JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
Town Office Meeting Room
June 19, 2019

1. Call to Order
Chairman Jeff Crosby called the meeting to order at 8:17am.

2. Roll call by Secretary
Present:
Jeff Crosby, Highway Department Road Agent
Jon Wiggin, Fire Chief
Dan Sklut, Police Chief
Woody Bowne, Transfer Station Superintendent
Michael Cumings, Building Inspector
Mary Girard, Library Director
Linda Landry, Town Clerk
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 March 27, 2019; seconded by Line Comeau. All were in favor.

4. Follow up on old business

| Joint Loss possible outstanding items as of 6-19-19 |
|----------|---------------------------------|
| **FD**   | 4/4/18 Trim @ soffit & dripline – **DONE** |
|          | Basement storage/plywood applied to walls - $ item/no funds |
|          | Handrail in stairwell – 2 x 4 now |
|          | Exit sign @ right side of garage – Jon will take care of |
| **PD**   | 4/4/18 Back steps/need new deck/landing/rail repair/grate/maybe small roof – Dan reported deck, etc. in good shape/would be nice to have a roof for protection from snow/ice |
|          | Basement lab room & hall near lockers/cleared of material from doorway – still some clutter; will work on removal |
|          | Outlet near lockers needs to be secured/inspect others – **DONE** |
| **TO**   | 4/4/18 & 6/6/18 Parking lot striping – waiting for top coat pavement behind FD/PD; will then do striping. JLMC not in favor of leaving Town Hall side of School Street without striping as decided by BOS. |
|          | 12/5/18 Back door sticks – swells, Line will have looked at |
|          | Light bulbs – **DONE** |
3/27/19  Electrical panels – Line has contacted two electricians; follow up

HG  6/6/18  Roof over extension – BOS will get roofer input/recommendation
Furnace – works/inefficient; one in storage trailer from town office building; Line will talk with JR about the status of that one. New oil tank installed.

TS  9/19/18  Recycling bales/53’ trailer/extra space – doing some reconfiguring
Office & bathroom – No $ allocated for office/Line sent contractor reminder about bathroom
Exterior of building – Line will have roofer look/will remind painter
Open top containers, wall/fence – Woody getting price on fencing
Box trailer – ventilation – No action
Lights employee parking area – Woody getting prices
Block at end of wall closest to open topped containers needs to be repaired/replaced – No action
Replace black rope with yellow rope - DONE

TH  3/27/19  Main door closer – adjust – DONE
Verify age of smoke/fire detectors – part of alarm contract/have checked
Anti-slip material under rugs – No action

Linda reported that the adjustable desk for her office has arrived; will be installed in the next week.

Mary reported that the dripline ditch along the building has gotten quite deep. Jeff will fill; Line is waiting for a quote on stone drip edge.

5. **New Business**
   - Mike Kaminski said with hot weather coming up it is important for departments to have plenty of bottled water on hand for outside workers.
   - Line said it might be good to have the air conditioners checked; could have all of them cleaned/serviced
   - Donna found a municipality inspection form in the JLMC binder; it was agreed the form should be used at all site inspections.
   - Woody reported there is a sink hole by the compost pile; a worker, mowing the grass, fell in by one leg. The worker did not want to complete an accident report. The hole is currently marked by a branch; highway department will take some sand to fill the hole on 6/20/19.

6. **Recent claims**
   Line reported there were two claims this quarter:  a) cut on finger, cleaned/bandaged; b) dropped cinder block on foot at fire department training; was later seen at hospital

7. **Set time and place of next meeting**
   The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, September 18, 2019, at 8:15 a.m. in the Town Office meeting room.
8. **Building inspection to follow at the Fire/Police Complex**

9. **Adjourn meeting**
   Jon Wiggin made a motion to adjourn the meeting 8:53am. Line Comeau seconded the motion; all were in favor.

**Building site visit to Fire/Police Complex:**

Present for the building inspection: Michael Cumings, Michael Kaminski, Jon Wiggin, Dan Sklut, Mary Girard, Woody Bowne

Items to be addressed on the Fire side:
- Roof between two buildings
- Snow slides off roof last three bays
- Need graspable rail in basement stairwell
- Uneven area of floor between new & old buildings/repair or markings needed
- Need exhaust removal in vehicle service area
- Bench grinder eye shields/safety glasses need to be readily accessible
- Put road blocking policy in writing
- Post No Smoking signs at doors
- Need covered metal container for oily/greasy rags
- Need posted evacuation plan if not already in place
- Vaccinations
* Service generator

Items to be addressed on Police side:
- Roof – need diverter or small roof at back door
- Trim tree branches at back door
- Stairs – one side rails
- Small rags for gun cleaning – need covered metal container
- Post No Smoking signs at doors
- Vaccinations – town should offer
- Need posted evacuation plan

*Service AC unit

The site inspection of the Fire/Police Complex adjourned at approximately 10:00am.

Respectfully submitted,
Donna White, Secretary