

**Town of Chester  
Joint Loss Management Committee (JLMC) Meeting  
Thursday, October 26, 2023  
Meeting Room  
Approved Minutes**

**I Preliminaries**

- 9:00am Call the Meeting to Order
- Roll Call
- Chairman’s Additions or Deletions
- Approval of Minutes – July 27, 2023
- JLMC Review of PD & Annex Tour – July 27, 2023
- Inclement Weather Guidelines & Procedures
- Status Update: Town’s Safety Policy
- Status Update: Roof Repairs for PD and Stevens Hall
- Reports of Accidents / Injuries
- Reports from Departments
- Selection of New JLMC Chairperson
- Any Other Business
- JLMC Tour of Highway Garage – 51 Chester Street
- Adjournment and Date & Location of Next Meeting

**1.1 Call to Order**

Vice Chair Reishus called this meeting of the Town of Chester Joint Loss Management Committee to order at 9:00am.

**1.2 Roll Call**

- Members present at various times:
- Aaron Berube, Police Chief
  - Myrick Bunker, Building Inspector
  - Paul Cavanaugh, Maintenance Director
  - John Dalrymple, Groundskeeper / Health Officer
  - Debra Doda, Town Administrator (TA)
  - Marianne Duffy, Finance Officer
  - Andrew Hadik, Town Planner
  - Justin Paquette, Police Lieutenant
  - James Piper, Supervisor of Roads (SOR)
  - Corinna Reishus, Recreation Director / JLMC Vice Chair

**1.3 Chairman’s Additions or Deletions**

None.

**II. Old Business**

**2.1 Approval of Minutes: July 27, 2023**

Building Inspector Bunker moved to approve the July 27, 2023 JLMC minutes as written; Town Planner Hadik seconded the motion. The vote was eight in the affirmative with Finance Officer

52 **Duffy and SOR Piper abstaining; motion carried.**

54 **2.2 JLMC Review of PD & Annex Tour – July 27, 2023**

56 The JLMC's July 27, 2023 tour of the Police Department and the Town Hall's Annex section was discussed. TA Doda will inform the appropriate parties of outstanding items.

58 This item will remain on the agenda until outstanding items are brought into compliance.

60 **2.3 Inclement Weather Guidelines & Procedures**

62 TA Doda explained that the Selectboard discussed the Inclement Weather Guidelines & Procedures and did not make any changes to it; therefore it will be integrated into the Personnel Policy. It was requested that TA Doda forward this to employees in the meantime for their own reference and so that they can place it in their own Policy Binders.

68 This item will be removed from the agenda.

70 **2.4 Status Update: Town's Safety Policy**

72 Suggested changes to this policy were discussed while TA Doda made edits in real time on her laptop. There were many suggestions that hadn't been previously reviewed, and this discussion was becoming lengthy. A separate meeting to discuss this policy was scheduled for Tuesday, November 14<sup>th</sup> at 10:00am in the Town Hall Meeting Room.

76 **2.5 Status Update: Roof Repairs for PD and Stevens Hall**

78 Both these items will be submitted for placement on the CIP.

80 This item will be removed from the agenda.

82 **III. New Business**

84 **3.1 Reports of Accidents / Injuries**

86 Finance Officer Duffy reported that from July 1, 2023 to September 30, 2023, there were four injuries reported. Three of these injuries involved individuals having been struck by object or debris: one involved poor judgement, and two were circumstantial. The fourth injury was a strain, which was unavoidable.

92 In the case of the injury resulting from poor judgement, Vice Chair Reishus asked Finance Officer Duffy if she was aware of a debriefing between the injured individual and his/her supervisor having occurred. Finance Officer Duffy was not aware.

96 **3.2 Reports from Departments**

98 The department representatives in attendance today had nothing to report.

100 **3.3 Selection of New JLMC Chairperson**

102 **TA Doda moved to nominate Vice Chair Reishus as JLMC Chairperson; Building Inspector**

104 **Bunker seconded the motion. Ms. Reishus accepted the nomination. The vote was unanimous in the affirmative, motion carried.**

106 **TA Doda moved to nominate Secretary Wilson as JLMC Vice Chair; Maintenance Director**  
108 **Cavanaugh seconded the motion. Ms. Wilson indicated that she would accept the nomination**  
**as long as someone else would act as Secretary in the event that she was called to act as Vice**  
110 **Chair. The vote was unanimous in the affirmative; motion carried.**

112 **3.4 Any Other Business**

114 None.

116 **3.5 JLMC Tour of Highway Garage – 51 Chester St.**

118 The Committee toured the Highway Garage at 51 Chester St. TA Doda will forward action items to the appropriate parties.

120 **IV. Adjournment**

122 **4.1 Date and Location of Next Meeting**

124 The next meeting of the Joint Loss Management Committee is scheduled for Thursday, January 25,  
126 2024 at 9:00am at the Town Hall Meeting Room; with a tour of the Town Offices & MPR at 84 Chester Street to follow.

128 **Building Inspector Bunker moved to adjourn the meeting; Maintenance Director Cavanaugh**  
130 **seconded the motion. The vote was unanimous in the affirmative; motion carried.**

132 The meeting was adjourned at 10:26 am.

134 Respectfully Submitted,  
Caroline R. Wilson, Secretary