



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



January 2, 2019 MEETING MINUTES

Committee Members in Attendance:

Bill Landry, JLMC Chairperson & Cemetery Trustee,
Kimberly Lowther, JLMC Secretary,
Terry Caswell, Gale Library Director,
Trisha McCarthy, Conservation Commission
Diane Morin, Selectmen's Secretary & Cable Committee,
Patricia Masterson, Recreation Commission.
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 5:00 pm 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.

Ms. McCarthy motioned to accept the minutes of October 3, 2018 as written. Second by Ms. Morin. All in Favor with a unanimous vote.

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

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

- **Page 1 Item # 3.1 Newton Fire/ Safety Complex- Keen Fire to install two new fire extinguishers in the new Fire Station.**

Mr. Landry explained that this action item had been completed prior to the opening of the new Fire Station. When the new Fire Station opened, Keene returned and relocated the three extinguishers from the old Fire Station into the new Station. There are currently five fire

extinguishers in the new Newton Fire / Rescue building. Three are located in the apparatus bay, the other two are located at the South and East entrances of the building.
Action item completed.

- **Page 2 Item # 3.3 Gale Library- Ms. Caswell. Contact Mr. Pivero to repair broken step and re- patch cement walkway.**

Ms. Caswell stated this action item is temporally on hold until the spring due to the cold temperatures. Mr. Landry asked about the cone that is near the damaged concrete and if it suffices the alert. Ms. Caswell felt it did. The cone is to alert visitors of the damage. The unstable concrete had broken off the walkway last winter. Cracks are along walkway as well, and she believes that too will be repaired this spring.

This action item will be addressed at our next meeting.

- **Page 3 Item # 6.1 Police Department, Chief Jewett to submit inspection Form O.**

Mr. Landry informed the board that Chief Jewett had submitted Form O.
Action item completed.

- **Page 3 Item # 6.2 Fire Department, Captain Zalenski to submit inspection Form O.**

Capt. Zalenski confirmed that Form O had been submitted for the “Old” Fire Station. However, repairs to the Station were not performed since the building is closed and the department has moved into the new Fire / Rescue Station.

Mr. Landry added that the new Fire Department will be due for an inspection in November 2019.
Action Item completed.

- **Page 3 Item # 6.3 Town Hall, Ms. Morin to send a copy of Form O to Mr. Landry.**

Ms. Morin has submitted Form O to Mr. Landry.
Action item completed.

- **Page 3 Item #6.4 Highway Department, Mr. Pivero to complete Form O for the Salt Shed.**

Ms. Morin informed the board of her discussion with Mr. Pivero. He reported that the Salt Shed is empty. Mr. Landry is in agreement with Mr. Pivero, submission of Form O for the salt shed is not applicable due to the minimal activity there. Action item completed.

- **Page 3 Item #6.5 Transfer Station, Mr. Gagnon to complete two items on Form O.**

Ms. Morin reported that both items have been completed and Form “O” is filed.
Action item completed.

- **Page 4 Item #6.7a Recreation Commission, Ms. Masterson to submit Form O.**

Ms. Masterson informed the board that Form O had been submitted. Mr. St. Cyr had originally sent in only page one as page two did not apply. Page two was submitted in October. Mr. Landry was concerned that Primex may feel as if they were missing a page. Page two was sent in with a note of non –applicable to eliminate any possible confusion.
Action item complete.

-#6.7b Highway Department, Mr. Pivero to submit Form O for boat ramp at the Town Beach.

Ms. Morin had spoken to Mr. Pivero. They discussed Form O, and it does not apply for the boat ramp. Mr. Landry mention that every few years Mr. Pivero will add gravel to the boat ramp area. Mr. Landry is in agreement, a Form O is not needed for the boat ramp.
Action Item Completed.

- #6.7c Ms. Wrigley to get input from B.O.S regarding who has the responsibility for the boat ramp.

Ms. Masterson said that the Recreation Commission had previously discussed the boat ramp at a recent meeting. Mr. St. Cyr is planning on contacting Mr. Pivero, explaining one side of the ramp may need more sand or gravel. Recreation Commission oversees the boat ramp.
Action Item Completed.

- **Page 4 Item #9 Mr. Landry to email Primex Self-Assessment Form P and Prime 3.**
Designation & Discount Bench Mark paperwork to TA Wrigley.

Mr. Landry informed the board that the paperwork had been submitted.
Action Item completed.

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

No new Policies or Forms to discuss at this time.

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

Mr. Landry announced on behalf of TA Wrigley, that there were no near misses nor accidents reported since our last meeting.

6. Review / Discuss Safety Inspections & Recommendations:

Nothing to report at this time.

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

- 1- Captain Zalenski asked which department takes responsibility for the rescue boat and the building at the Town Beach. The building houses boating, telephone and rescue equipment along with other items such as ropes, buoy's, etc.

Mr. Landry explained that this is all part of Recreation Commission's Form O.

Mr. Landry asked about the phone system, believing they are disconnected.

Captain Zalenski discussed the video surveillance system in place. His concern is that the video will only record on a disk and erase clips after 24 hours. He recommends an upgrade. Ms. Morin believes an upgrade could be very expensive and would need a wireless connection.

Mr. Landry would like Ms. Morin to bring this concern to the Board of Selectmen for their input. This will be an action item for our next meeting.

- 2- Captain Zalenski asked who is responsible for the lock on the gates at each end of the Peanut Trail. The locks are damaged and do not operate correctly. If an accident were to occur, the locks could be cut. The large Fire Trucks have necessary equipment to cut through the chains. However if a smaller Emergency vehicle arrives first, they may not be equipment to open the gates.

- 3- Ms. McCarthy said that the locks and gate falls under the Conservation Commission. The Police and Fire Department have keys to access the gate. She believes Peter Mears may still have the other set of keys. Ms. McCarthy will contact Peter Mears.

Ms. Masterson mentioned that a local Girl Scout troop had cleaned up the Peanut Trail last spring.

Ms. McCarthy will discuss this issue at the next Conservation Commission meeting
This will be an Action item for our next meeting.

8. Reports from Sub- Committees (If Applicable)

Ms. McCarthy asked if the Stewardship Committee, a subcommittee of the Conservation Commission applies. Mr. Landry replied no, his understanding is that it would only apply for a subcommittee of the JLMC.

9. New Business:

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

Mr. Landry submitted these forms last November. The Town has been with Primex Insurance Company for two consecutive years. Both years the town was granted a 2 ½ % premium discount.

Other:

Nothing to report at this time.

10. Next Meeting: Scheduled at the Town Hall, Wednesday, April 3, 2019 at 5:00pm.

11. Action Items:

- **Page 2 Item 3.3** Ms. Casewell, Gale Library- Contact Mr. Pivero to repair broken step and re-patch cement walkway driveway.
- **Page 4 Item 7.1** Ms. Morin to confer with the BOS to see if it's possible to upgrade the security cameras at the Town Beach.
- **Page 4 Item 7.2** Ms. McCarthy, Conservation Commission- possibility of new locks for the gate at the entrances of the Peanut Trail.

12. Adjourn: The meeting adjourned at 5:18pm. Jack Kozec arrived at 5:20pm.

Respectively Submitted,

Kimberly Lowther

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