JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
June 15, 2016

(Minutes approved at the September 21 meeting)

1. Call to Order
Acting Chairman Jonathan Wiggin called the meeting to order at 9:05 a.m. at the Town Office.

2. Roll call by Secretary
Members Present:
- Jon Wiggin, Fire Chief (acting Chairman)
- Line Comeau, Town Administrator
- Woody Bowne, Transfer Station
- George Maskiell, Library Trustee
- Dan Sklut, Police Chief
- Linda Landry, Town Clerk
- Mary Girard, Library Director
- Stephen Laurin, Building, Planning Zoning Department

Members Absent:
- Jeff Crosby, Road Agent-Highway Department
- Laura Cattabriga, Police Officer
- Colleen Madden, Library Trustee
- Pete Gamache, Highway Department
- Jackson Crosby, Highway Department

3. Review and approve minutes of the March 16, 2016 meeting
Woody Bowne made a motion to accept the minutes of March 16, 2016 as submitted.
Seconded by Line Comeau; all voted in favor.

4. Follow up on old business
George Maskiell reminded the committee that serious injuries or deaths must be reported to the Commissioner of Labor within 8 hours.

Dan Sklut made a motion to table discussion of the LAB 600 rules to the September meeting. Seconded by Woody Bowne; all voted in favor.

5. New Business
The committee discussed individuals who may be available to attend future meetings. Dan Sklut said Officer Cattabriga will attend meetings when she is available. George Maskiell said Colleen Madden could attend when he is not available.

Linda Landry noted that there are holes/depressions in the Town green lawn around the library that could be a hazard; and also in the Cemetery where the large tree was removed. Jeff Crosby said that he could have Jackson fill the holes.
Line Comeau said the post for the parking lot light is expected to be installed by the end of June.

6. Discuss Recent Claims
   There were no new claims.

7. Set time and place of next meeting
   The committee scheduled the next Joint Loss Management Committee meeting for Wednesday, September 21, 2016 at 9:00 am, at the Town Office.

8. Building Inspection
   The committee agreed to conduct an inspection of the Library at the conclusion of this meeting (see below). George Maskiell said the Trustees have had discussions about potential security issues at the Library. Jon Wiggin said there are smokes upstairs, and the new fire alarm has been installed. Line Comeau noted that the Selectmen expect to have the new roof installed by September.

   The committee agreed to inspect the Highway Garage at the September meeting.

9. Adjourn meeting
   Dan Sklut made a motion to adjourn the meeting at 9:25 am, seconded by Woody Bowne; all voted in favor.

Library Safety Inspection
   Mary Girard, George Maskiell, Woody Bowne, Jon Wiggin, Line Comeau and Stephen Laurin commenced the Library inspection at 9:30 am.

   Jon Wiggin noted that the bottom boards for the Library entrance ramp are mostly all rotted. Upon further inspection, committee members noted that the entrance roof columns are badly rotted. George Maskiell said rain water from the roof is being channeled down to the base of the columns and damaging them. Jon said there are raised nails in the ramp deck, and the railing next to the door is loose. He said the entire deck and steps should be completely replaced. The concrete steps at the front of the building are cracked and crumbling.

   The emergency light inside the front entrance is not working, and the battery for the emergency light in the bathroom needs to be replaced.

   Jon Wiggin noted that the door to the top of the stairs is locked, and he said the extension cord to the lighted earth globe is a trip hazard and should be removed. The AED is ok.

   No one could identify the purpose of the electric timer in the cellar.

   The inspection ended at 10:25 am.

Respectfully submitted,
Stephen Laurin, Recording Secretary.