



# Town of Newton, NH

Newton Town Hall: P.O. Box 378, Town Hall Road, Newton, NH 03858

Town Hall Hours: Monday - Wednesday, 8am - 4pm; Thursday 12pm - 8pm

## January 4, 2017 Joint Loss Management Committee Minutes

### JANUARY 4, 2017 MEETING MINUTES

#### Committee Members in Attendance:

Trisha McCarthy, JMLC Chairperson & Conservation Commission; Bill Landry, JMLC Vice Chairperson & Cemetery Trustee; Larry Foote, Emergency Management Director; Nancy Wrigley, Town Administrator; Roger Hamel, Planning Board; Kimberly Lowther, JMLC Secretary; Terry Caswell, Gale Library Director; Mike Pivero, Road Agent; Kimberly Hughes, Town Bookkeeper/Payroll Administrator; Mike Jewett, Chief of Police & Diane Morin, Selectmen's Secretary.

Minutes were typed by Kimberly Lowther.

#### 1. Call to Order and Pledge of Allegiance:

Landry called the meeting to order at 6:05 pm. The meeting was held in the rear conference room of Town Hall. The main hall was being used for a Red Cross Blood Drive. The rear conference room does not display an American Flag, therefore, we did not salute the flag.

#### 2. Election of 2017 Officers:

Landry would like to come back to the election once all members are present.

#### 3. Review Minutes of Prior Meeting:

Landry asked the board if members had any issues or comments with regards to the Minutes from our last meeting. Without issue he asked for a motion.

Wrigley motioned to accept the October 5, 2016 Minutes. Second by Foote, with a unanimous vote.

#### 4. Review Action Items from previous meeting:

##### 1.) Doggett - Delete the old Anti Bullying/ Harassment Policy from the Selectmen's Handbook.

Doggett was not present tonight and this will be addressed at the next JMLC meeting. **2 Joint Loss Management Committee Meeting Minutes of January 4, 2017**

#### 4. Review Action Items from previous meeting: (Cont.)

##### 2.) Dept. Heads -Submit Safety Inspection form "O" to Nancy Wrigley if you haven't already done so.

Landry asked if Wrigley had received Form "O" from each department. Wrigley will check to see which department hasn't turned in their forms. She did receive Form "O" from Town Hall Employees, Planning Board, Historical Society, Gale Library, Fire Department, and the Police Department. Pivero said his department has signed the form however he hasn't turned them in. The Road Agent may be non-applicable. Wrigley will contact the Transfer Station to submit Form "O."

Wrigley informed Landry that the electrician had fixed the lights at Town Hall on October 24, 2016. She questioned if Doggett would need to sign off on the original form. Landry said no, but to attach it to the original file in case we need to produce it for Primex at a later date.

##### 3.) Planning Board -Fill out Recommendation Form "M" regarding broken exterior light on ramp leading to Planning Board conference room, and submit to BOS.

Hamel reported that the light has been fixed.

##### 4.) Wrigley -Submit Form "M" to BOS regarding issue with out of date SDS'.

Wrigley reported that she had created a book for the Safety Data Sheets as Landry had previously suggested. Wrigley said that Tony Romanoski, the Facilities Maintenance / Custodian performs the cleaning duties at Town Hall with supplies purchased for the town. She doesn't see it as possible to record each and every item that we acquire. SDS requires a sheet for all items such as ink, toner, white out, etc.

Pivero stated that every item purchased has an SDS sheet attached to it. Landry questioned if an SDS sheet was for only hazardous material.

Hamel recommended using the internet, if or when a SDS Sheet is requested, where each particular sheet is readily available. Landry would like

Wrigley to take an inventory of Town Hall supplies. He questioned if there is a specific law that requires a SDS Sheet for everything we own? Hamel stated that if any person requests a sheet, we as a town need to present an SDS sheet. He recommended printing one online as needed. Wrigley said our cleaning supplies are so minimal, generally dish detergent, a container with part bleach/ part water and furniture polish. Hamel asked what our Safety Policy reads regarding SDS Sheets. Pivero informed the board that OSHA requires that every job, truck, and employee has an MSDS book readily available. This includes all material that an employee may come in contact with or frequently use has to be in the book. He said there is probably over 700 SDS Sheets in his book. Landry would like to compile a list of all supplies that would be included in the SDS book. Wrigley will inform James Doggett that we need a list of all supplies. Landry asked Caswell if the Library has a book of SDS Sheets. She said they have a basic binder including most products of their everyday general use. **3 Joint Loss Management Committee Meeting Minutes of January 4, 2017**

**4. Review Action Items from previous meeting: (Cont.)**

Foote recommended just pulling up a generic list of chemicals, not specific to a certain brand. Landry would like Casewell to submit a list of chemicals to Wrigley. Wrigley will advise Tony Romanoski that we will be working on an SDS book.

