JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
Town Office Meeting Room
September 20th, 2017

1. Call to Order
Chairman, Jeff Crosby called the meeting to order at 9:08 am

2. Roll call by acting Secretary, Line Comeau

Present:
Roger Rice, Transfer Station Employee
Line Comeau, Town Administrator
Dan Sklut, Police Chief
Peter Gamache, Highway Department Employee
Jeff Crosby, Highway Road Agent
Linda Landry, Town Clerk
Mary Girard, Library Director
Michael Cumings, Building Inspector

2. Review and approve minutes of the June 14th, 2017 meeting

Roger Rice made a motion to approve the minutes of June 14th, 2017, as written.
Dan Sklut seconded the motion; all voted in favor.

4. Follow up on old business:

The committee revisited items from the June 14th, meeting related to committee member requirements per state statute. Linda Landry stated that there had been no follow up on her part. Linda stated that she could inquire with the Secretary of the States’ Office. Line Comeau stated that she would follow up with NHMA for their clarification.

Discussion on items from the June 14th, meeting related to the Town Hall Library roof repairs. It was noted that steel for that job had been incorrectly measured so needed to be refabricated. The placement of the steel in the library parking lot could be a potential hazard to patrons parking in the lot. Line Comeau stated that she would reach out to the contractor to have them remove the steel as soon as possible.

Jeff Crosby informed the committee that the Highway garage had been refitted with all new lighting thanks to the efforts of John Stevens from the energy committee who was instrumental in the town receiving a grant for the lighting upgrade. The new lighting is a big improvement from the previous lighting for visibility.

It was noted that the Selectmen continue to work with the recommendations from the Joint Loss to keep up with improvements to town buildings. Currently the Town office building is in the process of being completely repainted, and the Transfer Station Trash disposal building is scheduled to get a new roof.
5. **Recent Claims:**

   The Town Administrator reported that there was only one claim reported during the last quarter for a knee strain which did not require medical attention at the time.

7. **Building Inspection – Transfer Station**

   Based on the prior meeting minutes, the Transfer Station was scheduled for a building & site walk inspection. Line Comeau stated that she would add the schedule of building site inspections on the back of the agenda as action items for quick reference at future meetings.

8. **Set time and place of next meeting**

   The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, December 6th, with a **new start time of 8:30am**, at the Town Office.

9. **Adjourn meeting**

   Roger Rice made a **motion** to adjourn the meeting 9:22am. Dan Sklut **Seconded** the motion; all voted in favor.

   **Update of Transfer Station Building and site walk inspection.**

   Present for the inspection were:

   Dan Sklut, Police Chief
   Roger Rice, Transfer Station employee
   Peter Gamache, Highway Department employee
   Michael Cumings, Building Department Inspector
   Line Comeau, Town Administrator

   An inspection of the recycling building was conducted. Line Comeau reported that there had been some new electrical work done recently to eliminate extension cords. The committee members observed the recycling bales stacked tight within the building filling it to its capacity, limiting the skid steer movement to a small area. Other options for storing the bales were discussed. Outside containers were mentioned which could free up the building space. Roger Rice stated that there are grants available through NH the Beautiful.

   The office and bathroom were inspected. No hazards were observed. Michael Cumings said he had met with Woody a few weeks earlier to make recommendations to remove the dark stain on the floor of the bathroom that could be the start of mold. It was recommended that a vinyl flooring be installed over the plywood, paint applied to the sheet rock, and add a rubber baseboard to prevent moisture from getting to the plywood underneath. Michael stated that Woody is supposed to be looking into a quote for the work needed.

   It was noted that the exterior east and north side of the recycling center needs paint and some minor repairs to one of the corner boards. It was recommended that the painting include primer then paint. To save on the cost of the paint, the primer could be tinted to the same color of the paint to save on cost.

   The trash compactor area was inspected. It was noted that a new roof had already been approved and should be installed in the next few weeks. The building exterior is vinyl and in good condition with the exception of a small amount of moss growing on the north side of the building.
Walls alongside the open top containers and along the trash container. The committee members present discussed the potential for someone to fall and trip over the wall. The consensus of the members was to come up with some kind of barrier near the swap shop using either ropes or fencing to deter people from standing on the wall and/or getting too close to the wall to avoid tripping over the wall.

When asked if any of the open top containers are removed while open to the public, Roger Rice explained that there is only one container (glass) that could potentially be removed for a short amount of time while the Transfer Station is opened to the public.

Options were discussed to have some kind of retractable rope/wire with orange flagging that could be extended to the next sign post to prevent residents from falling over the edge. The other area observed with the same potential problem is along the closed top trash container whereas when vehicles get backed up, residents tend to park their car in the line and walk around their vehicle along the wall to get to the trash container.

It was noted during the site walk that the center building appeared in good condition. The parking lot asphalt looked to be in good condition but it was pointed out that it was only a base coat and some cracking was beginning to occur. The committee discussed options to minimize the cracks from getting worse to avoid tripping in the future with sealer or a top coat. Roger Rice agreed to bring all of the committees concerns back to Woody Bowne, Transfer Station Supervisor.

The site inspection of the Transfer Station adjourned at approximately 10:45pm.

Respectfully submitted,
Line Comeau, Recording Secretary.