JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
Town Office Meeting Room
December 6th, 2017

1. Call to Order
Chairman, Jeff Crosby called the meeting to order at 8:39am.

2. Roll call by acting Secretary, Line Comeau
Present:
   Dan Sklut, Police Chief
   Mary Girard, Library Director
   Jeff Crosby, Highway Road Agent
   Peter Gamache, Highway Department Employee
   Michael Cumings, Building Inspector
   Linda Landry, Town Clerk
   Line Comeau, Town Administrator

3. Review and approve minutes of the September 20th, 2017 meeting.

   MOTION:
   Jeff Crosby made a motion to approve the minutes of September 20th, 2017, as written.
   Dan Sklut seconded the motion; all voted in favor.

4. Follow up on old business:

   The committee revisited items from the September meeting. Committee members agreed the buildings were in good shape. It was reported that John Steven’s had completed the exterior lighting project at the Police/Fire department. Chief Sklut reported that he was pleased with the lighting results and improvements.
   Jeff Crosby reported that John Stevens had also been involved with a lighting grant for the Highway Garage. Jeff stated that the upgrade is a big improvement from the old lighting.
   There was general discussion of the committee for other options to reduce lighting cost to the town. There was general discussion for possible solar grant options for PD/FD.

5. NEW BUSINESS:

   Line Comeau reported that the town buildings were tested for VOC’s, in the water. Test results came back negative for all town buildings. Line also reported that the town buildings were tested for the standard water test. Line reported that the water test results was sent to every department for review. The only building that came back problematic was the Highway Garage which showed bacteria. There was general discussion on water quality.
   The committee discussed treatment options to include possible filtering system; treatment
with bleach, and possibly providing bottled water for the highway workers. It was recommended to post a sign stating, “Not Potable Water”.

6. **RECENT CLAIMS:**

   The Town Administrator reported that there were no claims to report for the months of Oct-Dec. 2017.

7. **SET TIME AND PLACE OF NEXT MEETING:**

   The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, March 28th, 2018, with a **new start time of 8:00am**, at the Town Office.

8. **Building Inspection to follow at – Town Library**

9. **Adjourn meeting**

   Jeff Crosby made a **motion** to adjourn the meeting 9:20am. Dan Sklut **Seconded** the motion; all voted in favor.

**Update of site walk of Town Library Building.**

Present for the inspection were:

Jon Wiggin, Fire Chief
Michael Cumings, Building Department Inspector
Mary Girard, Library Director
Line Comeau, Town Administrator

An inspection of the Library building was conducted, the following items were noted:

- Exterior trim repairs include replacing rotting trim board and paint needed on widow trim on all sides. (It was stated that there was a pending RFP to repair and paint the library building).
- Emergency exits were tested. It was noted that some of the emergency exit lights failed the test. Lighting that needs to be addressed are: emergency lighting over two bathrooms; the non-emergency exit in front hallway; and one light over the work station. Jon Wiggin stated that it is possible that these lights were controlled by the same electrical circuit.
- Front hallway push bar is problematic. Jon Wiggin stated that this should be fixed because it is considered an emergency exit door.

The site inspection of the Town Library adjourned at approximately 10:10am.

Respectfully submitted,

Line Comeau, Recording Secretary.