1. **Call to Order**
   Chairman Jeff Crosby called the meeting to order at 9:00 a.m. at the Town Office.

2. **Roll call by Secretary**
   Present:
   - Jeff Crosby, Chairman, Road Agent-Highway Department
   - Jon Wiggin, Fire Chief
   - Line Comeau, Town Administrator
   - Robert (Bob) Martel, Selectman
   - Dan Sklut, Police Chief
   - Woody Bowne, Transfer Station Supervisor
   - Pete Gamache, Highway Department
   - Linda Landry, Town Clerk
   - Boyd Etheredge, Transfer Station
   - David Nault, Selectman
   - Mary Girard, Library Director
   - Stephen Laurin, Building, Planning Zoning Department

3. **Review and approve minutes of the December 7, 2016 meeting**
   Bob Martel made a **motion** to accept the minutes of December 7, 2016, as amended.
   *Secondered* by Jon Wiggin; all voted in favor.

4. **Follow up on old business**
   Jeff Crosby said the evacuation plan for the Highway Garage needs to be posted, and that he will work with Jo-Marie to get some copies made up.
   The committee reviewed the latest draft Joint Loss Management Program document with the changes from past meetings, that include the following items:
   - minor grammatical revisions;
   - a new Table of Contents;
   - inserting “Workplace Violence” language in Section 3 (D);
   - and, replacing Roman Numerals with letters to maintain alpha/numeric consistency throughout the document.
Jeff Crosby made a **motion** to accept the final revisions to the Joint Loss Management Program.

Linda Landry **seconded** the motion; all voted in favor.

Dan Sklut made a **motion** to forward the revised Joint Loss Management Program to the Board of Selectmen for adoption, based on their discussion at the March 22, 2017 meeting.

Jon Wiggin **seconded** the motion; all voted in favor.

5. **New Business**
   Jeff Crosby welcomed Dave Nault as the new Selectman.

   Dave Nault made a **motion** to elect Jeff Crosby as Chairman, and Jonathan Wiggin as Vice Chairman of the Joint Loss Management Committee for 2017.

   Linda Landry **seconded** the motion; all voted in favor.

6. **Discuss Recent Claims**
   Line Comeau noted that there was a report of an arm strain, and a minor needle poke, neither of which required medical attention.

7. **Building Inspection – Town Offices**
   (see below).

8. **Set time and place of next meeting**
   The committee scheduled the next regular Joint Loss Management Committee meeting for Wednesday, June 14, at 9:00 am, at the Town Office. Jeff Crosby noted that they will be inspecting the Transfer Station on the 14th.

9. **Adjourn meeting**
   Bob Martel made a **motion** to adjourn the meeting at 9:35 am, **seconded** by Dave Nault; all voted in favor.

**Town Offices Inspection**
   Jeff Crosby, Dave Nault, Linda Landry, Line Comeau, Mary Girard, Pete Gamache, Bob Martel, and Stephen Laurin commenced the Town Offices inspection at 9:40 am.

   Dave Nault said the wires coming out of the breaker box in the Meeting Room should be enclosed. Stephen Laurin said there was a new water leak in the ceiling in the Meeting Room that he believes may be from melting snow that blew into the attic through the gable vent.

   Linda Landry described the problematic layout of the desk/laptop/public counter in the Clerk’s Office. She said the desk is too low in relation to the counter, and noted that the location of the laptop needs to ensure that the public cannot view the screen for privacy reasons. Line Comeau said she will contact Primex to discuss the situation.
Members noted that the doors to the Tax Office and the Building Department office do not reliably latch shut. Discussion ensued regarding the insulation around the pipe in the back room of the Clerk’s Office. Some members thought that it may be asbestos wrap, but noted that it did not appear to be fraying or otherwise breaking up. Dave Nault said they should determine if the pipe is being used.

Dave Nault said the cellar stairs are not to code, but noted that they are not used by the public. He also suggested that the swinging door in the Selectman’s Office should have a latch.

The inspection ended at 10:15 am.

Respectfully submitted,

Stephen Laurin, Recording Secretary.