**TOWN OF NEWTON, NH**

***JOINT LOSS MANAGEMENT COMMITTEE***

***2 Town Hall Road Newton, NH 03858***

JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

DATE: January 10, 2024 TIME: 4:45 p.m. LOCATION: Town Hall

**Attendance: Committee Members in Attendance:**

James Doggett – JLMC Chairman; Planning Board, ZBA, AA

Patricia Masterson – JLMC Secretary; Recreation Commission, Secretary

William Landry – JLMC Vice Chairman; Cemetery Trustee, Chairman

Mike Pivero – Highway Road Agent

Michelle Baker – Gale Library, Director

Robyn Sparks – Board of Selectmen Executive Assistant

Mary Jo McCullough – Town Clerk

# 1.Call to Order

Mr. Doggett called the meeting to order at 4:50 p.m.

**2.Pledge of Allegiance**

**3.Acceptance of the Minutes for October 4, 2023.**

* 1. Mr. Dogget made a Motion to accept the Minutes for October 4, 2023. Mr. Landry seconded the Motion, which passed unanimously.

# 4.Review Action Items from previous meeting (if applicable)

#  STATUS UPDATE:

 done in the Spring due to the weather.

* + 1. At the October Meeting, Ms. McCullough reported that the floor on the office area of the Town Hall is slanted and not level. An assessment should be made of the condition of the building.

**5.New/revised Policies and Forms (if applicable)**

1. Nothing to report.

**6. Review Near Misses (if applicable)**

1. Nothing to report.

**7.Inspection Reviews**

 a. Will be done in the fall.

# 8.Report from Department Heads (if applicable)

#  a. Ms. Sparks reported that large icicles are falling from the Town Hall roof onto

the parking spaces, which pose a serious hazard to customers visiting the Town Hall. Mr. Pivero has suggested in years past that heat strips be applied to prevent ice damage. The project will need to wait until there is good weather.

1. Mr. Doggett reported that the ramps to the Planning Board and the Large Meeting Room do become icy. Should the Town Custodian clear the gutters every year?
2. Ms. Masterson reported that there is a leak in the roof at the Greenie Park concession building. Trisha McCarthy and the Emergency Management Team tried to assess the damage with a visit from FEMA but no one could find a key or code to get into the building. The Recreation Commission is supposed to oversee the Baseball/Softball Association’s usage of the building. Custodian Mark Boscht is acquiring estimates for the roof repair, and Ms. Sparks will work with Mr. Boscht to distribute keys or codes to the Recreation Commission, the Road Agent, and the Emergency Management Team. The hot water tank in the building may be leaking and needs to be evaluated.
3. Mr. Pivero reported that a new fabric tarp over the salt shed at the Transfer Station will need to be replaced. The cost could be in the range of $10,000.

# 9.Reports from Sub-Committees (if applicable) No Sub-Committees in place.

 a. Nothing to report.

# 10. New Business:

 a. Nothing to report.

**Next Meeting: April 1, 2024 – 3:30 p.m., Town Hall**

**11. Adjourn: 5:23 p.m.**

**Respectfully submitted,**

**Patricia Masterson Secretary,**

**Joint Loss Management Committee**