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

2. **Roll call by Secretary**
Present:
Jeff Crosby, Road Agent
Pete Gamache, Highway Department
Dan Sklut, Police Chief
Woody Bowne, Transfer Station Superintendent
Michael Cumings, Building Inspector
Mary Girard, Library Director
Linda Landry, Town Clerk
Mike Kaminski, Selectman
Donna White, B/P/Z Administrator

3. **Review and approve minutes of the previous meeting**
Woody Bowne made a motion to accept the minutes of June 19, 2019; seconded by Mike Cumings. All were in favor.

4. **Follow up on old business**
Linda reported that the adjustable desk for her office has been installed and is working out very well. She said the desk makes a big difference physically and should help prevent physical injury caused by poor positioning.

**Joint Loss outstanding items as of 9-18-19**

- **FD**
  - Basement storage/plywood applied to walls – maintenance item
  - Exit sign @ right side of garage – Jon will take care of

- **PD**
  - Small roof – for protection from snow/ice
  - Basement lab room & hall near lockers/cleared of material from doorway – still some clutter; will work on removal

- **TO**
  - Parking lot striping – Jeff has been in contact with striping company
  - Electrical panels – Mike K – maintenance item

- **HG**
  - Roof over extension – maintenance item; remind BOS
  - Furnace – maintenance item; remind BOS

- **TS**
  - Recycling bales/53’ trailer/extra space – maintenance item
  - Exterior of building – maintenance item; remind BOS
Open top containers, wall/fence – Woody got quote of $7,000; talk w/BOS
Box trailer – ventilation – in planning process; corrugated walls/vent seal
Lights employee parking area – Woody got quote of $900 a year ago; talk w/BOS
Block at end of wall closest to open topped containers needs to be repaired/replaced – maintenance item; discussed ways to repair/reduce further deterioration

TH
Verify age of smoke/fire detectors – c 1994; get quote to BOS; need to be replaced; cold-sensitive recommended

5. New Business
None

6. Recent claims
Information not available at time of meeting.

7. Set time and place of next meeting
The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, December 4, 2019, at 8:15 a.m. in the Town Office meeting room.

8. Building inspection to follow at the Highway Garage

9. Adjourn meeting
Jeff Crosby made a motion to adjourn the meeting 8:43am. Mike Cumings seconded the motion; all were in favor.

Building site visit to Highway Garage:
Present for the building inspection: Michael Cumings, Michael Kaminski, Woody Bowne, Jeff Crosby, and Pete Gamache

Notes taken during site visit by Michael Cumings:
- Primex recommends sprinkler system
- Work room has grinder with safety glasses available
- Gas can in room
- Water heater working; in good shape
- Gas bottles secure in racks
- No trip hazards
- Oily rag bucket OK
- Diesel pumps good
- Exterior lights not working on back of garage building
- Need light over walk-in door at back of garage

The site inspection of the Highway Garage adjourned at approximately 9:30am.

Respectfully submitted,
Donna White, Secretary

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 - DONE per MK
- 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