



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



JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES

October 3, 2018
Meeting held at Newton Town Hall

Committee Members in Attendance:

Bill Landry- JLMC Chairperson & Cemetery Trustee
Roger Hamel- JLMC Vice Chairperson & Planning Board
Diane Morin- Selectmen Secretary & Cable Committee
Pete Gagnon- Transfer Station Manger
Nancy Wrigley- Town Administrator
Terry Caswell- Gale Library Director
Trisha McCarthy- Conservation Commission & Emergency Management
Robert Zalenski- Fire Captain/ EMT
Kimberly Lowther- JLMC Secretary
Patricia Masterson- Recreation Commission

1. Call to Order & Pledge of Allegiance:

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

2. Review minutes of prior meeting:

Mr. Landry asked the board to review the minutes of the prior meeting. Without questions or comments he asked for a motion.

Ms. Morin motioned to accept the July 11, 2018 Minutes as presented.

Ms. McCarthy second the motion with a unanimous vote of all in favor.

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)

Mr. Landry had met with Mike Sullivan, who had serviced our extinguishers for the last few years, for a walk through at the new Fire Station. Two new fire extinguishers will be added to the station next Wednesday, located in the personnel area. Three fire extinguishers will be relocated from the old Fire Station to the bay area of the new Fire Station. They will remain at the old Fire Station until the new building is ready for operation.

Mr. Hamel asked if we should consider keeping an extinguisher in the old Fire Station. Mr. Landry does not feel it is necessary. Ms. Morin added that with an unoccupied building, personnel would not be inside to use it in the event of a fire. Mr. Landry agreed that a fire would be fought from the outside. Captain Zalenski added that the decision should be made by our Selectmen. Ms. McCarthy suggested asking Primex since it is a public building that will be vacated.

TA Wrigley and Mr. Landry agreed that the building would still be insured under our policy.

TA Wrigley does not believe this would be an issue with Primex. If there were to be a fire, responders have fire extinguishers on their trucks if needed.

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

Ms. Caswell informed the board that this action item is now complete and looks great.

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

Ms. Caswell reported that the status of this action item will be continued. She stated Mr. Pivero has been very busy with the new Fire Station. Mr. Landry asked if Mr. Pivero was doing this work as a favor or if the work will be done under Eastern Seaboard. TA Wrigley told the board she was unsure however, he has done a similar repair in the past and has not charged the town. Mr. Hamel is concerned that the winter conditions are approaching and would like to see the repair made before winter conditions arrive.

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

Ms. Wrigley reported that her list is up to date and she's got everybody she believes will participate. The majority whom could not attend the training did participated in the webinar.

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

This action item has been completed. The policy has been accepted by Pimex as well as the Board of Selectmen and is now part of our JLMC Policy. Ms. Wrigley asked Mr. Gagnon if he has questions or concerns with the policy. Mr. Gagnon replied that he does not have any concerns.

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)

Ms. Caswell had spoken with TA Wrigley. The repair will be placed on the 2019 Projected Expenditures. Mr. Landry recalls that this is not a major issue. Ms. Caswell mentioned that Tony Romanoski had repaired the warped area. TA Wrigley added that it is no longer a safety issue. Mr. Landry believes it now is an aesthetic not safety issue.

7. **Transfer Station** – Gale Library Tree Limbs. Mr. Kozec to look into damage.

(Page 4 Item # 7:2)

Mr. Gagnon reported to the board that he, Mr. Kozec and Selectmen Doggett looked into the damage. They all agreed that the limbs do not appear to be a safety issue. Selectmen Doggett recommends referring the repair to the Highway Department. They have all the equipment needed for the repair. Mr. Landry added if it's not a safety issue then it can be removed from our Action item list. TA Wrigley agrees with Mr. Landry and added that the dumpster could always be moved if the limb is in the way.

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

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

Mr. Landry asked if they are performing the inspection regularly or have they not moved the stairs. Mr. Gagnon reported that since he has not had to relocate the stairs, an inspection has not been needed.

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

TA Wrigley informed the board that there have been no issues reported since July 1st.

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

➤ **Review Form “O” reports from each department:**

1. Police Department / Chief Jewett – Chief Jewett was not present at tonight's meeting.

2. Fire Department / Capt. Zalenski –

Captain Zalenski reported issues with the existing bath room, electricity, furnace and the stairway. TA Wrigley and Mr. Landry recommend completing Form O since they are operating at the old Fire Station. Captain Zalenski will send a completed Form O to TA Wrigley or Ms. Morin.

*Recreation Commission member Pat Masterson arrived at 5:19pm.

3. Town Hall / Town Administrator Wrigley – Ms. Morin reported that Form O is completed and filed. A copy will be sent to Mr. Landry.

