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
   Jon Wiggin, Fire Chief
   Dan Sklut, Police Chief
   Michael Cumings, Building Inspector
   Mary Girard, Library Director
   Linda Landry, Town Clerk
   Pete Gamache, Highway Department
   Mike Kaminski, Selectman
   Line Comeau, Town Administrator
   Donna White, B/P/Z Administrator

3. **Review and approve minutes of the previous meeting**
Jon Wiggin made a motion to accept the minutes of December 5, 2018; seconded by Line Comeau.
Line Comeau reported that the transfer station office bathroom project mentioned in the minutes is still outstanding. All were in favor.

4. **Follow up on old business**
   - Jeff Crosby reported that the Knox box has not yet been installed at the highway garage.
   - Linda Landry reported she has researched work station options for her office as discussed at the last meeting. She presented information on a unit from UPLIFT Desk for the Selectmen’s review.

5. **New Business**
   - Jeff Crosby stated he feels the committee has been getting out of the scope of its charge which is to address safety concerns, not necessarily building maintenance. Line Comeau said when the committee first began meeting there were a lot of items that needed attention at the various municipal buildings. She said the inspections gravitated toward maintenance once the safety issues were addressed. Line said she agrees with Jeff on the purpose of the inspections.
   - Line Comeau made a motion to appoint Jeff Crosby as the committee chairman for the ensuing year; seconded by Dan Sklut. All were in favor.
   - Mike Kaminski reported on three safety items: 1) Town office electrical panels are being investigated; condensation was found in the one by the Selectmen’s office. 2) A slate from the library roof was found on the ground; the entire roof will be inspected. 3) The water heater in the building department kitchenette was replaced; a pan is to be installed in case of leakage. Line Comeau reported that the contractor installed a leak sensor rather than the pan. The sensor, which would close valves in the event of a leak, is quite sensitive; adjustments are being made.

6. **Recent claims**
   There were no claims filed during this last quarter.
7. **Set time and place of next meeting**
   The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, June 19, 2019, at 8:15 a.m. in the Town Office meeting room.

8. **Building inspection to follow at the Library/Town Hall**

9. **Adjourn meeting**
   Mike Kaminski made a motion to adjourn the meeting 8:40am. Jon Wiggin seconded the motion; all were in favor.

**Update of building site visit to Library/Town Hall:**

Present for the building inspection: Michael Cumings, Michael Kaminski, Mary Girard, Donna White

- Main door closer should be adjusted to avoid slamming
- Age of smoke/fire detectors to be verified; consider replacing units if outdated
- Consider putting anti-skid material under several smaller rugs to avoid slips/trips

The site inspection of the Library/Town Hall adjourned at approximately 9:30am.

Respectfully submitted,
Donna White, Secretary