1. **Call to Order**
   Chairman Jeff Crosby called the meeting to order at 9:04 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
   Woody Bowne, Transfer Station
   Robert Martel, Selectman
   Dan Sklut, Police Chief
   Pete Gamache, Highway Department
   Linda Landry, Town Clerk
   Mary Girard, Library Director
   Stephen Laurin, Building, Planning Zoning Department
   Members Absent:
   Laura Cattabriga, Police Officer
   George Maskiell, Library Trustee
   Colleen Madden, Library Trustee
   Jackson Crosby, Highway Department

3. **Review and approve minutes of the June 15, 2016 meeting**
   Jon Wiggin made a **motion** to accept the minutes of June 15, 2016 as submitted.
   Seconded by Dan Sklut; all voted in favor.

4. **Follow up on old business**
   Jon Wiggin noted that evacuation plans have been posted at various locations in the Town Office building, and said the committee should make sure evacuation plans are posted at all Town buildings. Department heads said they would ensure plans are posted at their respective locations: Jeff Crosby-Highway Garage; Dan Sklut-Police Station; Jon Wiggin-Fire Station; Woody Bowne-Transfer Station; and, Mary Girard-Library. Woody Bowne said there is no emergency lighting in the recycling center and would look into getting it installed.
   Committee members agreed with the suggestion by Dan Sklut that they continue their homework to review the LAB 600 Rules, and the Employee Manual and come back in two weeks, on October 5, to make recommendations. Chief Sklut said he would also be reviewing relevant RSA’s for possible inclusion into the Joint Loss manual.
The committee discussed whether language found in the Employee Manual regarding disciplinary measures should be added to the Joint Loss Program manual.

5. **New Business**
   The committee discussed prior Town building visits to come up with a proposed schedule of future visits. They scheduled a December inspection of the Police/Fire Station, and a March 2017 inspection of the Town Office building; and continued with a tentative schedule of visits in the following order: Transfer Station, Library, Highway Garage, Police/Fire Station, and Town Offices.

   Discussion ensued regarding depressions in the Library lawn, and by the oil fill pipes at the Town Office building that pose a trip hazard. Jeff Crosby said he would look into it.

   Dan Sklut said the Old Home Day committee has expressed concerns that there is not adequate outside lighting by the kitchen door entrance to the Community Center noting that it is very dark behind the building at night. The lower level parking lot has lighting on a timer. He said he would verify what lighting is out there now, and he would speak to the School Board to find out if the Town or School would be responsible for additional lighting.

   Woody Bowne asked Jon Wiggin to inspect the “mold” in the bathroom at the recycling center to determine if there is a hazard.

   Linda Landry noted that the only light switch for the hallway lighting outside of the Clerk’s office is near the main entrance by the Selectman’s office. She asked if there could be another switch near the Building Department end of the hallway, so that when Gary MacCubbin or anyone else closing the office at night can leave the building from that end without have to walk down the dark hallway.

6. **Discuss Recent Claims**
   There was an injury at the Transfer station that was treated on-site with a 1st aid dressing.

7. **Building Inspection – Highway Garage**
   (see below).

8. **Set time and place of next meeting**
   The committee scheduled the next regular Joint Loss Management Committee meeting for Wednesday, December 7, 2016 at 9:00 am, at the Town Office. Jeff Crosby reminded committee members that they will be meeting in two weeks on December 2 to discuss possible revisions to the Joint Loss manual.

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

Jeff Crosby, Robert Martel, Woody Bowne, Jon Wiggin, Dan Sklut, Peter Gamache, Line Comeau and Stephen Laurin commenced the Highway Garage inspection at 10:00 am.

Jon Wiggin said he would check the formula to calculate the number and location of required emergency lighting for the Highway Garage. He said they need additional Exit signs, and Authorized Personnel Only signs; and a fire extinguisher needs to be properly mounted at each end of the building, and another installed in the shed. Line Comeau noted that a cover plate needs to be installed over the light switch at the east entrance-side door.

Jeff noted that they will be widening one of the Highway Garages overhead door openings and a new door will be installed.

The inspection ended at 10:30 am.

Respectfully submitted,
Stephen Laurin, Recording Secretary.