

**JOINT LOSS MANAGEMENT COMMITTEE**  
**MINUTES OF MEETING**  
**June 16, 2021**

**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

Bob Martel, Selectman

Eric Window, Bookkeeper

Pete Gamache, Highway Department

Mary Girard, Library Director

Bruce Banks, Library Trustee

Linda Landry, Town Clerk

Woody Bowne, Transfer Station Superintendent

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

**Woody Bowne made a motion to approve the minutes of March 17, 2021 as written; seconded by Jon Wiggin. All were in favor.**

**4. Old Business**

- a. COVID-19** – Mike Cumings reported that the Town Offices are open to the public with masks preferred for those not fully vaccinated and social distancing recommendations.

Mary Girard reported that the library will update next week, still in Phase 3, with the occupancy limit raised from three to five people at a time. They will drop the by-appointment-only requirement. Immunocompromised patrons will still have the reserved time slot of 10:00-11:00am; it would be wise for a family to make an appointment. Staff will continue to stagger; Lisa Cross will begin evening hours again. This phase will remain in place until the end of the summer; the trustees will revisit the plan at their September meeting. Summer reading program will be held on the bandstand and lawn as weather permits. The trustees would still like to require masks in the building per the library policy and recommend them outside because of the age group most generally seen. The book quarantine period has been dropped; items are wiped upon their return. Jon Wiggin said it sounds like the library has a good plan.

Woody Bowne reported that the swap shop remains closed at the Transfer Station and staff is not assisting with unloading other than for the elderly/disabled. He said the second lane has been re-opened; some patrons seem hesitant to use it. Staff temperatures are taken and recorded before and at the end of each shift.

Jon Wiggin reported that the Fire Department is still requiring masks in the meeting room if not vaccinated because it is a small room. He said full PPE is still being used on calls; State EMS is enforcing the medical side of requirements. The department can still run with just one licensed member on the ambulance instead of the two typically required; patient must be masked when going into hospital. Jon said the department could use any surplus gloves and masks that other departments may have but do not need.

- 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.**

**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.**

The bollards outside the garage doors need to be fixed. **Pete reported that he has done some bollards; will check on these.**

**T/S** Box trailer – ventilation – Suggested fixes were to cut holes/cover them with hardware cloth; have Greg Miller come up with something; and installing a thermostatically controlled fan. (**Greg Miller has submitted a bid to the BOS per Woody-9/16/20. Line will follow up with BOS-3/17/21**). **Woody said this is a work in progress; he believes the BOS will address.**

**T/S** Threshold – **Woody reported that Greg Miller has looked at the job.**

**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.**

**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.**

## **5. New Business**

- a. Chris Remillard reported in an email that the railing at the P/S back steps is loose; the Chief has notified Line. He also reported that a locking mechanism on their elevator was recently replaced; elevator passed its annual inspection.
- b. Jon Wiggin reported that there was a bathroom door sticking at the station; Dave Nault called Greg Miller and it has been fixed. Jon said their basement door has disappeared.

## **6. Recent claims**

There were no reports of injury this quarter.

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

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

## **8. Adjourn meeting.**

**Jon Wiggin made a motion to adjourn the meeting 8:50am; seconded by Woody Bowne. All were in favor.**

Respectfully submitted,  
Donna White, Secretary