JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
July 8, 2020

1. Call to Order
Chairman Jeff Crosby called the meeting to order at 8:18am.

2. Roll call by Secretary
Present:
Jeff Crosby, Road Agent
Jon Wiggin, Fire Chief
Mary Girard, Library Director
Linda Landry, Town Clerk
Dan Sklut, Police Chief
Michael Cumings, Building Inspector/Health Officer
Bob Martel, Selectman
Line Comeau, Town Administrator

3. Review and approve minutes of the previous meeting
Jon Wiggin made a motion to approve the minutes of May 13, 2020 as presented; seconded by Bob Martel. All were in favor.

4. Old Business

a. COVID-19 – Mary asked if the Town has a written policy on how to handle staff with possible exposure, symptoms, tracking, time out of work, etc. Line said all departments have a thermometer. Dan said the PD checks temperatures at the beginning of shifts and staff washes their hands upon re-entering the building at any time. He said if there is an issue, the employee is to contact their supervisor. He spoke about the policy his department is using and will get a copy to Line. Jon said the Town should have something in place so that all are following the same process. Dan said the state has guidelines that the Town could use as a starting point. Bob spoke about the need for written policies, staff being sent home for three days, quarantining for 14 days, and other suggested guidelines. There was discussion about testing availability and frequency, COVID leave being paid, and other points that the group thought should be addressed in the Town policy. Line will work on creating a policy for the Selectmen’s review.

b. Outstanding inspections items (status report only – red items discussed at this meeting)

P/D Small roof – for protection from snow/ice. Dan explained the situation of snow and ice coming off the roof onto the landing at the back door, then creating a slip hazard or blocked exit. It was suggested that the Selectmen have Greg Miller look at the area and give them a quote. Dan emphasized that the integrity of the existing roof cannot be compromised. (Greg Miller will be doing the roof soon)

 Basement lab room & hall near lockers/cleared of material from doorway – still some clutter; Dan will work on removal (SOME PROGRESS)

T/O Parking lot striping – (maintenance item; Jeff hopes to get it done in the Spring; will do the FD/PD lot at the same time) (Jeff to contact contractor again)

H/G Need light over walk-in door at back of building – Exterior lights not working on back of garage building - Jeff will look at; motion fixture suggested (Line suggested having Greg Miller look at this)
The bollards outside the garage doors need to be fixed. *(Discussed several options)*

Box trailer – ventilation – Suggested fixes were to cut holes/cover them with hardware cloth; have Greg Miller come up with something; and installing a thermostatically controlled fan. *(NO PROGRESS)*

Lights employee parking area – Woody got quote of $900 a year ago; talk w/BOS (not discussed 12-4-19) *(NO PROGRESS)*

5. **New Business**

   a. Jon Wiggin asked when the alarm company would be coming. Line said she had Pro Technology at the Town Hall after an alarm going off there due to work being done in the upper floors. Jon reported that there is a smoke detector or two in the main lobby of the Police Station that probably need to be replaced, noting a recent middle-of-the night alarm. Line will have the contractor look at it when they are back in town once the construction is complete at the Town Hall.

   b. Linda Landry mentioned several areas in the yard where the snowplow left mounds of sand, saying she is concerned that they create trip hazards. Line said she would address this with the mowing contractor; Jeff said his department would take care of the mounds.

6. **Recent claims**

   Line Comeau reported there were three reports of injury: April - tick bite; May - hit to head by tool; and June – stick by needle; none required medical treatment.

7. **Set time and place of next meeting**

   The committee scheduled the next meeting for Wednesday, September 16, 2020, at 8:15am in the Town Office meeting room. A site visit to the Transfer Station was tentatively scheduled for that meeting.

8. **Adjourn meeting**

   Dan Sklut made a motion to adjourn the meeting 8:52am. Jon Wiggin seconded the motion; all were in favor.

Respectfully submitted,
Donna White, Secretary