

(approved 12-15-21)

**JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
September 15, 2021**

1. Call to Order

Chairman Mike Cumings opened the meeting at 8:15am.

2. Roll call by Secretary

Jon Wiggin, Fire Chief	Mary Girard, Library Director
Mike Cumings, Building Inspector	Bruce Banks, Library Trustee
Bob Martel, Selectman	Linda Landry, Town Clerk
Eric Window, Bookkeeper	Line Comeau, Town Administrator
Pete Gamache, Highway Department	Dan Sklut, Police Chief

3. Review and approve minutes of the previous meeting.

Jon Wiggin made a motion to approve the minutes of June 16, 2021 as written; seconded by Dan Sklut. All were in favor.

4. Old Business

- a. COVID-19 – Mary Girard reported that the library has expanded its daytime hours and the mask requirement remains in place. Jon Wiggin reported that Dunbarton has the most active numbers since the start of the pandemic. He said he feels people have become too relaxed; it is important to wear a mask, socially distance, and be smart. COVID is in the school, where it never was before. There was discussion about the higher number of younger people getting the virus, vaccination availability, the need for masks in school, and the anticipated shortage of PPE again in the near future if things continue on this path. Jon said the fire department continues to use cautionary measures on calls.

b. Outstanding inspections items

P/S Basement lab room & hall near lockers/cleared of material from doorway – Sgt. Remillard reported by email that they continue to organize/clean/purge. Exploring the purchase of an outside storage bin to reduce basement storage. 9/15/21 - ongoing

H/G Need light over walk-in door at back of building –Exterior lights not working on back of garage building - (Jeff bought new motion sensor unit; to be installed) Pete said he will follow up on this. 9/15/21 – no action

The bollards outside the garage doors need to be fixed. Pete reported that he has done some bollards; will check on these. 9/15/21 – no action

T/S Box trailer – ventilation – 9/15/21 – windows installed - DONE

T/S Threshold – 9/15/21 - DONE

T/O Deck at meeting room exit – (Not addressed yet; Line will have Greg Miller look at it when the snow is gone.) Eric reported the office has estimates for work to be done; is not sure if this project is included; will follow up with Line. 9/15/21 – Greg is aware; not on schedule yet

T/O Walkways – cracked and various elevations; noted that the walkway at the library also needs attention. **It was suggested that these be addressed when Jeff has a paving job being done in town.**

Library Mary spoke about the splash problem at the entrance door, noting that the broken sneeze guard is still in place to reduce the impact. **(Line will speak with Greg Miller about this.) Mary reported this remains an issue; several options have been discussed but an adequate material has not been found. Donna asked if a couple of aluminum storm doors, side by side, might work. They would be weather-resistant and could be full or half glass to allow light into the area. 9/15/21 – Line will talk with Greg Miller again**

P/S Railing at back steps - **9/15/21 – Fixed on 8/23/21**

Storage container at T/S (election equipment) – Line reported that the door is now working/closing properly

5. New Business

- a. Donna reported that Woody mentioned having the CO detectors tested. Jon said this would be part of the alarm company inspection; Line will arrange.
- b. Mike reported that the lights in the Exit signs are not working; Jon said those are the responsibility of the building owner. Mike will get replacement batteries for the Town Office signs.
- c. Jon reported three items that need to be addressed by the Town: 1) electrical panel at the Fire Station needs to be replaced; 2) septic system has failed pump; new tank with pump in it is recommended; 3) roof continues to leak; has been ‘fixed’ three times. Jon said there has to be a way to correct the situation, something more than patching it.
- d. Donna reported that Woody mentioned the bathroom fan at the Transfer Station needs to be fixed as it is venting inside. Line said work is planned for some skylights at the TS; she will have this issue addressed at the same time.
- e. Mary said their cleaning lady has mentioned very low water pressure in the sink. It was suggested that the faucet screens be checked; Line said she could have Greg Miller check if needed.

6. Recent claims

Eric reported that there were three reports of injury this quarter: **6/17** – hand injury, needle prick; **6/30** – hand injury, cut with metal; **8/28** – shin injury, cut with glass/porcelain. None required medical treatment. Line reported that the medical box at the Transfer Station has been updated with appropriate supplies.

7. Set time and place of next meeting.

The committee scheduled the next meeting for Wednesday, December 15, 2021, at 8:15am in the Town Office meeting room. A site inspection will be done at the Library/Town Hall after the meeting.

8. Adjourn meeting.

Bob Martel made a motion to adjourn the meeting 8:47am; seconded by Bruce Banks/Dan Sklut. All were in favor. An inspection of the Town Office building followed the meeting. Report attached.

Respectfully submitted,
Donna White, Secretary

Inspection of Town Offices 9-15-21

Mike Cumings & Eric Window

Entrances

Need batteries at 4 Exit signs

Cracks on walkway

Back deck to be replaced

Weather strip at bottom of doors torn

Floors

Carpet snag/fray in Selectmen and Building offices; monitor

Personal Protective Equipment

Supply adequate; good condition

Tools & Equipment

Need new ladder for general office maintenance & storage

General

Bathroom light fixture inadequate; should be replaced

Mold possible in Clerk's cabinet; need to use PPE when handling old documents