

(approved 3-20-24)

**JOINT LOSS MANAGEMENT COMMITTEE**  
**MINUTES OF MEETING**  
December 13, 2023

1. **Call to Order** – Chair Chris Remillard called the meeting to order at 8:15 a.m.

**Attendance**

Jon Wiggin, Fire Chief

Mary Girard, Library Director

Justin Nault, Selectman

Chris Remillard, Police Chief

Linda Landry, Town Clerk

Jeff Crosby, Road Agent

Line Comeau, Town Administrator

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

**Jon Wiggin made a motion to accept the minutes of September 20, 2023 as written; seconded by Justin Nault. All were in favor.**

3. **Old Business**

Outstanding inspections items

**P/S Basement lab room & hall** near lockers/cleared of material from doorway – **Chris reported that old seats have been moved to the shed; staff is purging unneeded items to clear the area.**

**H/G The bollards** outside the garage doors need to be fixed. – **DONE**

**T/O Walkways** – cracked and various elevations – **Jeff said the front walkway has a concrete base that was paved over; would be best to take it all out. He said the highway department could dig it out and do the prep work. Follow up in the spring.**

**Structural review** – **Line said this is on hold; she does not anticipate anything being done. There has been talk about restructuring the office space/staff, but nothing has been decided. Justin said it would be best to put a plan together, where and how the offices would be laid out, then look at the structure.**

**Steps for oil shed** – **DONE**

**No Smoking signs** – **Line said the Town has a policy; she will look at that and come up with some signage.**

**F/S - Leaking roof** – **Jon said the roof leaks occasionally; the BOS are working on a solution. Chris said there had been some leaking/pooling of water and condensation from pipes on the PD side. The pipes have been wrapped. He said he is pretty sure there is mold in that area; needs to be investigated. It was agreed to have Greg Miller look at it when the area has been cleared.**

**6/15/22 inspection items** – **Donna will pull the report for specifics; Jon will put goggles by grinder.**

**TH/LIB** – old emergency exit sign still points to former entrance/now closet. **Should be covered or removed. Line will contact Irish Electric to address this. Jeff mentioned having a problem with a light in the highway garage; Line will have Irish Electric check it out.**

Bubblers/bottle-filling dispenser – **DONE. Line said a water filtration system was installed for the building and an RO system was installed at the fire station. Cannot do an RO system at the police station because there is not the right type of sink/plumbing.**

**T/S** – uneven/potential slippery areas in floor & treads – uneven/worn. **Donna will pull the 6/21/23 inspection report and follow up with Woody.**

**General** –

AED training – Jon said he will be doing the training. It was agreed to hold the training on January 17<sup>th</sup> at 8:15 a.m. Chris suggested doing a Stop the Bleed training at the same time.

**4. New Business**

- a. CRASE (Civilian Response to Active Shooter Events) training – Chris said, considering the recent shooting at the NH Hospital and other similar incidents, he would like to offer a refresher on CRASE. He said it would last about two hours and could be piggybacked on the next JLMC meeting. All agreed it would be beneficial. Chris will provide a flyer to be distributed and put on the town's website.
- b. Genasys Mass Notification System – Chris explained the system, saying the public can register to be notified of town-related events, including emergencies and road closures. Chris will continue to gather information on the system and talk about it more at the next JLMC meeting.

**5. Recent claims** - There were no reported injuries during the quarter.

**6. Hazard Mitigation** – It was noted that reports and pictures are being supplied to Donna as they happen; she is collecting the material for the next update.

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

The committee scheduled the next meeting for Wednesday, March 20, 2024, at 8:15am in the Town Office meeting room.

**8. Site inspection.**

Because of time constraints, today's inspection of the highway garage was postponed to another time.

**9. Adjourn meeting.**

**Justin Nault made a motion to adjourn the meeting at 9:07am; seconded by Jon Wiggin. All were in favor.**

Respectfully submitted,  
Donna White, Secretary