



**TOWN OF NEWTON, NH**  
**JOINT LOSS MANAGEMENT COMMITTEE**  
*2 Town Hall Road*  
*Newton, NH 03858*



---

**JOINT LOSS MANAGEMENT COMMITTEE**  
**MEETING AGENDA**

**DATE:** Oct. 3, 2018    **TIME:** **5:00 PM**    **LOCATION:** Newton Town Hall

---

**1. Call to Order & Pledge of Allegiance:**

**2. Review minutes of prior meeting:**

**3. Review Action Items from previous meeting (If applicable):**

**(Page and Item #'s are from the previous meeting minutes. July 11, 2018)**

1. **Landry** - Keene Fire to supply two additional fire extinguishers for the New Fire House. (Page 1 Item # 3:2)

2. **Caswell** - Gale Library- Tony Romanoski to paint the exterior railings. (Page 2 Item # 3:3)

3. **Caswell** – Gale Library- Mike Pivero to repair broken step and re- patch cement walkway. (Page 2 Item# 3:5)

4. **Wrigley** - Harassment Training- Employees to complete webinar. (Page 2, Item #3:6)

5. **Landry** -Transfer Station Bulk Container Policy – NSC – 0718-32. **Email policy to the Selectmen.** (Page 3, Item # 4:2)

6. **Caswell** - Gale Library Restroom- Repair damaged flooring. **Send memo to Ms. Wrigley with description of damage attached with a picture.** (Page 3 Item #7:1)

7. **Transfer Station** – Gale Library Tree Limbs. Mr. Kozec to look into damage. (Page 4 Item # 7:2)

**4. Review new / revised Policies & Forms (If applicable):**

➤ **Review use of Form “Q” – Transfer Station Stair inspections**

**JOINT LOSS MANAGEMENT COMMITTEE**  
**MEETING AGENDA (CONT.)**

5. **Review Near Misses (If applicable): Primex fiscal year 7/1/2018 – 6/30/ 2019**

6. **Review / Discuss Safety Inspections & Recommendations (If applicable):**

- Review Form “O” reports from each department:
  - Police Dept. / Jewett – Fire Dept. / Zalenski – Town Hall / Wrigley
  - Highway Dept. / Pivero – Transfer Station / Kozec
  - Gale Library / Caswell – Greenie Park & Town Beach / St. Cyr
  - Marshall House Museum / Landry

7. **Reports from Dept. Heads (Needs, wants, Safety Concerns, etc.):**

- Form “M” to be used for any concerns / recommendations

8. **Reports from Sub-Committees (If applicable):**

- NO SUB-COMMITTEES IN PLACE

9. **New Business:**

- Primex Self-Assessment (Form “P”) & Risk Management Benchmarks
- Prime 3 Designation & Discount

10. **Other:**

11. **Next Meeting:** Wed. Jan. 3, 2019 – 5:00 PM – Town Hall

12. **Adjourn:**