JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
September 16, 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  
Dan Sklut, Police Chief
Jon Wiggin, Fire Chief  
Mary Girard, Library Director
Bob Martel, Selectman  
Linda Landry, Town Clerk
Woody Bowne, Transfer Station Superintendent  
Line Comeau, Town Administrator

3. Review and approve minutes of the previous meeting
Line Comeau made a motion to approve the minutes of June 8, 2020 as written; seconded by Jon Wiggin. All were in favor.

4. Old Business
   a. COVID-19 – Line reported that the Town’s COVID-19 policy has been modified several times to accommodate various situations. The BOS will review a revision to address part-time employee pay if out due to COVID. Mary said the process being used at the library has worked well. She will open the library to the public on September 22nd, three people at a time in the building, one being herself. This will be by appointment and a brief in and out, no sitting or working at tables. Curbside pick up will continue. Jon said there were a couple of cases in town last week, bringing the total number of cases in town to 11.
   b. Outstanding inspections items
      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. (Work in progress per Line)
      Basement lab room & hall near lockers/cleared of material from doorway – still some clutter; Dan will work on removal (not discussed at this meeting)
      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 will have Greg Miller look at this)
      The bollards outside the garage doors need to be fixed. (No action taken)
      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. (Greg Miller has submitted a bid to the BOS per Woody)
      Lights employee parking area – Woody got quote of $900 a year ago; talk w/BOS (Woody has two bids, a third coming)
5. New Business

a. Town Hall roof – ice/snow – Donna said Mike Cumings has voiced concerns several times about the danger/liability of ice and snow falling from the roof; he asked her to bring this to the meeting today. Mike feels something could be done to create a better overhang/structure that would prevent the falling snow from hitting someone, as well as Mary not having to continually chip and shovel the packed snowfall. Line stated this has been the situation at the building for one hundred years. Bob mentioned signage used at Dartmouth College for a similar situation. Mary said she puts out cones and tape, in addition to the posted signs. Jon suggested the possibility of the steps being re-aligned, lessening the area used by the public. Donna said Dave Nault, at a recent BOS meeting, mentioned something about an addition to be done soon and how that would resolve the problem. It was stated that the Town Hall project is still in the works and there is no real timeframe for any work to be done. Mary said she appreciated Mike’s efforts to address the situation.

b. Town heating systems – Mary said the library groups have had multiple discussions about the need to have heating systems cleaned to reduce potential COVID/health issues. Line said the heating systems are cleaned annually.

c. Town offices – odor in building – Donna said she and Hope have recently noticed a musty odor throughout the building and would like this investigated as it could cause or increase staff allergy problems. Line said she could have Greg Miller set up a dehumidifier in the basement. Dan said he recently purchased an ozone machine and is using it at his office and apartment. He suggested trying that in addition to a dehumidifier.

6. Recent claims

Line Comeau reported there were no reports of injury for the period of July through September.

7. Set time and place of next meeting

The committee scheduled the next meeting for Wednesday, December 9, 2020, at 8:15am in the Town Office meeting room.

8. Adjourn meeting

Jon Wiggin made a motion to adjourn the meeting 8:45am. Woody Bowne seconded the motion; all were in favor.

Jon Wiggin made a motion to forego the inspection of the Transfer Station scheduled for this morning due to time constraints of many committee members; seconded by Dan Sklut. All were in favor. Woody said he is not aware of any new safety concerns.

Respectfully submitted,
Donna White, Secretary