JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
Town Office Meeting Room
June 6, 2018 (fourth quarter)

1. Call to Order
Chairman Jeff Crosby called the meeting to order at 8:15am.

2. Roll call by Secretary
Present:
Jeff Crosby, Highway Department Road Agent
Line Comeau, Town Administrator
Jon Wiggin, Fire Chief
Michael Cumings, Building Inspector
Mary Girard, Library Director
Linda Landry, Town Clerk
Patrick Bowne, Transfer Station Supervisor
Donna White, B/P/Z Administrator

3. Review and approve minutes of the April 4, 2018 meeting.
Jon Wiggin made a motion to accept the minutes of April 4, 2018, with the addition of his name as being present. Mike Cumings seconded the motion; all were in favor.

4. Follow up on old business:
   - Jeff Crosby informed Mary Girard that he has a caution sign at the highway garage to be installed at the library once the painting project is complete. Mary Girard reported that the repairs at the library have been done. She said the pneumatics on the new door need to be adjusted so it doesn’t continue to slam when closing.
   - Line Comeau reported that recent water tests revealed the water at the Transfer Station and Highway Garage should not be used for drinking. Bottled water will be provided for employees at those locations.
   - Line Comeau reported that RPF Engineering did tests for the presence of asbestos in the Town Clerk and Tax Collector’s offices. The paper layer of the pipe insulation revealed asbestos. The Town is waiting to hear back from RPF about a date for removal.
   - It was noted that the exposed wires above the electrical box in the meeting room have been covered.
   - Jeff Crosby confirmed that some striping would be done in the Town Office parking lot. Handicapped spaces will be striped, as will the area at the end of the parking lot that abuts the neighbor’s access where there should be no parking.
   - Line Comeau reported that she has asked for a quote on the work to be done on the exterior of the fire station but had no response as of this date. She will contact another party for a quote.
   - The emergency lights have been done at the Police Department. Jon Wiggin stated that the electrical on the Fire Department side has been done.
5. **New Business:**
   No new issues were brought forward by the committee.

6. **Recent Claims:**
   The Town Administrator reported that there were no claims to report for the second quarter.

7. **Set Time and Place of Next Meeting:**
   The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, September 19, 2018, with a **start time of 8:15am**, at the Town Office.

8. **Building Inspection to follow at the Highway Garage**

9. **Adjourn meeting**
   Jon Wiggin made a motion to adjourn the meeting 8:32am. Linda Landry seconded the motion; all were in favor.

**Update of building site visit Highway Department facility:** Report provided by Michael Cumings

Present for the building inspection: Jeff Crosby, Mary Girard, Patrick Browne, Michael Cumings, and Donna White.

The following items were observed and noted as follows:

- Interior lighting was upgraded last year
- The overhead door at the rear of the garage has been replaced; the middle door in the front will need to be replaced in time. This would be widened like the one at the rear.
- There are remnants of old bollards at the rear door that could create a trip hazard; Jeff will get them ground down.
- The exterior of the garage needs some maintenance and paint.
- The roof over the extension side of the garage was looked at by Mike Cumings. The rolled roofing material is wavy and buckled; needs to be re-attached as a temporary patch. Jeff Crosby mentioned that Dave Nault had suggested checking into rubber roofing. It was agreed the roof needs attention in the next year.
- It was noted that the bank side of the garage could be a bit punky.
- The furnace in the garage is not at all efficient. Jeff Crosby said he has been told that there is a new furnace that was removed from the Town Office in a storage trailer. He will try to get more information on the size and status of the furnace.
- It was noted that there is no type of heat/fire detection system in the garage. Jeff said the Board of Selectmen discussed this at a recent meeting.
- The siding on the salt shed needs a little attention. It was suggested that the trees and brush at the back of the shed be trimmed back to prevent moisture and rot in that area.
- Perhaps there should be reflective tape on the fuel pumps; No Smoking signs.

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

Respectfully submitted,
Donna White, Secretary