

(approved 9-21-22)

**JOINT LOSS MANAGEMENT COMMITTEE  
MINUTES OF MEETING  
June 15, 2022**

**1. Call to Order**

Chairman Mike Cumings opened the meeting at 8:15am with the Pledge of Allegiance.

**2. Roll call by Secretary**

Jon Wiggin, Fire Chief

Mike Cumings, Building Inspector

Line Comeau, Town Administrator

Jeff Crosby, Road Agent

Mary Girard, Library Director

Justin Nault, Selectman

Chris Remillard, Police Chief

Eric Window, Bookkeeper

**3. Review and approve minutes of the previous meeting.**

**Jon Wiggin made a motion to accept the minutes of March 16, 2022 as written; seconded by Jeff Crosby. All were in favor.**

**4. Old Business**

a. COVID-19 – There was discussion about the numbers being up and down, the possibility of going back to some restrictions, and everyone remaining vigilant.

b. Outstanding inspections items

**P/S Basement lab room & hall near lockers/cleared of material from doorway – Chief Remillard reported they have purchased a small metal shed to be used for targets and vehicle maintenance equipment, etc. He said the department has no other storage options, noting that the shed will alleviate some of the clutter.**

**H/G The bollards outside the garage doors need to be fixed. - Jeff said they have not had a chance to repair the bollards.** Though not joint-loss specific, he reported that DES has done an inspection of the Town's fuel pumps. They will have to have a kick-off switch installed on the building and a pad done to meet DES requirements.

**T/O Walkways – cracked and various elevations; noted that the walkway at the library also needs attention. – Jeff will work up a plan so the BOS can get some numbers; to come from the building maintenance line when done.**

**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.**

**Panic buttons – these were not tested during the recent system inspection. Chief Remillard said he could conduct a test when back from his vacation.**

**Mice/vermin – a company was hired to seal the building; there is a quarterly contract where they will check bait stations, etc. The contract also includes ant/bug control.**

**T/S Bathroom fan – Eric reported that a quote has been submitted; no work has been done yet**

**Emergency lights – to be rechecked per Woody 3/16/21**

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

**leaking roof - Jon said the roof did not leak during recent heavy rain; it was suggested that the materials may swell during warmer temperatures, thus blocking leakage**

**TH/LIB** – Most of the items from the inspection done in March will be addressed by the Board of Selectmen when the addition is done. Jon said the Knox box is to be relocated when the project is done; for now, the key is at the fire station. Jon spoke about the alarm panel needing a remote location, and there has been some question on who will do the fire alarm system for the addition.

**General – CO detectors – Line to follow up.** Jon said an old smoke detector in the hallway of the police station needs to be replaced with a combination unit; he has asked for a quote.

**Emergency lights** – Jeff checked the lights at the highway garage; they worked fine. Others were reminded to check their building's lights from time to time.

**AED training** – Jon talked with Mark Lang about doing a training, and Mark would like to do CPR training at the same time. He needs a head count so he can order materials. It would be a 1 to 1 ½ hour class and limited to about ten people. Everyone present said they would be interested in participating. Jon will talk with Mark to schedule a date.

## **5. New Business**

Chief Remillard said he would do an active shooter training for Town employees if they would be interested. Those present would like to participate; Chris will arrange a date for the training.

Mary said the emergency lights at the library need to be fixed; they are occasionally like strobe lights.

## **6. Recent claims**

Eric reported that there have been no reports of injury during the last quarter.

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

The committee scheduled the next meeting for Wednesday, September 21, 2021, at 8:15am in the Town Office meeting room. A site inspection will be done at the Highway Garage after that meeting.

## **8. Adjourn meeting.**

**Justin Nault made a motion to adjourn the meeting 9:12am; seconded by Jon Wiggin. All were in favor.** An inspection of the Police/Fire Station followed the meeting. Report below.

Respectfully submitted,  
Donna White, Secretary

## **Inspection of Police Station & Fire Station 6-15-22**

Mike Cumings, Jon Wiggin, Eric Window, Chris Remillard, Justin Nault

### **Police Station**

#### **Floors**

- Need storage & organization for equipment and items – clear floor space
- Carpeting frayed

#### **General**

- Fire extinguishers need to be tested

### **Fire Station**

#### **Stairs**

- Black & yellow striping? At top step/trip hazard

#### **Personal Protective Equipment**

- Always need more

#### **Vehicle Service Area**

- Exhaust ventilation not effective; need more ventilation

#### **Tools & Equipment**

- Electric hand tools are not properly grounded
- Shop equipment is not grounded and guarded
- New electrical panel coming
- Safety goggles are needed for bench grinder

#### **Communicable Disease**

- Need more protective equipment