

(draft)

**JOINT LOSS MANAGEMENT COMMITTEE  
MINUTES OF MEETING  
December 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

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

**Jon Wiggin made a motion to accept the minutes of September 21, 2022 as written; seconded by Chris Remillard. All were in favor.**

**4. Old Business**

- a. COVID-19 – Jon Wiggin said there seems to be an uptick in numbers. He said many cases are not being reported as people are home-testing. The fire department continues to mask for all medical calls; dispatch alerts them if aware of COVID in the home. Extra protective gear will be worn, and less personnel will enter in those situations. Woody reported that he has an employee just returning from being out for more than a week with COVID. CDC guidelines call for five days of quarantine and an additional five days with a mask. Mary said she postponed today's book discussion because several participants have COVID.

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 in the Spring.**

**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; walkway at the library also needs attention. – Budget constraints; maybe next year.**

**Mold – Clerk's office – It was noted that Line was going to have the cleaning company bleach the area of mold behind the water bubbler. (Line was not present for this meeting, unsure of status) Linda spoke about the condition of some old records in her office, causing skin itch and breathing issues when working with them.**

**Panic buttons – Chris Remillard has asked the alarm company if they could be silent; he will reach out to them again as he has not had a response. There was discussion about the pros and cons of having the alarms be audible vs silent. Chris will ask the alarm company what is done in other communities.**

**F/S Electrical panel - BOS have approved its replacement, waiting on vendor Jon said the vendor would have to shut power off to the entire building, including the police department side,**

when this is done. He will reach out to the contractor again as he has not heard anything from him for a while about getting this coordinated.

Leaking roof – **No change; no action** Jon said a portion of the roof blew up in recent strong winds. Line called Sentry Roofing and they reattached the section. Will need to be watched.

Chris reported that gutters have been installed at the back of the building and seals have been replaced at the fire department garage door in hopes of eliminating water getting in and causing puddling issues.

**TH/LIB** – Emergency lights - Justin reported that Irish Electric is scheduled to replace/install emergency lights and lit exit signs on January 3<sup>rd</sup> and 4<sup>th</sup>. Other items from the last JLM inspection will be done with the completion of the addition.

**General** – CO detectors – Justin reported that Pro Technologies updated the detectors to include smoke and CO. The meeting room detector was beeping at the time of this meeting; alarm company was notified. Battery was replaced after the meeting.

AED training – Jon will remind Mark Lang.

Department of Labor (DOL) inspection – All items have been addressed; responses/pictures sent to DOL.

## 5. New Business

- a) Chief Remillard spoke about recent active shooter hoaxes that happened at schools around the area, Concord being the closest. He said, although unfortunate circumstances, it gave departments the chance to test their emergency response plans. Linda mentioned having a checklist of questions to ask in the event of bomb threat calls. Chris will get the checklist to Donna for distribution to all departments.
- b) Mary asked how often the well water should be tested. She said the last testing was done in 2017. There was discussion about the water quality at the various town buildings, none being suitable for drinking. Mary questioned the installation of a new bubbler and bottle filling dispenser in the new addition at the Town Hall if the water should not be consumed. The group discussed how many public water fountains have been shut off/taken out of service due to COVID. This should be looked at before the new entrance is put into service.
- c) Donna recommended that the committee look over the Joint Loss Management Policy before the next meeting. At that time, the committee will review it for any necessary revisions.
- d) Since all of the members of this committee will be involved, Donna informed the group that she will begin the update of the town's Capital Improvement Program (CIP) in January.
- e) Jeff said there had been some discussion about dovetailing quarterly meetings for Hazard Mitigation with the Joint Loss meetings. Donna explained that it has been suggested that the HM committee meet quarterly to report any events/emergencies that would be included in the next update, rather than try to recreate five years of events when the update is done. The group agreed that it would make sense since the same parties would be attending both meetings.
- f) Linda said someone donated a large, heavy safe years ago that she uses for license plates and other storage. She asked if maybe the floor/underpinnings should be inspected once a year due to the weight of the safe. Donna reported that Line was going to contact Jeff Trexler about doing a structural inspection of the building; she will follow up with Line.

## 6. Recent claims

There was one report of injury this quarter. An employee slipped and hit their left side against machinery causing a sprain/strain; no medical attention was needed.

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

The committee scheduled the next meeting for Wednesday, March 15, 2023, at 8:15am in the Town Office meeting room.

**8. Adjourn meeting.**

**Jon Wiggin made a motion to adjourn the meeting at 9:05am; seconded by Chris Remillard. All were in favor.** Because of the recent DOL inspection of all town buildings, it was agreed there was no need for a site inspection this month.

Respectfully submitted,  
Donna White, Secretary