



TOWN OF NEWTON, NH
JOINT LOSS MANAGEMENT
COMMITTEE
P.O. Box 378
2 Town Hall Road
Newton, NH 03858



April 4, 2018 MEETING MINUTES

Committee Members in Attendance:

Bill Landry, JLMC Chairperson & Cemetery Trustee, Roger Hamel, Planning Board, Nancy Wrigley, Town Administrator, Kimberly Lowther, JLMC Secretary, Terry Caswell, Gale Library Director, Diane Morin, Selectmen's Secretary & Cable Committee, Jim Doggett, Selectman, Mike Pivero, Road Commissioner, Kimberly Hughes, Bookkeeper, Mike Jewett, Police Chief, Jack Kozec, Transfer Station, Robert Zalenski, Fire Captain/ EMT.

Minutes were typed by Kimberly Lowther.

1. Call to Order and Pledge of Allegiance:

Mr. Landry called the meeting to order at 5:05pm and began with the Pledge of Allegiance.

2. Review Minutes of Prior Meeting:

Mr. Landry asked the committee to review the minutes and if there were any comments. Without issue, he asked for a motion to accept the minutes.

Ms. Morin motioned to accept the minutes of January 3, 2018 as written. Second by Selectman Doggett. All in Favor.

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

(Page and Item #'s are from the previous meeting minutes of January 3, 2018)

- 1. Mr. 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. (Kozec advised that bids are not required if cost is under \$3,500.00.)
(Page 2 – Item 3:2)**

Mr. Kozec received a quote for \$1,100 per stairway from Newton resident, Stephen Lee. Two sets of stairs were built in two days. Both sets were inspected by Newton Building Inspector, Ron Lemere. The previous staircase has since been removed off the premise. Pictures of the newly built stairs were passed around for all JLMC members to view. Mr. Kozec explained that their original intention was to build two sets of stairs and use one set as a floating staircase. As dumpsters quickly fill, the floating staircase can be relocated to another dumpster as needed. Town Administrator Wrigley spoke with Mr. Lemere prior to the meeting. They discussed that each time the staircase is relocated, there must be an inspection, per state code. Since it's a possibility that the stairs could become loose and wobbly. It was also mentioned that when a dumpster is emptied, the removal trucks must not hit or bump the stairs which could jeopardize the structural integrity of the stairway. Unfortunately, the Building Inspector may not be available each time the floating staircase is moved. There are multiple dumpster's onsite. Town Administrator Wrigley informed the board that Selectman Bob Donovan, the Transfer Station liaison will meet with Building Inspector Lemere this Thursday night. Mr. Landry suggested the possibilities of designating a Transfer Station employee to deem the floating staircase safe each time they are moved as needed. Mr. Landry suggested Pete Gagnon, the Transfer Station Manager. Mr. Landry agreed that there is some merit for an inspection each time the stairs are moved. However someone onsite should be able to make that determination. Mr. Kozec commented on the quality of the structure describing them as solid and very sturdy. T.A. Wrigley reiterated that the Building Inspector is following state code. Each time the stairs are moved by the Kubota they could become unstable. Five dumpsters are on premise. Depending on the time of year, four dumpsters can become full during a weekend. T.A. Wrigley discussed the liability of designating an employee to inspect the floating staircase each time it is moved. Mr. Hamel asked Mr. Kozec if the dumpsters are always located in the same place. Mr. Kozec replied yes, once emptied the dumpsters are placed in the same location. Mr. Hamel recommended having three additional sets of stairs built. Therefore each dumpster will have its own staircase, and there will not be a need for a floating staircase. Mr. Kozec and Mr. Landry both agreed that this could be a great solution. Mr. Doggett questioned if it is possible to use one staircase per two dumpsters. Mr. Kozec needs 10-15 yards between each dumpster. As they fill the Kubota will need to fit between the dumpsters to compress the waste.

Mr. Landry said three staircases will cost approximately \$3,300.00. Selectman Doggett would like to consider this option for 2019 budget. In the meantime this issue needs to be resolve. (Action Item will remain OPEN)

2. Ms. Caswell on status of painting new exterior safety railings at Gale Library. (Page 3 – Item 3:5)

Ms. Caswell spoke with Facilities Maintenance, Tony Romanoski yesterday. She reported that he will be available to paint the railing this spring, once the temperature becomes warmer. (Action Item will remain OPEN)

3. **Chief Jewett on status of the inspection and “tagging” of the 2 cruiser fire extinguishers that were not available during the annual inspection.**
(Page 3 – Item 3:6)

Chief Jewett informed Mr. Landry that the two fire extinguishers have been tagged and are all set until next year. (Action Item COMPLETED.)

