



# 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

## October 5, 2016 Joint Loss Management Committee Minutes

### JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES October 5, 2016

#### JLMC Members in Attendance:

Bill Landry, JLMC Vice Chairperson and Cemetery Trustee; Kim Hughes, Bookkeeper/ Payroll Administrator; Mary Winglass, Selectmen's Office Manager; John Alcainho, Fire Chief; Mike Jewett, Police Chief; James Doggett, Selectmen; Nancy Wrigley, Town Administrator; Kimberly Lowther, Safety Commission Secretary; Terry Caswell, Gale Library Director; Mike Pivero, Road Agent; Ronald LeMere, Chief Building Official .

Absent: McCarthy, Collyer, Difalco, Foote, Gonyer, Hamel, McCullough & McElroy

Minutes were typed by Kimberly Lowther.

- **Call to Order and Pledge of Allegiance-**

Landry called the meeting to order at 6:08pm. The meeting began with the Pledge of Allegiance. Landry discussed the new format of the Agenda that Primex recommends we follow.

- **Review Minutes of Prior Meeting-**

Doggett motioned to accept the minutes of our previous meeting held on July 21, 2016. Winglass second the motion. Vote: unanimous.

- **Review Action Items from previous meeting (if applicable)-**

The committee did not have issues to review at this time.

- **Review New / Revised Policies and Forms (if applicable)- Anti Bullying Policy-**

Wrigley did not address this policy at the most recent Selectmen's Meeting. She will consult with Selectmen Doggett and Gonyer since there still is some confusion. She questioned if the Anti Bullying Policy is in the Safety Manual does it need to also be in the Selectmen's Personnel Policy?

Landry reminded the board that the Anti Bullying Policy was originally the Anti Bullying/ Harassment Policy. Then changes were made and now there is strictly an Anti Bullying Policy in the Safety Manual that the Board did approve. The Harassment Policy became the Harassment/ Discrimination Policy and was recommended by Primex to be placed into the Personnel Policy. This has been done.

Doggett discussed that he and Selectman Gonyer had updated the Anti-Discrimination Policy as well as the Statement to the Town.

#### **4. Review New / Revised Policies and Forms (if applicable) - (Continued)**

Wrigley would like the former Anti Bullying/ Harassment Policy to be rescinded. Doggett explained that the Anti Bullying Policy should be in the Personnel Policy due to direct consequences of employment. Landry felt that it should be in the Safety Policy since Bullying could incur violence and become a Police matter. Wrigley would like Selectmen Doggett and Gonyer to look into it further. Winglass stated that Primex did revise and approve the Anti Bullying Policy in the Safety Manual.

As a result, Doggett agreed to Primex's recommendation to leave the Policy in the Safety Manual. Landry does not want this Policy in two different places because it could lead to potential problems at a later date related to making sure both policies were updated when needed. Wrigley reminded the board to delete the old Anti Bullying/ Harassment Policy from the Selectmen's Employee Handbook.

- **Review / Discuss Safety Inspections & Recommendations-**

##### Form "O" Review Inspection Forms from each department.

The Fire Department will drop Form "O" off to Town Hall tomorrow. Landry collected these forms from all departments. He asked the committee if there were any issues to discuss.

He began with the Gale Library. Caswell asked if she was the Property Building Contact. Landry said that the Department Head is the Property Building Contact. Wrigley questioned who would be the inspector? Landry would like the Department Head or a person whom they designate to be the inspector.

He informed the board that these forms are to be completed annually. These forms are being reviewed at this time because Primex is requesting a baseline of each building's current condition. The next annual inspection, using Form "O", will be conducted again in January 2018.

Caswell explained that they recently had an inspection on September 28<sup>th</sup>. At this time there wasn't anything that needed to be brought to the Selectmen's attention. Landry explained to the board that if any department had an interim issue, the issue should be recorded onto Form "M" and submitted to the BOS. The Board of Selectmen would then review, and respond to the addressed issue.

Wrigley discussed Town Hall's Form "O". The SDS sheets for question number 7 need to be updated. Landry would like to submit this issue and have Wrigley check off "No" for #7. Wrigley also asked for clarification for #9, Personal Protective Equipment. She was informed that this line item does not apply for Town Hall. Landry asked if Wrigley had Barbra White's Form "O" sheet. Wrigley did have it and requested to have one form completed for the entire building, not for individual offices. Landry asked if Tony Romanoski, Town Hall's Facility Maintenance / Custodian could perform the inspection of all Town Hall areas.

