

JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
June 21, 2023

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

2. **Attendance**

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

Mary Girard, Library Director
Woody Bowne, Transfer Station Manager
Linda Landry, Town Clerk
Line Comeau, Town Administrator

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

Jeff Crosby made a motion to accept the minutes of March 15, 2023 as written; seconded by Jon Wiggin. All were in favor.

4. **Old Business**

Outstanding inspections items

P/S Basement lab room & hall near lockers/cleared of material from doorway – Outdoor shed has been assembled; some things will be moved into it from the basement. Linda will be working to declutter and organize the area.

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

T/O Walkways – cracked and various elevations; walkway at the library also needs attention. – no update

Mold – Clerk’s office – Line said it appears the mold has been cleared up. There has been discussion about changing the bubbler to a small sink, which would be more useful.

Panic buttons – Line reported that the panic buttons are now set to be silent. She will follow up with Pro Technologies about buttons that have a light to alert others in the building.

Security - Woody asked if there is any sort of schedule for Pro Technologies to do inspections of the town’s system(s), as he has not seen anyone since they took over the contract. Line will follow up on this as well.

Structural review – Line said this is pending.

Ladder replacement – Line said the request has been approved; need to purchase.

Steps for oil shed – Line said the request has been approved; need to purchase.

F/S - Leaking roof – Roof repairs and fire department door reconstruction project in the works, pending engineering.

TH/LIB – Items from the last JLM inspection: floor in vestibule ‘squishy’ per Mary; old emergency exit sign still points to former entrance/now closet.

Bubblers/bottle-filling dispenser – It was noted that the last water quality test was done in 2017.
Line will follow up to have water tested for all town buildings.

The cost of water delivery service will be researched as well.

General –

AED training – Jon said Mark Lang is interested; **Jon will get a specific date and time from Mark.**

5. New Business

- a. Joint Loss Management Program update – based on discussion at the March meeting, the following revisions were suggested:

Section 3 – C. Accident/Incident Investigation: **(Add)** The Police Department shall be notified of any accident/incident involving a Town-owned vehicle. The Police Department will conduct an investigation to include photos and full reports. The Selectmen's Office shall also be notified, and that office will notify the Town's liability insurance company.

Linda asked if this applies to when she is using her personal vehicle to do Town business. Line said those situations are covered by the Town's umbrella policy.

Section 3 – D. Workplace Violence – Town Offices: **(Revise)** All counters should be at a height even to customer.

There was brief discussion about what the proper height would be, with the intent being to impede someone coming over the counter.

It was agreed to accept the proposed changes. **Jon Wiggin made a motion to adopt the changes as presented; seconded by Justin Nault. All were in favor.** Donna will update the policy and print a new certificate of adoption page for the selectmen to sign.

- b. Chris announced that there will be a basic self-defense training for women on September 20th 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.
- c. Chris reported that Goffstown PD got ARPA funds for radio upgrades. Part of their project was to put a repeater on the Powell Lane tower. This is currently being done, will go live in July, and will be a significant improvement to the Town's radio service. Jeff said that there was some discussion about the Town being able to do something similar on the tower at Industrial Communications when they were going through the site development process. Chris will look into the possibility.
- d. There was nothing new to be submitted for the next Hazard Mitigation Plan.
- e. Linda reported that the mini split in her office has leaked, soaking several binders of papers above her desk. She suggested that all the units in the building should be inspected and cleaned annually. Line has called JR Swindlehurst to check the units.

6. Recent claims

There were no reports of injury this quarter.

7. Set time and place of next meeting.

The committee scheduled the next meeting for Wednesday, September 20, 2023, at 8:15am in the Town Office meeting room.

8. Adjourn meeting.

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

An inspection of the Transfer Station was conducted immediately after the meeting. Report attached.

Respectfully submitted,

Donna White, Secretary

	Yes	No	N/A	Comments
E. VEHICLE SERVICE AREA				
1. Tire mounting cage available and used?			✓	
2. Fuel pumps guarded against collision?			✓	
3. Exhaust ventilation adequate?	✓		✓	
F. TOOLS & EQUIPMENT				
1. Electric hand tools properly grounded?	✓			
2. Shop equipment grounded and guarded?	✓			
3. Hand Tools in good condition (handles; heads)?	✓			
4. Ladders in good condition (rungs, safety feet)?	✓			Cutting old ladder
5. Bench grinder eye shields and tool rests in place?	✓		✓	should handle
G. GENERAL				
1. Fire extinguishers: appropriate type; proper number (6) ✓	✓			✓ Schedule ins.
2. Welding separated from flammables; ventilated?			✓	
3. Flammables stored in proper containers?	✓			
4. Greasy, oily rags disposed of in covered metal containers?	✓			picked up weekly
5. No Smoking signs posted where necessary?	✓			
6. Compressed gas cylinders stored properly and secured?			✓	
7. Lighting adequate?	✓			
H. VEHICLES				
1. Seat belt policy?	✓			
2. Pursuit/road block policy?			✓	
3. Maintenance policy?	✓			
I. COMMUNICABLE DISEASE				
1. Policy?				
2. Vaccinations?				
3. Protective equipment?	✓			personnel policy
J. EMERGENCIES				
1. Plan?	✓			
2. Communication?	✓			
3. Phone numbers posted?	✓			

Liner, Jon, Woody

MUNICIPALITY INSPECTION FORM

Name of facility: Transfer Station Date: 6/21/23

Instructions: Answer all questions by placing an (X) in the appropriate column. For all "No" and "N/A" answer, provide additional information and recommendations in the spaces provided.
NOTE: The questions on the form are meant to be a guide only. Do not hesitate to list other hazards or problems you identify in the space provided on the back of the form.

	Yes	No	N/A	Comments
A. ENTRANCES				
1. Outside walks in good condition?	<input checked="" type="checkbox"/>			
2. Curb edges distinct?			<input checked="" type="checkbox"/>	
3. Glass side panels marked to distinguish them from glass doors?			<input checked="" type="checkbox"/>	
4. Weather protection (mats, etc.) adequate and in good condition?	<input checked="" type="checkbox"/>			
B. FLOORS				
1. Surfaces dry and free of foreign objects?	<input checked="" type="checkbox"/>			
2. No uneven or inherently slippery areas?		<input checked="" type="checkbox"/>		
3. Elevation differences and steps identified (contrasting colors, signs, lights, etc.)?	<input checked="" type="checkbox"/>			
4. Carpeting unfrayed, and metal strips smooth and secure?			<input checked="" type="checkbox"/>	
5. Drain and other floor holes covered?			<input checked="" type="checkbox"/>	
6. Drains kept free of debris?			<input checked="" type="checkbox"/>	
C. STAIRS				
1. Treads firm, level, not worn or slippery, clean?		<input checked="" type="checkbox"/>		OK -
2. Rails firm, accessible, both sides?	<input checked="" type="checkbox"/>			
3. Lighting adequate, no glare or shadows?	<input checked="" type="checkbox"/>			
D. PERSONAL PROTECTIVE EQUIPMENT				
1. Supply adequate?	<input checked="" type="checkbox"/>			
2. In good condition?	<input checked="" type="checkbox"/>			
3. Is being used?	<input checked="" type="checkbox"/>			ear/eye/safety glasses used

Impact Fire (inspect extinguisher)

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