4. **Review new/revised Policies and Forms (if applicable):**

Not applicable at this time.

5. **Review Near Misses (if applicable):**

Not applicable at this time.

6. **Review / Discuss Safety Inspections & Recommendations:**

Mr. Landry reported all forms were submitted during our January 3, 2018 meeting.

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

1. Relocation of the Gale Library porch flag.

Mr. Landry discussed that he had a concern about the flag location. Once the exterior railings were installed, and the flag was hung back in place, it now obstructs the railing. If a person happens to be on the stairway while the flag is blowing, they would have to walk around the flag, and it would be difficult to hold onto the railing. Mr. Landry had discussed this issue with Building Inspector Lemere, who recommended relocating the flag since it is a safety hazard. Mr. Landry updated Dave Witham from Primex, sent him pictures and he too agreed that the flag pole should be moved.

After discussions with Primex and the Building Inspector, Mr. Landry agreed with Ms. Caswell's recommendation to relocate the flag to the other side of the porch. Mr. Romanoski is aware and will reinstall the flag pole in the near future. Until then, Ms. Caswell has removed the flag and it is stored indoors.

Mike Pivero attended the meeting at 5:17pm.

8. Reports from Sub-Committees- Not Applicable.

9. New Business:

1. New Fire Station-

Mr. Landry discussed his previous conversation with Fire Chief Alcaindinho and Mike Pivero. The new Fire Station should be completed around June 2018. Mr. Landry had contacted Keene Fire & Safety regarding fire extinguishers. Two additional Fire Extinguishers will be purchased for the new fire house, for a total of five. Keene Fire is aware and will supply the additional fire extinguishers and relocate the current extinguishers when the construction is complete.

2. Recreation Commission/ Beach cleanup-

Town Administrator Wrigley discussed an inquiry regarding a local Girl Scout troop to help clean the town beach. Recreation had asked which documents would satisfy a liability waiver. T.A. Wrigley had given a member of Recreation the Safety Form J, as well as another form from Local Government Center, previously used for Old Home Day's last year. She asked the board if they have any other recommendations and if there is anything Recreation should be concerned of. The Girl Scouts cleanup will consist of raking the sand and picking up trash. They will not be lifting anything heavy. Mr. Landry does not see an issue, agreed it was okay to use the same forms as Old Home Days. As long as parent signatures are received for Scouts under the age of 18, there should not be an issue.

3. Gale Library-

Ms. Caswell discussed the use of a safety cone placed on the edge of an exterior stair leading to the Library. During this winter, a piece of the bottom step had cracked and broke off. She also mentioned the cement walkway will need to be re-patched. Mr. Pivero is aware and will make the repairs in the near future.

10. Other:

Status of February 2018 Harassment Training. -

Ms. Morin does not have the exact amount of people who need to take the webinar. She reported that approximately 30 town employees have completed the training. Mr. Zalenski is aware of employees at the Fire Station who are having difficulty with the online course. The website is not user friendly. T.A. Wrigley will reach out to Primex for assistance.

It is up to the Department Head to make sure each employee has taken the course. All employees must complete the webinar. T.A. Wrigley encourages elected officials to participate as well. She finds it easier to attend the trainings than logging into the webinar.

11. Next Meeting: Wednesday, July 11, 2018 at 5:00pm- Town Hall. (Delayed 1 week due to 4th of July holiday)

12. Action Items:

1. Transfer Station- Selectmen and Transfer Station Liaison to meet with Building Inspector Lemere to discuss floating staircase. (Page 1 Item #3:1)
2. Keene Fire to supply two additional fire extinguishers for the New Fire House. (Page 3 Item # 9:1)
3. Gale Library- Tony Romanoski to paint the exterior railings. (Page 2 Item # 3:2)
4. Gale Library- Tony Romanoski to relocate exterior flag on porch. (Page3 Item# 7:1)
5. Gale Library- Mike Pivero to repair broken step and re- patch cement walkway. (Page 4 Item# 9:3)
6. Harassment Training- Employees to complete webinar. (Page 4 Item # 10)

13. Adjourn:

Mr. Kozec motioned to Adjourn at 5:26pm. Mr. Doggett Second. Vote carried unanimously.

Respectively Submitted,

Kimberly Lowther

**Kimberly Lowther
Joint Loss Management Committee.
Newton, NH**