

(approved 12-21-22)

JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
September 21, 2022

1. Call to Order

2. Roll call by Secretary

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.** It was announced that Michael Cumings has left Dunbarton, therefore, a new chair needs to be appointed. **Jon Wiggin made a motion to appoint Chris Remillard as the Chair of the Joint Loss Management Committee; Woody Bowne seconded the motion.** The role of the chair was explained; Chris agreed to take the position. **All were in favor.**

4. Review and approve minutes of the previous meeting.

Justin Nault made a motion to accept the minutes of June 15, 2022 as written; seconded by Chris Remillard. All were in favor.

5. Old Business

- a.** COVID-19 – Jon Wiggin said there are a few cases around Dunbarton, but the numbers seem to be leveling off. He said there seems to be more flu going around right now.
- b.** Outstanding inspections items

P/S Basement lab room & hall near lockers/cleared of material from doorway – **Chief Remillard reported they will be assembling the shed they purchased and moving some items into it. He said they cleared some clutter before the Department of Labor’s inspection. All fire extinguishers have been tested.**

H/G The bollards outside the garage doors need to be fixed. - **Jeff said they have not had a chance to repair the bollards.**

T/O Walkways – cracked and various elevations; noted that the walkway at the library also needs attention. – **Budget constraints; maybe next year.**

Mold – Clerk’s office – Line will follow up on the testing done since the last meeting as there were notes of mold spores by the water bubbler. **(Line was not present for this part of the meeting, unsure of status)**

Panic buttons – these were not tested during the recent system inspection. **Chief Remillard conducted a test of the buttons. They were found to be audible alarms; he has asked the alarm company if they could be silent; has not had a response. He said the alarm went from the alarm company to dispatch to the PD in approximately one minute.**

T/S Bathroom fan – **Done per Woody**

Emergency lights – **Done per Woody**

F/S Electrical panel - BOS have approved its replacement, waiting on vendor

Leaking roof – No change; no action

TH/LIB – Mary said the emergency lights continue to act like strobe lights at times. Justin said the BOS will be addressing several items on the list once the addition project is completed.

General – AED training – Jon will remind Mark Lang.

6. New Business

Training opportunity - Chief Remillard said he would recommend Stevens Advanced Driver Training that is offered through Primex. He said it is fun and informative.

Department of Labor (DOL) inspection – Justin said the BOS discussed bundling all of the fixes, rather than each department trying to handle individually. Jon said he is not sure what code the DOL inspectors used but based on NFPA occupancy type and travel distances to exits, lit exit signs are not required for the highway garage and fire station. Line will get clarification from DOL. Woody suggested the requirement might fall under LAB1400. Line said many of the items from the inspection are housekeeping measures. She said departments should regularly check expiration dates of cleaning products, etc., and clear out any items that are considered hazardous. Justin said many of the items can be handled by department heads; a handyman could be engaged for others. Donna said she will take care of securing the ladder in the bathroom closet at the Town Offices. It was agreed that departments would address the items and report back to Line by November 21st. Jeff asked about the new law on first report of injury that requires an overnight hospital stay. Line said the report needs to go immediately to her as Town Administrator, she would then report it directly to the DOL and insurance agent.

7. Recent claims

There was one report of injury this quarter. An employee hit their forearm on a knob; got a cut/bruise; no medical attention was needed.

8. Set time and place of next meeting.

The committee scheduled the next meeting for Wednesday, December 21, 2022, at 8:15am in the Town Office meeting room. A site inspection will be done at the Town Offices after that meeting.

9. Adjourn meeting.

Justin Nault made a motion to adjourn the meeting 9:20am; seconded by Chris Remillard. All were in favor. An inspection of the Highway Garage followed the meeting. Report below.

Respectfully submitted,
Donna White, Secretary

Inspection of Highway Garage 9-21-22

Jeff Crosby, Line Comeau, Woody Bowne

Since the garage was recently inspected by DOL representatives, the group did not do an itemized inspection at this time. They reviewed items from Line's outline of the DOL inspection and discussed possible corrections. A section of the roof leaks, paint is peeling on the building, bollards are to be repaired/replaced, and the DES fuel tank/swale/bollards project needs to be completed.