



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



January 8, 2020 MEETING MINUTES

Committee Members in Attendance:

Bill Landry, JLMC Chairperson & Cemetery Trustee
Roger Hamel- JLMC Vice Chairperson & Planning Board
Diane Morin, Selectmen's Secretary & Cable Committee
Jack Kozec -Transfer Station
Peter Gagnon- Transfer Station Manager
Mike Pivero- Road Agent
Trisha McCarthy- Conservation Commission
Pat Masterson- Recreation Commission
Terry Caswell – Gale Library
Bob Zalenski – Fire Department
Larry Foote – Emergency Management

Guests:

Heather Dunkerley – NH Homeland Security & Emergency Mgmt.
Jane Hubbard – Hubbard Consultants

Minutes were taken by Diane Morin.

1. Call to Order and 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:

Mr. Landry asked the committee if there were any issues, questions, or comments regarding the previous meeting minutes. Without issue, he asked for a motion to accept the minutes. Mr. Kozec motioned to accept the minutes of Oct. 2, 2019 as written. Second by Mr. Foote. All in Favor.

3. **Review Action Items from previous meeting:**

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

- A. Page 2- 3.1 Chief Jewett will assist Captain Zalenski to explore estimated costs to increase the security at the Town Beach. (Held over from Oct. 2019 meeting)
Chief Jewett was not able to attend the meeting. Estimated costs were not available.
ITEM WILL BE ADDRESSED AT APRIL JLMC MEETING.
- B. Page 2-3.2 Mr. Pivero will assess the damaged pipe gates at Currierville Road and the Peanut Trail gate near the Central Fire Station.
Per Mr. Pivero and Ms. McCarthy, the gate problems as well as the clearing and widening of the trail to accommodate emergency vehicles, and a beaver dam problem, will be addressed in the spring. New locks with a common key will be installed. Keys to the gates will be distributed to the Police Department, Fire Department, Town Hall, and Conservation Commission
THE ITEM STATUS WILL BE REVIEWED AT THE APRIL MEETING.
- C. Page 3-3.6 Mr. Gagnon to add a line item for 2020 Budget to cover the cost of tick repellant at the Transfer Station.
Mr. Gagnon reported that the cost for this item has been included in his 2020
ITEM CLOSED
- D. Page 3-7 Mr. Pivero to install No Parking signs at the Town Beach.
Signs have been purchased and will be placed in the spring when the beach is opened. Because the beach fence was removed, the signs will be put on posts.
THIS ITEM WILL BE REVIEWED AT THE SPRING MEETING.
- E. Page 4-6 Building Inspector Dennis Nadeau will inspect the Planning Board ramp to determine if additional repairs are required.
Ms. Morin reported that Tony Romanoski installed support beams and secured the floor boards.
ITEM CLOSED

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

5. **Review Near Misses (if applicable):** No near misses reported.

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

Annual Safety Inspections took place and were reviewed at the October 2019 meeting.

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

A. Mr. Zalenski reported that the emergency lights in the town hall were not working. He also stated that two shut off valves on the Town Hall sprinkler system were found to be in the closed position. Both valves were opened.

B. Ms. Caswell reported that there is a pot hole at the entrance driveway at the Gale Library.

8. Reports from Sub Committees: N/A

9. New Business: N/A

10. Other:

Jane Hubbard of Hubbard Consultants and Heather Dunkerley of the NH Homeland Security Emergency Management Team conducted a Newton, NH Emergency Operations Plan Update. This is required by Homeland Security every five years.

A review of the Community Profile was done and the fifteen sections of the Newton, NH Emergency Support Function Matrix were updated.

A meeting will be held in April to review the Operations Plan and the town contact protocol, and to discuss the Alert Now program. This is an HSEM program designed to keep the public advised of any safety alerts and information.

11. Next Meeting: Will be held at Town Hall on Wednesday April 1, 2020 at 5:00pm.

12. Action Items:

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

Page 2- Item 3 "A"

Chief Jewett will assist Captain Zalenski to explore estimated costs to increase the security at the Town Beach. (Held over from Oct. 2019 meeting)

Page 2-Item 3."B"

Mr. Pivero will assess the damaged pipe gates at Currierville Road and the Peanut Trail gate near the Central Fire Station. Per Mr. Pivero and Ms. McCarthy, the gate problems as well as the clearing and widening of the trail to accommodate emergency vehicles will be addressed in the spring. New locks with a common key will be installed. Keys to the gates will be distributed to the Police Department, Fire Department, Town Hall, and Conservation Commission

Action Items Continued:

Page 2 –Item 3 “D”

Mr. Pivero to install the “No Parking” signs at the Town Beach.
Signs have been purchased and will be placed in the spring when the beach is opened.
Because the beach fence was removed, the signs will be put on posts.

Page 3 – Item 7 “A”

Ms. Morin will contact the Town Administrator regarding the emergency lights in the town hall that are not working.

Page 3 – Item 7 ”B”

Mr. Pivero will take care of the pot hole, reported by Ms. Caswell, that is at the beginning of the entrance driveway at the Gale Library, in the spring.

13. **Adjourn:** Meeting adjourned at 6:20pm.

Respectively Submitted,

Diane Morin

Diane Morin
Newton, NH Joint Loss Management Committee.