Doggett noted that there is a Fire extinguisher in the Planning Boards Conference room, however not in the Planning Board Office. The conference room unit is approximately 15' from the office.

Wrigley mentioned that Barbra White did include in her inspection form that the exterior lights are still not functioning properly after the light bulbs were changed. She believes it may be an electrical issue and will have someone check into it.

Landry discussed the Marshall House. The Marshall House is owned by the Town but overseen by the Historical Society who will take responsibility for completing these forms. Landry did not have any issues at this time to bring forward to the board. He did mention last May 2016, Sam Zannini, Newton's

#### **5. Review / Discuss Safety Inspections & Recommendations- (Continued)**

Deputy Building Official, visited the Marshall House. He performed an inspection prior to a scheduled Girl Scout tour that was held there. Zannini was concerned with the interior stairs and railing leading to the second floor. The Historical Society immediately addressed these issues and the Marshall House is currently in good standing. (Stairs were secured and a brace was added to the railing). Pivero discussed the Highway Department. Ninety percent is non applicable. He stated that Form "O" mostly covers occupied dwellings. The only town building he oversees is the Salt Shed and that is not considered an occupied dwelling.

The Police Department does not have anything to report at this time. Chief Jewett reported that all items on Form "O" were either checked non applicable or they were in compliance and do not have any concerns to address.

Fire Chief Alcadinho explained that they had a lot of "N/A's" on their Form "O". One issue he brought forward to the board is the lack of emergency lighting. He explained that most of the Fire Department issues were brought forward by LT. Dole at our previous meeting. He plans on addressing these issues at the 2017 budget meeting. Committee members discussed the sprinkler system located in the Town Hall's second floor large hall. Since the system is not up to code, only 49 people can occupy this room at one time unless there are Fire Dept. Personnel present.

Winglass handed out a bulletin from Primex. This was Risk Management Benchmarks that identified our slips, trips, and falls. The number of slip, trip, and fall claims annually are 1-2. Our benchmark goal is less than two. The actions to achieve are to focus on the potential accidents during an inspection. Primex has also supplied the town with informational handouts to pass onto our employees. Landry mentioned in the future these bulletins will be emailed to all department heads.

Wrigley discussed an issue with the handicap exit from the second floor hall leading to the upper parking lot. Many people had tripped over the threshold while entering or exiting the building. Ron LeMere will look into it before the November elections.

Winglass provided the board members with another handout, Motor Vehicle Backing Accidents. Primex showed one claim. Our goal is zero. She reviewed backing policies for the DPW and Fire Department. Pivero explained that crews are not allowed out of the vehicle when plowing. Winglass asked the department heads to share this bulletin with their employees.

- **Reports from Department Heads (Needs, wants, Safety Concerns, etc.)**

### **Form “A” – 1<sup>st</sup> Aid Kit Status-**

The Library, Fire, and Police departments are all set.

Pivero’s kits needs to be updated and recommends the OSHA approved First Aid Kits.

Landry discussed the Marshall House. Many items in the kit did not have an expiration date. The non aspirin tablets did say to store at room temperature. His concern was the Marshall House, which sees very little use, has no heat, and can become very cold or hot depending on the season.

### **6- Reports from Department Heads (Needs, wants, Safety Concerns, etc.) (Continued)**

#### **Form “A” – 1<sup>st</sup> Aid Kit Status- (Continued)**

Potential liability was discussed when assisting the public. These kits are more for internal use. Fire Chief Alcaindinho explained the importance of dialing 911 and not handling any emergency on your own.

Winglass noted that no one from the Transfer Station was in attendance tonight.

Chief Alcaindinho informed board members that the Fire Station was recently inspected by the state. Landry would like each department’s Form “A” to be turned into Mary Winglass.

#### **Form “B” – Defibrillator Status-**

Fire Chief Alcaindinho would like an updated quote since the departments defibrillators have expired, with the exception of a few that are close to the expiration date.

Wrigley stated the defibrillator at Town Hall has also expired and is no longer in service. Fire Chief Alcaindinho discussed the life expectancy rate of a defibrillator. The pads are generally every two years and the batteries are every five. The Gale Library’s defibrillator has not yet expired.

Chief Alcaindinho expressed the importance of having universal defibrillators throughout town. If we purchase the same brand throughout, the town can save money by buying in bulk.