**Trisha McCarthy arrived at 6:25pm.**

**5.) Alcaldinho –Discuss emergency lighting issue and other Fire Dept. issues with the BOS at the 2017 Budget Meetings.**

The Fire Department did not have a representative present tonight.

**6.) Dept. Heads –ensure that all employees have reviewed the Loss Management Safety Manual and signed Form “H”, the Safety Manual Receipt Form, acknowledging said review. These must be submitted to the Town Administrator ASAP.**

Pivero said the Highway Department has reviewed Form H, however he hasn't submitted them. He asked Wrigley to check to see if Ronny and Mark had been turned in their Form H. Wrigley will check their files.

Jewett reported that the Police Department has reviewed the policy and is still pending individual signatures. He will have his employees sign and return Form H at their next department meeting held January 17<sup>th</sup>.

Foote said that the EMD is at the State level however, employees should be covered under the other departments within town. Wrigley hasn't received Form H since our previous meeting and will report who still needs to turn in this form at the next meeting.

**7.) Alcaldinho –Fire Dept. designee to continue review of Defibrillators and possibility of having universal units in all appropriate locations.**

Foote reported that they are 60 % there in regards to purchasing new defibrillators. Currently, they are in negotiations over pricing. Landry asked if all Defibrillators would be from the same manufacturer. Foote believed so. Wrigley asked if they had received a grant. Foote replied that it is a 50/50 grant that they were awarded. They are planning on ordering eleven defibrillators. The Fire and Police department will split eight defibrillators. Town Hall, Gale Library, and the Transfer Station will each receive one new defibrillator.

Jewett reported that his defibrillators are primarily the Phillips brand. He has approximately 6 or 7 that are located in the cruisers. He did note that some are outdated and not compatible with each other. The new ones will be in the front line cars. The older defibrillators will be kept as back up.

**Kim Hughes arrived at 6:30pm. 4 Joint Loss Management Committee Meeting Minutes of January 4, 2017**

**4. Review Action Items from previous meeting: (Cont.)**

**8.) Alcaldinho –will visit the library to discuss the evacuation plan with library employees.**

Landry noted that the Fire Department isn't present tonight and we will visit this again at our next meeting. Caswell informed the board members that Chief Alcaldinho hasn't visited the library since our last meeting for an evacuation plan. She would like to schedule a meeting in the near future.

**9.) Lemere –Assist Library Director in having the fire escape stairway evaluated. A professional engineer needs to determine if it's structurally safe. He will also take a look at the railing system in the attic that also needs to be addressed.**

Caswell reported that the fire escape hasn't been addressed. She did consult with Wrigley to contact a structural engineer that she had previously met. Wrigley added that Ron LeMere did not feel comfortable addressing the fire escape and recommended consulting the structural engineer.

Caswell did report that the attic railing system is an urgent matter. She informed that board that the railing is wobbly and scary. She spoke with Tony Romanoski recently and he could fix the system upon permission from the JMLC. Landry agreed since it is not a major construction project and is not for public use. Wrigley recommended Library employees refrain from using the stairway until the repairs have been complete.

**10.) Caswell –Review possibility of relocating the library “book drop” box to a more accessible location due to winter weather access issues.**

Wrigley would like to block off the front entrance during winter months. The stairway becomes too slippery and is very dangerous during the winter months. Town Hall also blocks off the front entrance. Town Hall's walkway is still cleared of snow and sand and salt is applied. Therefore it can be used as a means of egress in the event of an emergency. However, it is closed as an entrance since there is too much risk involved with keeping it open for public use.

The library has a total of three doorways on the first floor and two on the second floor. Wrigley would like patrons to return borrowed books while the library is open. Landry suggested installing a slot on the door. Wrigley said that the doorway is just too small. Casewell said purchasing an additional drop box would be upwards of \$1,000.00.

Jewett suggested posting a 'No Parking' sign on the street in the front of the library. Also, installing a slot on the door as Landry suggested and hanging a collection basket off the interior of the door. Wrigley asked how many books are generally in the book drop box. Casewell said the amount of books, videos, and magazines can vary from not many to almost overflowing. McCarthy recommended having a drop box at Town Hall, however all items would need to be transported to the library. Landry suggested installing a drop box near the dumpsters in the parking lot. Casewell explained for those whom are walking, it is difficult to walk up the narrow driveway when cars are entering or exiting the library. The driveway can become very dangerous at times. Hughes recommended removing the book drop off during the winter months. Wrigley's

recommendation is to close the front library stairway. Casewell and the Trustees would like to keep the book drop off open. **5 Joint Loss Management Committee Meeting Minutes of January 4, 2017**

**4. Review Action Items from previous meeting: (Cont.)**

Landry asked for a final decision on the book drop off. The board agreed to keep the drop box in the same location throughout the winter months. The walkway will remain open and cleared with the possibility of installing a railing system in the spring. Morin suggested posting a "Use at your own risk" sign near the front walkway. Casewell reported that the library Trustees decided on an alternate plan. Their decision was to remove all incurred fines for those whom had difficulty accessing the drop box during inclement weather.

