

**TOWN OF DUNBARTON
JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
September 28, 2011**

Meeting called to order at 9:07am at the Dunbarton Police Department

Barbara McCann, Secretary took roll call as follows:

Members Present: Patrick (“Woody”) Bowne, Committee Chairman
and Transfer Station Supervisor
Barbara McCann, Committee Secretary - Building/Planning/Zoning
Linda Peters, Town Clerk
Jon Wiggin, Fire Chief
Christopher Connelly, Police Chief
Alan Sheldon, Highway Department
Gregory Arce, Library Trustee
Line Comeau, Town Administrator
Nancy Lang, Librarian

The Committee reviewed the minutes from the meeting on June 22, 2011. Linda Peters made a motion to accept the minutes. Motion was seconded by Jon Wiggin. The motion was accepted unanimously by the Committee.

Follow up on old business:

The Committee reviewed other previously noted maintenance issues. They are as follows: Library - new post for the handicap parking sign and hang fire extinguisher sign upstairs; Transfer Station – complete replacing the wood on drive-thru; Police Station – electrical box locking mechanism; and Fire Station – cord and outlet clean up.

Barbara McCann reminded those departments with portable eye wash stations should be changing their solution every 3 to 4 months. She stated that since we are having quarterly meetings that she will try to remind everyone each quarter.

Review Inspection Findings at Town Office Building:

Town Clerk’s floor has trip hazard that is structural – continues into Tax Collector’s Office.

Surge protectors are needed for back office storage area to replace outdated multi-outlet adapter.

Assessing Office has holes in floor by counter need patching. High heels could get stuck in them causing trip hazard.

Assessing Office’s back room old phone jack by fridge should be closed.

Town Office Building's smoke detectors should be tested. Fire Chief recommends that Line Comeau look into buying canned smoke and test the operation of all smoke detectors and the alarm system in the Town Office.

Recent Claims:

Patrick Bowne reviewed the claims filed from July 2011 to date. There were four (4) claims noted. All claims were discussed and there were safety measures in place. No further discussion by Committee.

Policy Review and Revision:

The Committee worked extensively updating and revising the draft Joint Loss Management Policy.

Barbara McCann will seek advice from the Local Government Center on wording of the text regarding ear protection and the use of prescription medicine during work hours.

Line Comeau, Town Administrator will get clarification on the JLMC discipline policy text and forms from the Board of Selectmen. Line Comeau has been revising the Town Personnel Plan. She will inquire if the Board of Selectmen would like to incorporate the discipline forms from the JLMP in the revised Personnel Plan. The Committee's goal is to bring the JLMP into compliance with the Town's Personnel Plan.

The Committee will review another draft at the December meeting.

New business:

Patrick Bowne stated that we are in the process of getting dates lined up for Harassment training program offered by the LGC.

Line Comeau, Town Administrator stated that she will be setting up the CPR training in the future. We were unable to get it lined up due to being short handed. She asked Nancy Lang to have Mark Lang call her to set up the training.

Patrick Bowne asked the Committee if there was any further new business. No new business was discussed.

Next Committee Meeting:

The Committee decided the next meeting of the Joint Loss Management Committee will be held on Wednesday, December 7, 2011, at 9:00 a.m. at the Dunbarton Public Library. Inspection of the Library will follow the meeting, if time allows.

Alan Sheldon made the motion to adjourn, Linda Peters seconded that motion. Motion passed unanimously. Business meeting adjourned at 10:40 a.m.

The Committee proceeded with the inspection of the Town Office Building and tabled the discussion of findings until the December 2011 meeting.

Respectfully submitted,



Barbara McCann

Joint Loss Management Committee Secretary

ADDENDUM

Safety Complex Inspection

Police Department:

Lock for Electrical Panel

Outside of Complex:

Loose siding on exterior (Irene Damage)

Fire Department:

Cords going from outlets to Fire Trucks –suspend from ceiling.

Outlet in back of bays by stairs and below light – cover needed

Facing stairs door to right has large gap underneath add weather striping.

Lower Garage Bay (Boat) secure red cord on left and grey cord on left.

Lower Garage Bay (Boat) door needs gap filled (left side of door).

Insulate & sheet rock furnace room