1. **Call to Order**
   Chairman Jeff Crosby called the meeting to order at the Town Office, at 9:00 a.m.

2. **Roll call by Secretary**
   Members Present:
   - Chairman Jeff Crosby, Road Agent-Highway Department
   - Dan Sklut, Police Chief
   - Line Comeau, Town Administrator
   - Nancy Lang, Library
   - George Maskiell, Library Trustee
   - Jon Wiggin, Fire Chief
   - Woody Bowne, Transfer Station
   - Linda Landry, Town Clerk
   - Stephen Laurin, Building, Planning Zoning Department
   Members Absent:
   - Ted Vallieres, Selectman
   Guest:
   - Ron O’Keefe, Property Liability Trust

3. **Review and approve minutes of the March 18, 2015 meeting**
   Jon Wiggin made a **motion** to approve the minutes of March 18, 2015 as submitted. Seconded by Line Comeau; all voted in favor.

4. **Follow up on old business**
   Jon Wiggin said the renovations at the Fire Station are coming along and should be complete in a few weeks.

5. **New Business**
   Ron O’Keefe, representing Property Liability Trust (PLT), presented an overview of the services provided by PLT, and highlighted items that should be part of a safety plan, including procedures for response to harassment claims, tap water testing schedule, and review and update of written safety program at least every two years. Other responsibilities of the Joint Loss Management Committee and/or Town Officials include regular facility audits and inspections, posting of goals (e.g. no accidents for xxxx years), and notification to NH Department of Labor of all incidents resulting in injuries to 3 or more employees or fatalities. He reiterated that the safety program policy on employee safety/workplace violence needs to be regularly reviewed and updated. He reminded committee members that one of the primary roles of the committee is as an advisory committee to the Board of Selectmen.
In response to a question from the committee, Mr. O’Keefe said that an alternative work program (in Section 7, I, Joint Loss Management Committee Purpose) should be a written procedure that specifies how, and where within the workplace, an injured worker can return to work.

Mr. O’Keefe noted that Joint Loss Management Committee meeting minutes do not need to be posted per RSA 91-1 because they are considered to be closed, internal employee communications. They should be posted and available, however, for Town Employee information.

6. **Discuss recent claims**
   Line Comeau said there were no claims reported in the last period.

7. **Building Inspection – to be determined**
   The committee confirmed that they will conduct an inspection of the Town Offices at the conclusion of this meeting.

8. **Set time and place of next meeting**
   The committee agreed to schedule the next Joint Loss Management Committee meeting for Wednesday, September 23, 2015 at 9:00 am, at the Town Office, and to conduct an inspection of the Fire Station/Police Station complex.

9. **Adjourn meeting**
   Dan Sklut made a **motion** to adjourn the meeting at 9:55 am; seconded by Jon Wiggin, all voted in favor.

**Town Offices Safety Inspection**

Ron O’Keefe joined committee members Jon Wiggin, Linda Landry, Line Comeau, and Stephen Laurin on a tour of the Town Offices.

The committee agreed that there needs to be a couple additional “exit” and “no exit” signs in the Building Department. Mr. O’Keefe pointed out that there is “high” storage in the Building Department backroom and in the Vault that are potential hazards. He suggested that a good quality power strip be used in the backroom.

Other items he pointed out are open, but intact, asbestos pipe insulation in the Clerks backroom, missing handrails in the stairs leading to the buildings cellar, and the lack of posted Material Safety Data Sheets (MSDS) for the cleaning supplies and other chemicals.

Jon Wiggin noted that two of the emergency lighting units need new batteries.

The members completed the inspection and adjourned at 10:35.

Respectfully submitted,

Jeff Crosby, Joint Loss Management Committee Chairman.

Stephen Laurin, Recording Secretary.