**11.) Casewell –Fill out recommendation Form "M", requesting a railing be installed on the front walkway of the Gale Library and submit to BOS.**

Form M is complete for the railing system and will be addressed this spring.

**\*(2) Election of Officers: Now that all members are present Landry revisited Item Number 2.**

McCarthy praised Landry for an incredible performance and workmanship with the commission and recommended that he become the new Chairperson of the JMLC.

McCarthy moved to nominate Bill Landry as Chairperson for the JMLC. Second by Hughes with a unanimous vote.

Landry motioned to nominate Roger Hamel as Vice Chairperson to the JMLC. Second by Hughes with a unanimous vote.

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

There were no changes to the policies.

**6. Review Near Misses (If applicable):**

No near misses to report.

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

At this time there are not any safety inspections or recommendations to report.

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

Footo raised concern regarding the Transfer Station. Mr. DiFalco will be asked to attend an upcoming Selectmen's meeting or send a delegate who will have decision making authority.

**9. Reports from Sub-Committees (If applicable):**

No sub-committees in place at this time.

**10. New Business:**

The Secretary will have minutes from all JMLC meetings available in 10 business days. **6 Joint Loss Management Committee Meeting Minutes of January 4, 2017**

**11. Other:**

1.) Wrigley discussed the Form "A" First Aid List of Contents. She reported she has only two first aid kits. They are located at the Marshall House and the Gale Library. She didn't check in with the Police and Fire Departments since they update their own kits. Jewett reported that each cruiser has a kit as well as the police station. He asked Landry if he would like a Form A from the Police department. Landry stated that Police and Fire are exempt. Jewett's department has their own forms that they use. Wrigley said that Town Hall's kits only contain band aids not any form of pain reliever or pills. She reported that Pivero had submitted a Form A and is still waiting for Form "A" from the Transfer Station.

2.) McCarthy discussed a past incident. McCarthy would like to amend our policy to include, **"not to remove any person during an emergency and to call 911"**. Do not transport and do not treat. Medical staff should always be called if an employee, or the public, is in need of medical assistance. Landry asked McCarthy and Footo to draft a policy for review that can be inserted into the Loss Management manual ASAP. Casewell asked if she should have called 911 when an employee fell at the library. Footo replied that Newton EMS should have been called per our policy and to protect the town.

**Next Meeting:**

Our next meeting is scheduled for Wednesday, April 5, 2017 at 6pm.

Landry would like Department Heads to send a designee if they cannot attend. **The designee should have decision making authority.** Wrigley will ask Jack Kozec to attend our next meeting if Transfer Station Manager, Tom DiFalco is unavailable.

**12. ACTION ITEMS:** (Status updates or resolutions should be ready by next meeting, or

sooner, if the item is critical)

1. Doggett – Item 4-1 - Page #1 - Delete the old Anti Bullying/ Harassment Policy from the Selectmen's Handbook.

2. Wrigley – Item 4-2 – Page #2 – Contact Transfer Station to submit Form “O”.
3. Wrigley – Item 4-4 – Page #2 – Advise J. Doggett the JLMC needs a list of all supplies for the SDS program.
4. Alcaidinho - Item 4-5 – Page #3 – Discuss emergency lighting issue and other Fire Dept. issues with the BOS at the 2017 Budget Meetings, **if not done already**.
5. Wrigley – Item 4-6 - Page #3 – Check to see if Hwy. Dept. has submitted Form “H”, the Safety Manual Receipt Form, acknowledging review of the manual.
6. Alcaidinho – Item 4-7 - Page #4 – Complete purchase of Defibrillators.

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**12 - ACTION ITEMS: (Cont.)**

7. Alcaidinho – Item 4-8 Page #3 - Visit the library to discuss the evacuation plan with library employees.
8. Lemere – Item 4-9 - Page #4 – Assist Library Director in having the fire escape stairway evaluated by a structural engineer to determine if it’s safe.
9. Caswell – Item 4-9 - Page #4 – Initiate repair of the library attic railings by T. Romanoski.

**14. Adjourn-**

Foote motioned to adjourn at 7:05pm. McCarthy Second. Vote carried unanimously.

**Respectfully Submitted,**

*Kimberly Lowther*

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