



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



July 10, 2019 MEETING MINUTES

Committee Members in Attendance:

Bill Landry- JLMC Chairperson & Cemetery Trustee
Roger Hamel-JLMC Vice Chair & Planning Board
Diane Morin- Selectmen's Secretary & Cable Committee
Kimberly Lowther- JLMC Secretary
Terry Caswell- Gale Library Director
James Doggett- Selectman
Jack Kozec -Transfer Station
Robert Zalenski- Fire Captain/ EMT
Peter Gagnon- Transfer Station Manager
Mike Pivero- Road Agent
Pat Matterson- Recreation Commission
Barbara White- Building Department
Mike Jewett- Police Chief
Denis Nadeau- Code Enforcement Officer

Minutes were typed by Kimberly Lowther.

1. Call to Order and Pledge of Allegiance:

Mr. Landry called the meeting to order at 5:02 PM and began with the Pledge of Allegiance.

2. Review Minutes of Prior Meeting:

Mr. Landry asked the committee if there were any issues regarding the previous meeting minutes. Without issue, he asked for a motion.

Selectman Doggett motioned to accept the minutes of April 3, 2019 as written. Second by Mr. Kozec. All in Favor.

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

(Page references and Item #'s are from the previous meeting minutes)

Action Items:

1. Page 2 -3.1 Mr. Kozec will look into quotes for the concrete repair at the Gale Library.

Ms. Caswell reported that this action item was completed, and Mr. Pivero had made the repair. She was very pleased with the result.

Action item completed.

2. Page 2 – 3.2 Ms. Morin to confer with the BOS to see if it is possible to upgrade the security cameras at the Town Beach.

Ms. Morin reported that the camera's all work and are recording footage up to five months. Previously, it was discussed, that the cameras will re-record after 24 hours. This was an inaccurate statement. A town official must be onsite to review the tapes. There would be an added expense to the town to increase security at the Town Beach.

Captain Zalenski did agree that it would be most cost effective to leave the security measures as they stand now. His concern is, if a safety issue or emergency were to arise, emergency personnel wouldn't be able to respond till after the incident took place. He suggested upgrading the security camera's and offered the cameras from the old Fire Station. This would allow the police department to log on remotely.

Mr. Landry questioned who would be responsible for monitoring the tapes after hours.

Chief Jewett agrees with Captain Zalenski. Transmitting footage to the police station through an internet protocol camera would improve the protective measures and public safety at the beach.

Ms. Morin added that a monthly fee from Comcast would be incurred as the signal would need to be broadcasted from the beach to the police station. We would also need to protect the DVR from the external elements.

Chief Jewett discussed the heater box that is currently in place at the Town Beach and Greenie Park.

Action Item: Chief Jewett will assist Captain Zalenski to explore estimated costs to increase the security at the Town Beach.

3. [Page 2- 3.3](#) Ms. McCarthy will look into upgrading or renovating the entrance pipe gates and expanding the width at the Peanut Trail. She will also evaluate the gates on Currierville Road. Locks will be purchased after an upgrading plan is in place.

McCarthy was not present at tonight's meeting.

This action item will remain open.

4. [Page 3- 7.1](#) - Mr. Pivero to add \$100.00 on next year's budget for Ron's certification.

Mr. Pivero informed the board that one application permit is issued. He is currently certified, and his employees are covered. Mr. Pivero had previously completed a two day salt application course as required for certification.

Action item completed.

5. [Page 3- 7.2](#) - Chief Alcaldinho will address the AED pads or designate an employee of the Fire Department to handle this matter.

Captain Zalenski reported Deputy Chief John Cain has been appointed to this matter. Department heads are responsible to purchase their own pads and batteries for their department. All pads within the town are the same model. 9 Volt batteries are needed to operate the AED's. Self-tests can be performed to check on battery life. Police performs a self-test daily and Town Hall tests the batteries once a month. The pads will expire within two years.

Capt. Zalenski explained that Dept. Cain had inventoried all the AED's and identified their location and removed the old models. All departments are required to perform their own self checks.

Action item completed.

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

Dept. of Labor Compliance Review: RSA 281-A:64

- ❖ Basic Requirements: **(All in place)**
 - ✓ Current Written Safety Program
 - ✓ JLMC Committee in Place
 - ✓ Safe & Healthy Workplace
 - ✓ Documentation & Reporting

- ❖ Required Section Inclusions: **(All in place)**
 - ✓ Management Statement of Commitment
 - ✓ Responsibilities of Personnel
 - ✓ JLMC Responsibilities & Responsibilities
 - ✓ Safety Rules & Regulations
 - ✓ Disciplinary Policy
 - ✓ Accident / incident Reporting
 - ✓ Training Requirements for Safety & Health
 - ✓ Emergency Evacuation & Response Plans
 - ✓ Safety & Health Communications
 - ✓ Workplace Violence

➤ **New Policy:**

- ❖ ***HB 406 relative to reporting and investigation of serious injuries or death in the workplace will take effect on July 14, 2019.***

Mr. Landry discussed the new policy, HB 406 we had received from Primex. The policy reiterated practices that should be in place. Serious injury covers loss of limbs or death. Mr. Landry had emailed all JLMC members a copy of this policy days prior to this meeting. There is also a new reporting form for serious injury or death. Mr. Landry had spoken with Primex, since we already have a form in place. That form in place is to be used for First Aid or other minor incidents. The new reporting form will be included in town protocol for serious injury or death.

Mr. Landry asked for comments or questions regarding the new policy. Mr. Hamel had a question that was directed towards the investigated process of legal counsel. In the event that an incident was to occur, Mr. Hamel was concerned with the time frame given to consult legal counsel.