4. Highway Department / Mr. Pivero – TA Wrigley asked if it was necessary for Mr. Pivero to complete Form O since he doesn't occupy any buildings. If so, what would he report on? Mr. Landry is requesting a completed Form O for the Salt Shed. TA Wrigley is unsure if a report was completed for the Salt Shed last year. Mr. Landry recalls that there were not any issues to report at that time, therefore a form was not completed. TA Wrigley asked if Form O is needed if there are not any issues to report on. Mr. Landry replied yes, as proof that an inspection was done. TA Wrigley added that Mr. Pivero has been very busy.

5. Transfer Station / Mr. Kozec – Ms. Morin has received Form O from the Transfer Station. Mr. Gagnon discussed two issues. Item #15. Two circuit breakers that are not labeled. He will run a test and label the breakers.

The other issue, Item #20 requires attention in regards to protective equipment available and employees trained in proper use. Mr. Gagnon will purchase supplies (goggles, gloves, etc.) and provide training this week. Mr. Landry asked Mr. Gagnon to let TA Wrigley know when these items have been completed.

6. Gale Library / Caswell – Mr. Landry will come back to Ms. Caswell.

7. Greenie Park & Town Beach / St. Cyr-

Ms. Masterson discussed three issues that she will include in Form O.

(1) She informed the board that 10 yards of sand will be added to the Town Beach. Paper work has been submitted to our Local and State Conservation Commission.

(2) The damaged fence will be repaired. The Recreation Commission has budgeted \$750 for the repair.

(3) is in regard to the wooden raft in Country Pond that is starting to come apart. Steve St. Cyr has found a welder to repair the raft, welding aluminum on the edges of the raft free of charge. Ms. Masterson will fill out Form O and send it in as soon as possible.

Mr. Landry asked if these are safety issues. TA Wrigley said that the sand is not a safety issue. Ms. Masterson believes the raft and fence fall under this category. Mr. Landry added that Greenie Park and the Town Beach are two vulnerable areas for the town and the Inspection Form must be completed and submitted.

Captain Zalenski asked who was responsible for the town boat ramp. Ms. McCarthy discussed trucks reversing down the boat ramp along with the erosion of sand, could pose a safety issue. She is leaning more towards Highway Department, not the Recreation Department. Ms. Morin will contact Mr. Pivero to see if he'll fill out Form O. Mr. Landry and Mr. Hamel agree that this falls under Highway Department since we are dealing with roads. TA Wrigley mentioned running this by the Board of Selectmen.

8. Marshall House Museum / Landry- Form O has been submitted. No issues to report at this time. Mr. Landry discussed exterior maintenance, not safety issues have been addressed. Brush growing close to the building was recently cleared.

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

- **Form “M” to be used for any concerns / recommendations:**
- Nothing to report at this time.

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**

Mr. Landry reviewed forms submitted to Primex annually in order to receive a 2.5% discount on our premium for the town insurance. All forms were submitted and approved. The 2.5% discount was granted again for a second consecutive year. TA Wrigley would like a copy of the Form P for her files. Mr. Landry will email a copy for her records.

10. Other:

1. Ms. Morin reported that once a month the town landscapers will brush cut around the Cobbler shed and the barn. Mr. Landry spoke about having to replace the lower half of the barn two years ago because of rot due to the brush and the moisture.

11. Next Meeting: Wednesday January 2, 2019 at 5:00 PM – Town Hall

12. Adjourn:

Mr. Hamel motioned to adjourn at 5:35 pm. Ms. Morin second the motion. All in favor with a unanimous vote.

Respectively Submitted,

Kimberly Lowther
Newton NH JLMC

Action Items

- Page 1 Item # 3.1 Newton Fire/ Safety Complex- Keen Fire to install two new fire extinguishers in the new Fire Station.
- Page 2 Item # 3.3 Gale Library- Ms. Caswell. Contact Mr. Pivero to repair broken step and re- patch cement walkway driveway.
- Page 3 Item # 6.1 Police Department, Chief Jewett to submit Form O.
- Page 3 Item # 6.2 Fire Department, Captain Zalenski to submit Form O.
- Page 3 Item # 6.3 Town Hall, Ms. Morin to send a copy of Form O to Mr. Landry.
- Page 3 Item #6.4 Highway Department, Mr. Pivero to complete Form O for the salt shed.
- Page 3 Item #6.5 Transfer Station, Mr. Gagnon to complete two items on Form O.
- Page 4 Item #6.7a Recreation Commission Ms. Masterson to submit Form O.
- #6.7b Highway Department, Mr. Pivero to submit Form O for boat ramp at the town beach.
- #6.7c Ms. Wrigley to get input from B.O.S regarding who has responsibility.
- Page 4 Item #9 Mr. Landry to email Primex Form P and Prime 3 Designation & Discount paperwork to TA Wrigley.