1. **Call to Order**  
Chairman Jeff Crosby called the meeting to order at 9:12 a.m. at the Town Office.

2. **Roll call by Secretary**  
Members Present:  
   Jeff Crosby, Road Agent-Highway Department  
   Jon Wiggin, Fire Chief  
   Woody Bowne, Transfer Station  
   Robert Martel, Selectman  
   Dan Sklut, Police Chief  
   George Maskiell, Library Trustee  
   Mary Girard, Library Director  
   Stephen Laurin, Building, Planning Zoning Department  
Members Absent:  
   Line Comeau, Town Administrator  
   Linda Landry, Town Clerk  
   Laura Cattabriga, Police Officer  
   Colleen Madden, Library Trustee  
   Pete Gamache, Highway Department  
   Jackson Crosby, Highway Department

3. **Follow up on old business**  
Dan Sklut said the LAB 600 rules sound unnecessarily autocratic. He provided amended language from those rules to add to the “Purpose” of the Joint Loss Management Program document which clarifies that the responsibility to provide a safe workplace is shared by both employees and management. The committee felt that the Joint Loss Management Program document contains all of the relevant language from the LAB 600 rules. Discussion ensued regarding some of the cumbersome language in the Joint Loss document. The committee agreed that they would need to do a major rewrite to fix many of the issues, but they felt that the issues were not serious enough to warrant the time required. They agreed to simply incorporate into a draft document the amended language that Dan Sklut provided.

The committee agreed to add a Table of Contents to the Joint Loss Management Program document, and to add a reference from the Personnel Policy about Workplace Violence to Section 5–Safety Education & Training of the document.

The committee reviewed the recommendations received from Ron O’Keefe in his June 2015 handout to the committee. Some of the topics included Workplace Violence, LAB 600 and 1400 rules, evacuation route procedures, accident reporting, etc. After point-by-point review, the committee determined that the items are addressed in either the Joint Loss
Management Program, the Personnel Policy, or by the quarterly inspections conducted by the committee.

Line Comeau said she is working with Primex to finalize language for a return-to-work policy.

Stephen Laurin said he would E-mail a highlighted draft version of the Joint Loss document to committee members.

George Maskiell noted that the lighting for the Library bulkhead access is not working. Also, the emergency lighting in the Library foyer is still not working. Jon Wiggin said he would inspect it again to determine the problem. Discussion ensued regarding the rotted wheelchair ramp, and other capital costs facing the Library. George said the Directors will be discussing capital cost issues with the Selectmen to bring them up to date.

4. **Set time and place of next meeting**
   The next meeting is scheduled for Wednesday, December 7, 2016 at 9:00 am, at the Town Office.

5. **Adjourn meeting**
   Jon Wiggin made a **motion** to adjourn the meeting at 10:08 am, seconded by Dan Sklut; all voted in favor.

Respectfully submitted:
Jeff Crosby, Chairman
Stephen Laurin, Recording Secretary.