

**JOINT LOSS MANAGEMENT COMMITTEE**  
MINUTES OF MEETING  
**June 18, 2014**

Meeting called to order at 9:10 AM at the Town Office  
Jeff Crosby, Chair, noted the following:

Members:                    Present:  
Jeff Crosby, Chair, Road Agent  
Jon Wiggin, Fire Chief  
Line Comeau, Town Administrator  
Dan Sklut, Police Chief  
Peter Gamache, Road Dept.  
Nancy Lang, Library  
Woody Bowne, Transfer Station  
Kelly Dearborn-Luce, Building, Planning, & Zoning Dept.  
Linda Landry, Town Clerk

Absent:  
Greg Arce, Library Trustee  
Jackson Crosby, Road dept.  
Kyle Parker, Building Inspector  
Ted Vallieres, Selectmen's Representative

**Review/accept minutes from March 19, 2014:**

Line Comeau made a **motion** to accept the minutes as written, seconded by Jon Wiggin, all voted in favor.

**Follow up on old business and outstanding repairs:**                    (Old Business)

The replacement of the CO2 detectors was discussed. Not all the ones at the Town Office were replaced or required to be replaced. The only new one replaced is located at the Town Clerk's Office. Jon Wiggin said the past discussion about replacing the existing smoke detectors with a "combination", was determined to be too expensive. The one at the Transfer Station was replaced.

A discussion was held regarding the schedule and policy to do "regular" inspections of the Town owned buildings. The inspections of the buildings should be rotated so that one building is not done twice in one year. The weather should be a factor to be considered when doing the inspections as well. The following scheduled was adopted for 2014-2015:

<i>September</i>	<i>Highway Garage</i>
<i>December</i>	<i>Transfer Station</i>
<i>March 2015</i>	<i>Town office</i>
<i>June 2015</i>	<i>Library</i>
<i>September 2015</i>	<i>Police/Fire Building</i>

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Jeff Crosby made the **motion** to accept the above building inspection schedule, seconded by Jon Wiggin, all voted in favor.

**Recent Claims:**

Line Comeau said there were three (3) reports:

Twist an ankle at Library (pavement)

Back Strain at Transfer

Slip & Fall at Police Dept. stairs

Reports made, but no further medical treatment was required.

Discussion was held regarding the pavement and concrete at the Library. Jeff Crosby, Road Agent said he will look at it and decide which option is best to repair and prevent trips in the future.

Dan Sklut, Police Chief, said the stairs do have a vinyl (traction) on the treads.

Line Comeau asked Nancy if the Library roof shingles were still falling. Nancy didn't know at this time. Line said she will be discussing the roof with the Board of Selectmen and report back to Committee.

**New Business:**

Linda Landry advised that the new paved parking lot at the Town Office has a divot (near her truck) that may cause a trip. Jeff Crosby, Road Agent said he will look at it and repair.

Linda Landry also brought up the discussion of the outside lighting. There is only one motion light at the side Exit door and there are no lights for the front of the building. A lengthy discussion was held about all the buildings and outside lighting. It appears the outside lighting for individual buildings is an on-going issue.

Jeff Crosby, Chair noted that Kyle Parker, Building Inspector, has resigned from employment and with regret, will no longer be a member of the Joint Loss Committee.

**The next Joint Loss Management Committee meeting will be held on Wednesday, September 17, 2014 at 9:00 AM, at the Town Office.  
The business portion of the meeting will start at the Town Office, followed by a field inspection at the Highway Department.**

Jeff Crosby made the motion to adjourn Motion passed unanimously.  
Business meeting adjourned at 9:45a.m.

Respectfully submitted,  
Jeff Crosby, Joint Loss Management Committee Chairman  
Kelly Dearborn-Luce, Secretary