Mr. Landry agreed with Mr. Hamel. If there was a serious accident or death, the town could handle the protocol measures. Actions to handle a situation involving an amputation or fracture are written in the policy.

Ms. White added that the town attorney may be listed in the policy in the event of a lawsuit against the town. Mr. Hamel agreed and added that all incidents would be reported to the Department of Labor and OSHA. Mr. Doggett would like the process to be reviewed through Human Resources.

Mr. Hamel suggested eliminating 'legal counsel' in the policy. We can determine if that step is necessary based on the incident.

Mr. Landry will amend the policy presented. Mr. Hamel would like the policy to specify that the Town Administrator is responsible to report to the Department of Labor and to Primex if there is an issue. The new reporting form will be as specific as possible as to what qualifies as a serious injury.

Mr. Landry will strike the sentence, “Investigated process should be directed towards legal council.” An updated policy will be sent to Primex for their review.

Once Primex is satisfied with our policy, it will be added to our manual. Hopefully this policy will never be needed.

Action Item: Mr. Landry will make changes to the policy and send an amended copy to Primex seeking their approval.

5. Review Near Misses (if applicable):

- a. Primex fiscal year 7/1/2018 – 6/30/ 2019
- b. Primex fiscal year 7/1/2019 – 6/30/2020

Ms. Morin is unaware of near misses reported.

Action Item: Ms. Wrigley to report on near misses for the fiscal year 7/1/18-6/30/19.

6. Review / Discuss Safety Inspections & Recommendations:

1. Safety Inspections will take place in September 2019.

➤ 2019 Inspections of all areas to be completed and submitted to Diane Morin by September 20, 2019.

Everyone received an Annual Inspection Form “O” via email with a copy of tonight’s agenda. Form “O” will also be available at the Selectmen’s Office. The forms will be reviewed at our last meeting of the year scheduled for October 2.

Action Item: All departments to submit their completed Form “O” Inspection Sheets to the B.O.S. Secretary no later than Sept. 20, 2019.

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

1. Ms. Masterson announced that Lifeguards will be on duty starting this weekend. The Town hired three lifeguards. Two will be on duty from 10am to 6pm Wednesday thru Sunday.

Mr. Landry asked about “Swim at your Own Risk” signs, when lifeguards are not on duty. Ms. Masterson said that signs will always be posted and were discussed this week at a recreation meeting. Her department is looking into funding for “No Parking” signs. Apparently, many visitors from out of town have been visiting the town beach, including several license plates from Massachusetts.

Chief Jewett reported that the police department has been patrolling the beach. Any out of town vehicle will receive a parking ticket violation.

2. Mr. Kozec discussed the large amount of ticks at the Transfer Station, Town Beach, and Greenie Park. He asked if the town would like to take responsibility and spray these locations.

Mr. Landry suggested submitting a question to the Board of Selectmen. Ms. Morin explained, mosquitos and ticks are sprayed at Greenie Park. Even though there are ticks at the town beach, the amount of grass is minimal therefore we do not treat that location.

Action Item: A request to be brought to the Board of Selectmen from the Transfer Station Manager requesting a tick repellent treatment.

3. Mr. Doggett trimmed the branches from the white birch trees at the Town Beach.
4. Mr. Pivero asked how many signs are needed at the Town Beach.

Chief Jewett had previously discussed this issue with Matt from Recreation. He recommended posting signs along the road, near the fence. At least six signs would be needed. Mr. Gagnon suggested NH the Beautiful in Epson. They offer signage at no cost.

Mr. Pivero will install the signs at the town beach. Ms. Masterson's is concerned with ambulance parking in the event of an emergency. People have been blocking the area that reads Emergency vehicles only. There was an issue last weekend, 52 cars were at the beach. Any vehicle blocking an emergency area will be towed. Mr. Pivero ask Chief Jewett if we have the right to tow. Chief Jewett replied yes, however, they will ask beach goers to remove their cars first before they would tow. Mr. Pivero asked Mr. Gagnon to pick up signs that read, No Parking/Tow Zone.

Action Item: Mr. Gagnon will look into signage at NH the Beautiful and inform Mr. Pivero as to what is available.

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

➤ **No Sub-Committees in Place**

9. New Business: N/A

10. Other: N/A

11. Next Meeting: Wednesday October 2, 2019 at 5:00pm- **Location: Newton Police Station.**

12. Adjourn: Meeting adjourned by Mr. Landry at 5:45 PM

SEE ACTION ITEMS ON PAGE 7

Action Items:

***Page 2- 3.2: Chief Jewett will assist Captain Zalenski to explore estimated costs to increase the security at the Town Beach.**

***Page 3- 3 Ms. McCarthy will look into upgrading or renovating the entrance pipe gates and expanding the width at the Peanut Trail. She will also evaluate the gates on Currierville Road. Locks will be purchased after an upgrading plan is in place.**

***Page 5-4 Mr. Landry will make changes to the policy and send an amended copy to Primex seeking their approval.**

***Page 5-5 Ms. Wrigley to report on near misses for the fiscal year 7/1/18-6/30/19.**

***Page 5- 6.1 All departments to turn in Form O by Sept. 20.**

***Page 6-7.2 A request to be brought to the Board of Selectmen from the Transfer Station Manager requesting a tick repellent treatment.**

***Page 6- 7.4 Mr. Gagnon will look into signage at NH the Beautiful and inform Mr. Pivero as to what is available.**

Respectively Submitted,

Kimberly Lowther

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