

JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
December 11, 2013

Meeting called to order at 9:07 AM at the Town Office
Kyle Parker, Chair, took roll call as follows:

Members: Kyle Parker, Chairman, and Building Inspector
Jon Wiggin, Fire Chief
Ted Vallieres, Selectmen's Representative
Line Comeau, Town Administrator
Dan Sklut, Police Chief
Linda Landry, Town Clerk
Jeff Crosby Road Agent
Peter Gamache, Road dept.
Jackson Crosby, road dept.
Nancy Lang, Library
Woody Bowne, Transfer Station
Kelly Dearborn-Luce, Planning, Zoning Dept.

The following members were unable to attend:

Greg Arce
Ted Vallieres
Jeff Crosby, Peter Gamache, Jackson Crosby
Woody Bowne
Dan Sklut

Review/accept minutes from September 18, 2013:

The Committee reviewed the minutes from the meeting on September 18, 2013. Minor corrections were noted (1) correct Members Present and just list members, (2) under New Business was only a discussion of the Police Station as some of the members conducted the site walk after the meeting, and (3) replace Town Hall with Town Office.

Jon Wiggin made a motion to accept the minutes with the corrections. Linda Landry seconded the motion. The motion was accepted unanimously by the Committee.

Follow up on old business and outstanding repairs: (Old Business)

Transfer lights were replaced on the building.

The sashes on the 2nd floor of the Library need to be double checked.

2nd Floor egress (exterior stairs) is required to be secured and blocked off. There is no public occupancy on the 2nd floor due the egress is unsafe and does not meet Fire Codes. John Wiggin, Fire Chief says it serves no purpose now and it is inoperable.

The smoke alarm needs to be checked in the Library stairwell.

Recent Claims:

No new reports.

New Business:

Members, Kyle Parker, Jon Wiggin, Nancy Lang and Kelly Dearborn-Luce went to the Police Station building with Dan Sklut, Police Chief for an inspection. The following items were noted:

1. Maintenance of the rear deck is required. Possibly install grates for safe exit.
2. Plywood over AC unit for the winter.
3. Secretary door to be replaced.
4. Overall general security needs to be upgraded. (New access pads needed).
5. Finish work required in basement to be utilized in the near future.
6. Complete wiring separation from the Fire Station was suggested.

Fire Station: Jon Wiggin stated the rear door of Fire Dept. near generator should be replaced. And garage bay doors have not yet been serviced. Jon has made several attempts with local door company. Line Comeau said she will have Ted Vallieres looked into it as well.

Next Committee Meeting:

The Committee discussed the need to have the minutes and agenda posted in advanced. Kyle Parker suggested that the Committee appoint a Secretary to take the minutes of the meeting and post notices (to Members and Public). Line Comeau made a motion to appoint Kelly Dearborn-Luce, seconded by Jon Wiggin, all voted in favor.

The next Joint Loss Management Committee meeting will be held on Wednesday, March 19, 2014 at 9:00 AM, at the Town Office.

Future building inspection will be determined at the March 2014 meeting.

Kyle Parker made the motion to adjourn Motion passed unanimously. Business meeting adjourned at 9:40a.m.

Respectfully submitted,
Kyle Parker
Joint Loss Management Committee Chairman
Kelly Dearborn-Luce, Secretary