1. **Call to Order**
   Chairman, Jeff Crosby called the meeting to order at 8:10am.

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
   - Dave Nault, Selectman’s Rep.
   - Patrick Bowne, Transfer Station Supervisor

3. **Review and approve minutes of the December 6th, 2017 meeting.**
   **MOTION:**
   
   Jon Wiggin made a motion to approve the minutes of December 6th, 2017, as written.
   Jeff Crosby seconded the motion; all voted in favor.

4. **Follow up on old business:**
   
   - *Water test from all town buildings provided to all members.*
     Jeff Crosby reported that the well cover is now free of snow and will schedule a bleach application and follow up with another water test.


   - *The exit lights are still work in progress to repair or replace.* Dave Nault asked Line Comeau to reach out to an electrician for a quote to do the work so it can be reported back to the Selectmen to get them fixed.

   - *The push crash bar on the interior door at the back of the library leading into the front foyer needs to be replaced.* Fire Chief stated that because it is considered an emergency exit, it should be addressed sooner than later. Mary Girard reported that since that inspection, the adjustable door closer has since fallen off the door so had to be removed. Dave Nault stated that the quotes after inspection should consider:
• Door condition (repair or replace)
• Door hardware (install existing hardware or replace with new)
• Door quote should include painting and/or weather strip if needed.

General Discussion:
Mary Girard shared her concerns about the way the snow falls off the roof and lands in the parking lot near the entrance. Jeff Crosby, Road Agent said he would work on adding a second caution sign before next snowfall.

5. NEW BUSINESS:
General discussion from members on outstanding repairs:

Town Office building

• Dave Nault asked for an update of the pipe in the back room of the Town Clerk’s office. Mike Cumings said he would reach out to the company doing business at school to get quotes to inspect and remove the material.
• Dave Nault asked about the wires exposed in the meeting room above the electrical box. Line Comeau was directed to check with the carpenter that did work at the library to see if he could build a box to cover the wires.
• Jon Wiggin, Fire Chief reported that the fire extinguisher in all town buildings have been inspected and/or replaced.
• Linda Landry asked if the Town Office parking lot was going to be stripped. Jeff Crosby replied yes that it was on the schedule to be done during the summer.

6. RECENT CLAIMS:
The Town Administrator reported that there were no claims to report for the months of Jan-March 2018.

7. SET TIME AND PLACE OF NEXT MEETING:
The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, June 6th, 2018, with a start time of 8:15am, at the Town Office.


9. Adjourn meeting

Linda Landry made a motion to adjourn the meeting 8:45am. Dave Nault Seconded the motion; all voted in favor.

Update of building site visit Police & Fire Department Safety Complex.
Report provided by Michael Cumings:

Present for the building inspection: Dan Sklut, Jon Wiggin, Mary Girard, Patrick Browne, Dave Nault and Michael Cumings.
The following deficiencies were observed and noted by the respective department heads at each building and are noted as follows:

**Fire Department**

- At exterior of building some trim at soffit and dripline needs to be repaired replaced and/or wrapped as there is bare wood exposed and continued neglect will become costly.
- Areas of the vinyl siding on both fire and police departments need replacing and repair. There are many cracks and broken pieces that continued exposure will allow weather penetration.
- The basement storage area to have some plywood applied to walls to allow for cover over insulation and locations to mount and store equipment.
- A handrail to be installed at stair well that would be easier grip surface and more secure.
- At right side of garage, install an exit sign for egress.

**Police Department**

- Back steps egress needs new deck/landing, rail repair, paint and a grating that will allow rain and snow to pass through. A small roof over landing would be ideal.
- Emergency light battery needs replacement, possibly upgrade fixture.
- Basement lab room and hallway near lockers need to be cleared of material from doorway for better egress.
- Outlet near lockers needs to be secured with inspection of other outlets for same work.

The site inspection of the Police & Fire Department Safety Complex adjourned at approximately 9:50am.

Respectfully submitted,
Line Comeau, Recording Secretary.