting.

Immediately following the tour of Stevens Memorial Hall in April, Ms. Reishus informed all Stevens Hall users that the stove was off-limits until further notice. Vice Chairman Newnan also emailed a recommendation to have a licensed gas fitter cap off the fuel line to the stove, and has yet to hear anything from the BOS.

Stevens Memorial Hall is considered a Place of Assembly (POA) but currently has no POA permit; the Fire Chief has the authority to prohibit occupancy until such is obtained.

Maintenance Supervisor Provencher asked if there are plans to resume use of the stove currently in place. Ms. Reishus noted that the group who donated the stove mentioned possibly purchasing a hood for the stove. It was clarified that, as it is a non-residential setting, a suppression system is required as well.

Vice Chairman Newnan will perform a POA inspection at Stevens Memorial Hall; he and Firefighter Culligan are working on creating a protocol to get back on track with POA permitting throughout Town.

This item will remain on the agenda.

### **III. New Business**

#### **3.1 Reports of Accidents / Injuries**

Bookkeeper Duffy reported that there were 2 workers' compensation injuries from April until June, 2018; these included an indoor slip & fall and an individual being struck by an object.

#### **3.2 Reports from Departments**

- **Selectmen:** Selectman D'Angelo announced that the Edwards Mill dam has been completed and passed inspection. Additional maintenance will need to be done to control the growth of vegetation; and a fence that was taken down during repairs should be replaced. The concern is that some kind of barrier (perhaps boulders, if not a fence) needs to be in place to keep vehicles from falling a substantial distance. The dam engineer and Dubois & King will each be sending a report to the BOS with their maintenance recommendations. Vice Chairman Newnan will show Maintenance Supervisor Provencher around the dam; any subsequent dam maintenance requests will originate from the Fire Department.
- **Maintenance:** Maintenance Supervisor Provencher asked for everyone's patience as he transitions into his new role; he assured that he will do his best to prioritize.
- **Recreation:** Recreation Director Reishus noted that the Police received a report that someone removed the old septic tank covers at Wason Pond. A maintenance request was submitted and Mr. Provencher and Mr. Eastman replaced the covers and secured them with light gauge chains in the meantime; more permanent means of securing will follow.
- **Town Clerk:** Nothing to report.

- **Highway:** Mr. Higham noted that road work and brush cutting were underway. The recent rain storms resulted in some substantial washouts.
- **Building:** Nothing to report.
- **Finance:** Nothing to report.
- **Planning:** Planning Coordinator Hadik noted that CIP season will be underway in August. He will get together with Maintenance Supervisor Provencher and brief him on the process.
- **Library:** Library Director Knowlton will arrange to take Maintenance Supervisor Provencher on a tour of the Library to acquaint him with current and potential maintenance items.
- **Fire:** Vice Chairman Newnan noted that Chester, Sandown, and Auburn were collectively awarded a grant exceeding \$500k for SCBA equipment; which will free up \$310k in the CIP. The fire tanker is currently in Oakmont, ME; it is being striped and may be delivered as soon as next Friday.
- **Police:** Chairman Berube explained that accidents are up, and drugs have been found at Wason Pond. It is best not to touch suspicious or drug-related items; but he urged the use of universal precautions. Chairman Berube thanked Recreation Director Reishus for providing excellent training to Summer Program counselors; the counselor who found drugs on the beach responded appropriately and may have saved a life by doing so. Selectman D'Angelo noted that this will be discussed at tonight's BOS meeting.

### **3.3 CPR, AED, First Aid & Fire Extinguisher Training**

Chairman Berube noted that some employees have reached out to him about the potential to receive on-the-job CPR, AED, first aid & fire extinguisher training. Chairman Berube referred this to the Fire Department. Vice Chairman Newnan will touch base with Fire Chief Bolduc to see what may be offered to employees. There is currently the option to do a full 8-hour course in CPR, AED and first aid; OR to do the classroom portion online with practicals offered at the FD. Vice Chairman Newnan will find out the cost of the CPR cards (which are valid for 2 years) and will submit details on the 2 training options to the BOS for budgeting purposes.

Selectman D'Angelo suggested reaching out to the community to ensure everyone has a chance to receive these important trainings. It was clarified that, although it would be great to offer this to the community, the JLMC only has the resources to consider providing it to employees at this time. It was noted that the Fire Department already provides CPR and first aid training to the School.

Bookkeeper Duffy mentioned that the first aid kit for the Town Hall is in the Maintenance Office but that it may not be adequate. The first aid kit should be upgraded and placed in a more accessible location such as the employee break room.

### **3.4 Active Shooter Training**

Secretary Wilson asked of the status of active shooter training; Chairman Berube noted that it had been left with the BOS some time ago.

Vice Chairman Newnan noted that a \$6k grant had recently been awarded to outfit EMS personnel with active shooter / “warzone training” equipment. Chairman Berube will bring this back up with the BOS.

### **3.5 JLMC Tour & Review of Spring Hill Farm (SHF), 96 Towle Road**

The Committee members present above (except Mr. Hadik and Ms. Knowlton) met at SHF and were greeted by Chuck Myette (SHF Trustee / SHF Advisory Cttee. Member) and Rich LeBlanc (SHF Trustee) on site.

The following items were noted:

- Mr. LeBlanc wants a gate placed to restrict vehicular access to the property across the street; he suspects there is drug use taking place in the woods
- Mr. LeBlanc explained that small amounts of gas and diesel are kept in the front outbuilding, which is kept locked
- Mr. Myette noted that a grant has been received to perform a study on deficiencies of the barn
- There is a body of water on the property (across the street from the Farmhouse), as well as a bridge that goes over the Towle Brook
- A cover is needed for the round vent in the floor of the upstairs bedroom
- The bathroom vent pipe exhausts into the attic
- The smoke detector breaker was tripped
- Some smoke detectors are missing
- At least one fire extinguisher was observed to have expired in 2015

### **IV. Adjournment**

The next meeting of the Joint Loss Management Committee is scheduled for Thursday, October 18<sup>th</sup>, 2018 at 10:00am at the Highway Garage, 51 Chester Street.

**Mr. Bunker moved to tour & review Spring Hill Farm and to adjourn the meeting immediately after; Chairman Berube seconded the motion. The vote was unanimous in the affirmative; so moved.**

The meeting was adjourned at 11:08am; and the tour & review of Spring Hill Farm concluded at approximately 12:15pm.

Respectfully Submitted,  
Caroline R. Wilson, Secretary