

(draft)

JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
March 20, 2024

1. **Call to Order** – Chair Chris Remillard called the meeting to order at 8:19 a.m.

Attendance

Jon Wiggin, Fire Chief
Chris Remillard, Police Chief
Jeff Crosby, Road Agent

Mary Girard, Library Director
Jennifer Cormier, Town Clerk

2. **Review and approve minutes of the previous meeting.**

Jeff Crosby made a motion to accept the minutes of December 13, 2023 as written; seconded by Jon Wiggin. All were in favor.

3. **Old Business**

Outstanding inspections items

P/S Basement lab room & hall near lockers/cleared of material from doorway – **Chris reported that this is a work in progress; all halls and doorways are clear.**

T/O Walkways – cracked and various elevations – **Jeff will talk with the Selectmen about removing and replacing the asphalt.**

Structural review – **Donna found a report of structural examination of the Town Office Building done by Trexler Engineering in October, 2002. The report was distributed to all departments prior to this meeting. There was brief discussion about the structural concerns as they relate to Joint Loss, those being the integrity of the floors to hold the weight of additional storage, the heaving of the floors creating walking hazards, and the overall quality of the building with regard to moisture, mildew, critters, and other environmental issues.**

No Smoking signs – **Line said the Town has a policy; she will look at that and come up with some signage. 3-20-24: FOLLOW UP with Line.**

F/S - Leaking roof – **Jon said the roof leaks occasionally, depending on the storm. He is not sure what the Selectmen have in mind for fixing the issue.**

6/15/22 inspection items – **Exhaust – Jon is not sure how that would be fixed, possibly large fans. Goggles are available at the grinders. Jon said he believes the tools and equipment are ok with regard to being grounded. He said all of the outlets are grounded. Jon reported they currently have sufficient protective equipment. It was suggested that the grounding be verified.**

TH/LIB – **old emergency exit sign Mary reported that Irish Electric removed the sign from the ceiling and capped the hole.**

T/S – uneven/potential slippery areas in floor & treads – uneven/worn. **Woody reported via email that nothing has been repaired. He said the big issue is the translucent panels in the recycling center which allow the sun in and heats the area to an uncomfortable level in the summer. Woody said he thought some kind of shade that can be opened and closed might be a solution.**

General –

AED training – Jon said he or Mark Lang will do the training on April 17th at 8:30 a.m.

4. New Business

- a. Election of Chair – The chair is to be elected on an annual basis. Chris said he would be willing to step aside if someone else would like to take the position. After a very brief round of discussion and chuckles, **Jennifer Cormier made a motion for Chris Remillard to remain the JLMC chair; Jon Wiggin seconded the motion. ALL were in favor.**
- b. Stevens Advanced Driver Training – Chris spoke about the training sponsored by Primex. He will get the details to Donna for distribution.

5. **Recent claims** – There was a report filed for an employee who strained/sprained their shoulder while working on equipment; no medical attention needed or loss of time. There was a report filed for an employee who fell onto their back when removing a large tree from the road; no medical attention needed or loss of time.
6. **Hazard Mitigation** – It was noted that reports and pictures are being supplied to Donna as they happen; she is collecting the material for the next update.
7. **Capital Improvements** – Donna reminded everyone that CIP applications were due a couple of weeks ago; only two have been received thus far. Some departments will be doing just capital reserve requests. Chris spoke about one of his applications which is for car radio repeaters. The repeaters are necessary because of the dead zones in town that restrict emergency communications. He said he might be able to modify his request if federal funds become available.

8. Set time and place of next meeting.

The committee scheduled the next meeting for Wednesday, June 12, 2024, at 8:15am in the Town Office meeting room.

9. Site inspection.

Because of a training session, today's inspection of the highway garage was postponed to another time.

10. Adjourn meeting.

Jeff Crosby made a motion to adjourn the meeting at 8:55 a.m.; seconded by Jon Wiggin. All were in favor.

Respectfully submitted,
Donna White, Secretary