JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
December 7, 2016
(Minutes approved at the March 22, 2017 meeting)

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, Chairman, Road Agent-Highway Department
   Jon Wiggin, Fire Chief
   Line Comeau, Town Administrator
   Robert Martel, Selectman
   Pete Gamache, Highway Department
   Linda Landry, Town Clerk
   Mary Girard, Library Director
   Stephen Laurin, Building, Planning Zoning Department

Members Absent:
   Laura Cattabriga, Police Officer
   Woody Bowne, Transfer Station
   Dan Sklut, Police Chief
   George Maskiell, Library Trustee
   Colleen Madden, Library Trustee
   Jackson Crosby, Highway Department

3. Review and approve minutes of the September 21 and October 5, 2016 meetings
Jon Wiggin made a motion to accept the minutes of September 21, 2016 and October 5, 2016, as amended.
Seconded by Linda Landry; all voted in favor.

4. Follow up on old business
The committee briefly discussed the posting of evacuation plans, and determined that the Highway Garage is the only Town building that still needs to post an evacuation plan.

The committee reviewed the draft Joint Loss Management Program revisions that were made at the October 5 meeting. After further discussion the committee agreed to move the draft Workplace Violence language out of Section 5 and place it into a new Section 3, D.

Line Comeau made a motion to accept the revisions to the Joint Loss Management Program based on their discussion at the December 7, 2016 meeting.
Linda Landry seconded the motions; all voted in favor.
5. **New Business**
Linda Landry noted that people are still drawing water from the library well. Mary Girard added that she sees a steady stream of people getting water from the well. Linda said she wanted to reiterate that the Town should continue to plow the area to maintain access to the well. She cautioned, however, that the hose connected to the well is lying on the ground and to be careful not to plow it.

Stephen Laurin reminded the committee that there are still some depressions/holes in the ground near the oil fill pipes that were created by the crane used to remove the large tree in the cemetery.

6. **Discuss Recent Claims**
There was one minor injury that did not require medical attention.

7. **Building Inspection – Police/Fire Station**
(see below).

8. **Set time and place of next meeting**
The committee scheduled the next regular Joint Loss Management Committee meeting for Wednesday, March 22, at 9:00 am, at the Town Office.

9. **Adjourn meeting**
Jon Wiggin made a **motion** to adjourn the meeting at 9:35 am, **seconded** by Line Comeau; all voted in favor.

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**Police/Fire Station Inspection**

Jon Wiggin, Dan Sklut, Mary Girard, Bob Martel, and Stephen Laurin commenced the Police/Fire inspection at 9:50 am.

Chief Sklut said the existing heat detectors in the station are going to be replaced by smoke detectors. He noted that the entrances are shoveled to ensure that walkways are clearly defined. He also pointed out the area where evidence processing and lab storage is conducted, and noted that it is a very cramped area.

No violations were found in the Police Station of Fire Station.

The inspection ended at 10:15 am.

Respectfully submitted,
Stephen Laurin, Recording Secretary.