



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



JOINT LOSS MANAGEMENT COMMITTEE
MEETING Minutes

January 3, 2018
Meeting held at the Newton Fire Department

Committee Members in Attendance:

Bill Landry- JLMC Chairperson & Cemetery Trustee
Roger Hamel, Vice Chairperson & Planning Board Member
Kimberly Lowther- JLMC Secretary
James Doggett- Selectman
Terry Caswell- Gale Library Director
Diane Morin- Selectmen's Secretary & Cable Committee
Mike Jewett- Chief of Police
Mike Pivero- Road Agent
Robert Zalenski- Fire Captain/ EMT
Jack Kozec- Transfer Station

1. Call to Order & Pledge of Allegiance

Mr. Landry called the meeting to order at 5:00pm and began with the Pledge of Allegiance.

2. Review minutes of prior meeting:

Ms. Caswell asked to amend the verbiage from Page 4 of our October 4, 2017 meeting.

Gale Library- Caswell recently had an AED inspection. She created an AED monthly checklist that she will begin using. Caswell reported an interior hallway door that was improperly installed. The door swings in the wrong way, this can be a fire hazard in the event of an emergency. This door was installed several years back when the Gale Library was a school. The door is located in the front hallway, close to the stairway that leads to the second floor and front exit. Majority of the time the door remains open and only closed during the winter months. Caswell is not sure if this can be fixed, however wanted to inform the JLMC. The highlighted sentence above is now part of the 10/4/17 minutes.

Mr. Doggett motioned to accept the Minutes as amended. Second by Mr. Zalenski with a unanimous vote.

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

(Page and Item #'s are from the previous meeting minutes. Oct. 4, 2017)

1. Morin to check if updated Library Evacuation Plan is posted on the Town Webpage. (Page 2-Item #2)

Mr. Landry announced that Town Administrator, Nancy Wrigley and Bookkeeper/ Payroll Administrator, Kimberly Hughes will be absent this evening as they are preparing the Town Budget for the Selectmen.

Mr. Landry said that the Library Evacuation Plan has not been added to the Town's webpage. He feels there is no need for it to be on the webpage. Mr. Hamel asked if the Evacuation Plans are posted in the Town buildings. Mr. Doggett confirmed that all evacuation plans are posted.

Diane Morin entered the meeting at 5:02. She confirmed that the Library Evacuation Plan is currently not on the website and also will not be added to the website.

2. Foote to check with the Board of Selectmen- Does the Transfer Station need to receive three quotes if the total job is under \$3,500.00? (Page 2-Item #2)

Mr. Foote was absent tonight. Mr. Landry asked Selectman Doggett to clarify. Selectman Doggett said yes, the Transfer Station will need to receive three quotes if a total job is under the amount of \$3,500.00. Mr. Landry believed if the amount was \$3,500.00. Mr. Doggett thought it was \$1,000.00. Mr. Pivero said it's definitely over \$1,000.00 but is unsure if the amount is \$3,500.00.

Ms. Morin clarified that if the amount is over \$3,500 then the job will need to go out to bid. Mr. Landry told Mr. Kozec that he will not need to acquire bids if the job is less than the \$3,500.00 amount.

Kozec on status of plan to access the disposal containers. Exploring the idea to install a stairway for easier access to the bulk item bin (Page 2 – Item 2)

Mr. Kozec explained that he has been unsuccessful finding a contractor to do the project. Kozec discussed materials used, wooden steps and railings and installing roofing shingles on the treads for traction. Mr. Kozec had previously received quotes for \$2,750.00 for two sets of concrete stairs that did not include railings. Constructing wooded stairs will be less expensive. Mr. Landry asked to discuss specs with the Building Dept. to verify that the plan meets code. Mr. Kozec would like to receive quotes for the two sets of stairs for the next scheduled meeting in April. This also includes checking in with Ron Lemere from the Building Department.

3. Landry email a copy of JLMC Manual Version 8 to Kozec. (Page 3-Item #6)

Mr. Kozec had not receive the manual as of yet. Mr. Landry provided Mr. Kozec with a hard copy of the manual.

