JoINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
Town Office Meeting Room
September 19, 2018

1. Call to Order
Chairman Jeff Crosby called the meeting to order at 8:20am.

2. Roll call by Secretary
Present:
Jeff Crosby, Highway Department Road Agent
Line Comeau, Town Administrator
Jon Wiggin, Fire Chief (fire call, left early in the meeting)
Dan Sklut, Police Chief (fire call, left early in the meeting)
Michael Cumings, Building Inspector
Mary Girard, Library Director
Linda Landry, Town Clerk
Patrick Bowne, Transfer Station Supervisor
Peter Gamache, Highway Department
Donna White, B/P/Z Administrator

3. Review and approve minutes of the June 6, 2018 meeting.
Jon Wiggin made a motion to accept the minutes of June 6, 2018; seconded by Line Comeau. All were in favor.

4. Follow up on old business:
   • Jeff Crosby reported that he got a caution sign for the library.
   • The Town is on the list to have the parking lot striped.
   • Line Comeau reported the asbestos abatement in the Town Clerk and Tax Collector’s offices is scheduled for next week.
   • Line Comeau reported that she has received one quote for work on the exterior stairs at the fire department.
   • Mike Cumings reported that he has talked with Jon Wiggin and Dave Nault about the roof and siding at the fire/police station. He will follow up on both.
   • Jeff Crosby reported that an alarm system was installed at the highway garage since the last meeting. A Knox box for the fire department’s use will be installed after the exterior painting is done.
   • Jeff Crosby reported that the east side of the salt shed, and the garage are being painted. The brush has been cut away from the salt shed.
   • Jeff Crosby said reflective striping tape and No Smoking signs will be installed at the fuel pumps at the garage.
   • Jeff Crosby said the roof over the building extension is not an immediate issue.
   • Line Comeau asked Jeff to address these outstanding items.

5. New Business:
No new issues were brought forward by the committee. Mary Girard said she is pleased with the work done at the library and has received many favorable comments.

6. Recent Claims:
The Town Administrator stated that there were five claims to report for the last quarter. One claim was for a resident, four were for employees; no medical attention was required for any of the claims.

7. **Set Time and Place of Next Meeting:**
The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, December 5, 2018, with a *start time of 8:15am*, at the Town Office.

8. **Building Inspection to follow at the Transfer Station**

9. **Adjourn meeting**
Linda Landry made a motion to adjourn the meeting 8:40am. Mike Cumings seconded the motion; all were in favor.

**Update of building site visit Transfer Station facility:** Report provided by Donna White

Present for the building inspection: Peter Gamache, Patrick Bowne, Michael Cumings, Line Comeau, and Donna White.

The following items from the site visit of September 2017 were reviewed:

- Recycling bales stacked tight within the building filling it to its capacity, limiting the skid steer movement to a small area. Other options for storing the bales were discussed. Outside containers were mentioned which could free up the building space. **No Change. 9/19/18:** It was noted at today’s site visit that the facility does not have any closed top containers available. There was mention of needing to leave an area open to accommodate a 53’ trailer that comes in at the end of the building. There was discussion about pushing out the back wall for extra space.
- The office and bathroom were inspected. It was recommended that a vinyl flooring be installed over the plywood, paint applied to the sheet rock, and add a rubber baseboard to prevent moisture from getting to the plywood underneath. **No Change**
- It was noted that the exterior east and north side of the recycling center needs paint and some minor repairs. **No change. 9/19/18:** It was noted during today’s site visit that there is a lot of rot on the main building/exposed wood.
- The trash compactor area - It was noted that a new roof had already been approved and should be installed in the next few weeks. **COMPLETED**
- Walls alongside the open top containers and along the trash container. Come up with some kind of barrier near the swap shop using either ropes or fencing to deter people from standing on the wall and/or getting too close to the wall to avoid tripping over the wall. **No Change. 9/9/18:** Woody said he has called three companies for quotes on fencing, with no responses. He is suggesting chain link fence with sliding gates.

The following items were observed and noted as follows:

- The box trailer at the rear dock needs some sort of ventilation; interior temperature too high to work in.
- Lights are needed in the employee parking lot area.
- There is one block at the end of the wall closest to the open topped containers that needs to be repaired or replaced.
- Black rope separating lanes will be replaced with yellow rope for better visibility.
- Fence/barrier needed at wall, diagonal to dock end of building.
- It was agreed that the items needing attention are all maintenance related, other than the possible mold in the bathroom which should be promptly addressed.

The site inspection of the Transfer Station facility adjourned at approximately 9:40am.

Respectfully submitted,
Donna White, Secretary