

(draft)

JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
September 20, 2023

1. **Call to Order** – Chair Chris Remillard called the meeting to order at 8:15 a.m.

Attendance

Jon Wiggin, Fire Chief
Justin Nault, Selectman
Linda Landry, Town Clerk

Mary Girard, Library Director
Chris Remillard, Police Chief
Line Comeau, Town Administrator

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

Justin Nault made a motion to accept the minutes of June 21, 2023 as written; seconded by Line Comeau. All were in favor.

3. **Old Business**

Outstanding inspections items

P/S Basement lab room & hall near lockers/cleared of material from doorway – **Shed has been assembled; will get some pallets and move some cruiser seats out to free up space in the basement. The department is applying for State accreditation; onsite inspections will be part of the process.**

H/G The bollards outside the garage doors need to be fixed. – **no update**

T/O Walkways – cracked and various elevations – **no update**

Panic buttons – **Line reported that the panic buttons are now set to be silent; leaving as is right now.**

Structural review – **Line will follow up with Jeff Trexler.**

Steps for oil shed – **Line said the request has been approved; waiting for handyman to do the work.**

F/S - Leaking roof – Roof repairs and fire department door reconstruction project in the works, pending engineering. **Chris Remillard reported pools of water on the basement floor of the PD side during hot spells. Investigation led to HVAC ducts being the source; handyman Greg Miller and Dunbarton Fuel did some patching; ok for now. Town will be getting bids for roof repairs.**

TH/LIB – old emergency exit sign still points to former entrance/now closet.

Bubblers/bottle-filling dispenser – Water was recently tested. Capital Well installed an arsenic filtration system last week; will retest in two to three weeks.

T/S – uneven/potential slippery areas in floor & treads – uneven/worn. **Line will talk with Woody when he returns from vacation.**

General –

AED training – Jon said Mark Lang is still interested in doing the training; trying to get a date set.

4. New Business

- a. Chris announced that there will be a basic self-defense training for women from 6:00 to 8:00 tonight at the school. This training is free and is open to all women over the age of 13; they do not have to be Dunbarton residents.
- b. Chris said he has been talking with Mary Girard about the First Amendment Auditors who have been visiting municipalities. He said he knows it has been recently discussed and several employees have done training on how to handle the situation should they come to Dunbarton. The chief said the best thing to do is kill them with kindness, do not rile them up/get into any debates, and call the dispatch number to let the department know someone is there. He said an officer can swing by to monitor the situation. Chris also recommended that staff check their office space, removing any sensitive materials from the public's view. The chief said to let the auditors know they are welcome to view the lobby area and ask if they have any specific requests; if not, let them know you need to continue with your work.
- c. Mary said a new AED has been ordered for the upstairs of the Town Hall. She said the library's AED is not readily accessible since the change of entrance. Jon Wiggin said he will be sure it gets moved.
- d. Mary reported that Pro Technologies recently reconfigured the library's motion alarms. She said they hooked up door chimes, one for the door entering the new lobby and a different chime for the door entering the library. She said the library has purchased a Google Nest Cam that they positioned to show the new entrance, the stairwell, and a bit of the elevator door. Mary said they have not quite got it fully operating yet. It was stated that Mary should post a sign about the area being on camera.
- e. Chris reported that heat and smoke detectors were recently replaced at the PS/FS. Jon said the company will be back this Friday to complete the replacement of the units that needed lift access. Mary said there is a covered detector at the Town Hall; Line said a lift is needed to remove the bag/cover.
- f. Jon said Covid is re-appearing, the numbers are up in several local schools, and the fire department may go back to wearing masks on all calls. He said there is a new vaccine coming out for the most recent strain, and that should help. Linda said there will be an election coming up at the beginning of the year, and she asked that Jon keep her posted so she can communicate the updates to the town moderator.

- 5. Recent claims** - There was one report of injury during the last quarter. Blood was transferred from a suspect to an officer's arm, the site was cleaned, no loss of time was required.
- 6. Hazard Mitigation** – Donna said she has received several pictures of storm damage and culverts that have been replaced. She will continue to gather the information for the next update.
- 7. Set time and place of next meeting.**

The committee scheduled the next meeting for Wednesday, December 13, 2023, at 8:15am in the Town Office meeting room.

8. Adjourn meeting.

Justin Nault made a motion to adjourn the meeting at 9:05am; seconded by Jon Wiggin. All were in favor.

An inspection of the Town Office building was conducted immediately after the meeting. Report attached.

Respectfully submitted,

Donna White, Secretary