

JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
March 22, 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.**

Chris Remillard made a motion to accept the minutes of December 21, 2022 as written; seconded by Justin Nault. All were in favor.

4. **Old Business**

a. COVID-19 – Jon Wiggin said things are status quo. He feels there are more cases than on the current list because those who self-test at home are typically not reporting.

b. Outstanding inspections items

P/S Basement lab room & hall near lockers/cleared of material from doorway – **no update**

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 – It was noted that Line was going to have the cleaning company bleach the area of mold behind the water bubbler. Linda spoke about the condition of some old records in her office, causing skin itch and breathing issues when working with them. - **no update**

Panic buttons – Chris Remillard has talked with Pro Technologies about the alarms being silent rather than audible as they currently are. Staff at this meeting discussed the pros and cons of silent vs audible; it was agreed that a silent alarm would be preferred. Chris will talk with the alarm company about reconfiguring the panic buttons. It was also asked if the buttons could be updated to ones that would show staff an alarm had been triggered, such as with a blinking light. Chris will ask about that at the same time.

Structural review – Donna asked Line if any plans have been made for the structural review discussed at the last meeting. Line said the Selectmen will be discussing options for office layouts. Linda said her reason for suggesting the review was due to the weight of the safes and the age/unknown integrity of the building. Line will follow up.

F/S - Electrical panel – **Jon Wiggin reported the panel is being replaced today.**

Leaking roof – **No update.** Other items from the last JLM inspection still to be addressed.

TH/LIB – Emergency lights – **done.** Other items from the last JLM inspection will be done with the completion of the addition.

Bubblers/bottle-filling dispenser – It was noted that the last water quality test was done in 2017. Line said a new test will be done to ensure the buildings have potable water.

General –

AED training – Jon said Mark Lang is interested and will plan something when his schedule allows.

Department of Labor (DOL) inspection – Line reported that all items have been addressed, and the case has been closed.

5. New Business

- a) Mary showed a picture of an exit sign that was not removed during the construction project; it leads to what is now a closet and needs to be removed. Line kept the picture and will talk with the BOS.
- b) Mary said a fire extinguisher needs to be mounted in the library. The one that was there was moved to the basement where it was needed in the elevator room; it needs to be replaced. She also noted there is no fire extinguisher on the second floor.
- c) There was discussion on several other items related to the Town Hall project; Selectman Nault will bring those back to the BOS.
- d) Woody reported that there is a fascia board and gutter coming off the Transfer Station building.
- e) Chris said Primex will have a new Stevens Advanced Driver Training coming up. He said they are very well done, helpful, and a lot of fun.
- f) Chris spoke about a self-assessment tool provided to the Town by NH HSEM. The self-assessment is for identifying weak points in building safety and ways to adjust.
- g) Jon said Primex recently did a class on flagging and traffic control with his department.
- h) Donna suggested that a new ladder be purchased for the Town Offices. There is a tall ladder in the oil tank shed, but it is too tall and awkward to maneuver in the building. There was discussion on what size ladder would be appropriate. Donna also suggested that steps be constructed to get down into the oil tank shed as there are currently some stacked cement blocks there, and they are wobbly and unsafe. It was suggested that the handyman could build something more appropriate.
- i) Each department brought their first aid kit(s) to be checked for compliance. Many were outdated and need to be replaced. It was agreed to get full kits (7) for each Town building and smaller kits (12) for department vehicles. Chris recommended that all departments have Stop the Bleed kits.
- j) The group reviewed the Joint Loss Management Program for validity and any necessary updates. Section 3 – C. Accident/Incident Investigation: Jon said if fire department vehicles are involved in an accident, the policy is to notify the police department. The PD is notified, the incident investigated, photos are taken, etc. It was noted that the Selectmen's office should be notified as well so the insurance company can be contacted. It was also noted that this should be the policy

for all Town vehicles. Donna will add this information to the section and have it reviewed by the committee.

Section 3 – D. Workplace Violence – Town Offices: Donna asked about the text ‘clerk’s counter’, suggesting that all counters should be considered. There was discussion that the wording may not be specifying the Town Clerk’s counter, but any clerks in any department. It was agreed to change the wording to reference staff/employee rather than clerk. Donna will revise the wording and have it reviewed by the committee.

If the changes are accepted by the committee, the book will be updated, and a new Certificate of Adoption will be issued.

- k) Several pictures from recent storms have been submitted for the Hazard Mitigation Plan. These will be kept in a file to be used in the next update.

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, June 21, 2023, at 8:15am in the Town Office meeting room.

8. Adjourn meeting.

Chris Remillard made a motion to adjourn the meeting at 9:26am; seconded by Jeff Crosby. All were in favor. Because of the recent DOL inspection of all town buildings, it was agreed there was no need for a site inspection this month.

Respectfully submitted,
Donna White, Secretary