4. St. Cyr will provide Wrigley with completed copies of Form "O" inspection sheets for Greenie Park & the Town Beach ASAP. Any current hazardous issues will be reported immediately. (Page 4-Item #6)

Mr. St. Cyr was not in attendance tonight. Ms. Morin confirmed that she recalls filing the Form "O" Inspection. Mr. St. Cyr has completed this action item.

5. Landry will make further inquiries regarding a contractor to install the Library railings. (Page 3-Item #7)

Ms. Caswell appreciates the installation of the new Library Railings. Mr. Landry discussed that Dave Simpson completed the project. Mr. Simpson is a member of the Historical Society. He offered to do the install and did a great job. Mr. Simpson did 98% of the work, his colleague, Steve Healy, who had welding equipment was able to help complete the job. Mr. Landry explained the railings are an inch and a half iron pipe. The railings are in place and very solid. In the spring, the plan is for Tony Romanoski to paint the railings. Ms. Caswell added, due to the inclement weather the railings have been helpful when patrons are entering and exiting the Library.

Mr. Landry asked who shovels the walkway during the winter months. Ms. Caswell said that Highway Dept. personnel handles the shoveling.

6. Chief Jewett will follow up with Keene Fire & Safety on the inspection and "tagging" of the 2 extinguishers that were not available during the inspection. (Page 5-Item #6)

Chief Jewett would like to carry this action item to the next meeting as he has reached out to Keene Fire and Safety and has not heard a response. Chief Jewett will continue to attempt to contact Keene for inspection. He explained that two cruisers were out during inspections. One was in for service and the other car was out on a training.

Mr. Landry will contact Mike Sullivan from Keene Fire and respond back to Chief Jewett.

Diane asked if there are other extinguishers in the other cars that passed. Chief said all extinguishers are fine for use. Mr. Landry will give Mr. Sullivan Chief Jewett's cell phone number so he can contact the Chief directly.

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

Not applicable at this time.

5. Review Near Misses (If applicable):

Mr. Landry asked if there have been any near misses to report. He discussed last year at this time the town had four near misses reported. Two at the Fire House, one at the Library and one on the road.

Mr. Landry checked in with Town Administrator, Nancy Wrigley a few weeks prior. At that time she was not aware of any near misses reported.

Chief Jewett briefly discussed an incident that will not qualify as a near miss. Ms. Wrigley is aware of the situation and it is being covered by Workers Compensation. Selectman Doggett said that proper paperwork has been filed and is going through HR.

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

➤ **Items from Oct. 2017 Form “O” submissions**

Mr. Landry asked if Form “O” is outstanding in each department.
No discussion.

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

Mr. Landry asked if there is anything new that has not been previously discussed. The Department Heads had nothing to report at this time.

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

Nothing to report at this time.

New Business:

➤ **Attainment of “Prime Designation” for Primex 2017 – 2018 fiscal year
We did get the 2 ½ percent discount again.**

Mr. Landry reported that everything was in order. We did get the 2 ½ percent insurance premium again. He was slightly concerned last year with the four near misses, however, he has since learned that the near misses are not considered in the discount program.

➤ **Self-Assessment & Benchmark forms**

We fill these out each year and submit the forms to Primex. Nothing further needed to be done and the Town received the okay from Primex.

9. Other:

Mr. Kozec directed a question to Selectman Doggett. He asked if a carpenter who works for a construction company and does work on the side, can work independently as a carpenter at the Transfer Station. Selectman Doggett said that the town has insurance requirements. Mr. Kozec said the two guys he had spoken with do not carry their own insurance. Mr. Landry referred to a Contractors Agreement Policy in the Handbook that had been given to Kozec earlier in the meeting.

10. Next Meeting: Wed. April 4, 2018 – 5:00 PM – Town Hall

11. Action Items for the Next Meeting:

-Mr. Kozec would like to receive quotes for the two sets of stairs for our next meeting. This also includes checking with Ron Lemere from the Building Department. (Page 3, #2)

-Mr. Landry will contact Mike Sullivan from Keene Fire and Inspection and give him Chief Jewett's cell phone number. (Page 4, #6)

12. Adjourn:

Landry asked for a motion to end the meeting. Mr. Doggett motioned to Adjourn at 5:48pm. Second by Mr. Kozec, with a unanimous vote.

Respectively Submitted,

Kimberly Lowther

Kimberly Lowther
JLMC Secretary