The Transfer Station and Fire department have also taken one out of service. Station Two’s Fire Truck no longer carries a defibrillator.

Chief Jewett explained that the Police department performs a monthly inspection. They inspect the battery, the unit itself and the pads. They have been using pads more frequently due to the amount of overdose calls they have responded to. He reported that all units are up to date and are in service.

Landry would like to have all defibrillators the same brand and interchangeable throughout each department.

#### **Form “H”- Safety Manual Receipt Form-**

All employees received the manual online and each employee is to sign the form once they have reviewed the Safety Manual. Landry asked that all departments will turn in the forms to Mary Winglass or Nancy Wrigley if they haven’t been turned in yet.

**Form “L”- Slips, Trip and Fall Log-**

There were not any issues to report at this time.

**Form “M” – JLMC Recommendation Form**

Planning Board will submit this form to the Selectmen that will address the electrical issue concerning the exterior lights on the entrance ramp to Planning Board conference room.

**Form “N”- Review Loss Analysis Form-**

Nothing to report at this time.

**New Business-**

Nothing to report at this time.

- **Other-**

Chief Jewett discussed the updates on the Federal, State, and Local laws for minimum wage postings. He reported that the Police Station has updated their postings. Winglass referred to Primex’s website for all employment federal guidelines that are required to be posted.

Caswell addressed a complaint she received requesting a railing to be installed on the front walkway of the Gale Library. Landry would like this request to be recorded onto Form “M”.

The Patron whom sent the complaint was having difficulty accessing the DVD return box located on Gale Library’s front porch.

Pivero recommended relocating the box to the rear of the building where the handicap ramp is located. Caswell explained that the driveway to access the rear of the building can be unsafe during the winter months. Since the front walkway is not handicap accessible, the Library can be difficult to visit during the winter months. Wrigley suggested a smaller book drop on the handicap ramp. Landry asked about installing a drop box near the trash container at the North wall door off the parking lot.

Caswell discussed the Evacuation plan during their mock fire drill. The plan is to meet at the back of the building. Their concern was employees and patrons becoming stuck in the rear of the building when Emergency personnel respond. She requested whether or not they should amend their current evacuation plan. The Fire Chief will visit the library to discuss this further with library employees.

Caswell asked LeMere about the safety of the fire escape stairway. He recommends having the stairway evaluated. A professional engineer needs to determine if it’s structurally safe. LeMere told Caswell that he will also take a look at the railing system in the attic that also needs to be addressed.

The Fire Chief wanted to bring to the attention of the committee that they have taken care of a few safety measures at the Fire House. Extension cords have been replaced, an eye wash station has been installed, curb stops have been removed and poles have been painted yellow.

- **ACTION ITEMS:** (Status updates or resolutions should be ready by next meeting, or sooner, if the item is critical)

- Doggett - Page #2 - Delete the old Anti Bullying/ Harassment Policy from the Selectmen's Handbook.
- Dept. Heads – Page #2 – Submit Safety Inspection form “O” to Nancy Wrigley if you haven't already done so.
- Planning Board – Page #2 – Fill out Recommendation Form “M” regarding broken exterior light on ramp leading to Planning Board conference room, and submit to BOS.
- Wrigley – Page #2 – Submit Form “M” to BOS regarding issue with out of date SDS'.

**8. ACTION ITEMS: (Continued)**

- Alcadinho – Page #3 – Discuss emergency lighting issue and other Fire Dept. issues with the BOS at the 2017 Budget Meetings.
- Dept. Heads – Page #4 – 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.
- Alcadinho – Page #4 – Fire Dept. designee to continue review of Defibrillators and possibility of having universal units in all appropriate locations.
- Alcadinho – Page #5 - will visit the library to discuss the evacuation plan with library employees.
- Lemere – Page #5 – 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 – Page #5 – Review possibility of relocating the library “book drop” box to a more accessible location due to winter weather access issues.

11. Caswell – Page #5 – Fill out recommendation Form “M”, requesting a railing be installed on the front walkway of the Gale Library and submit to BOS.

- **Next Meeting- Wednesday, January 4, 2016 at 6pm.**
- **Adjourn- Wrigley motioned to Adjourn at 7:15pm. Landry Second. Vote carried unanimously.**

**Respectively Submitted,**

# **Kimberly Lowther**

**Kimberly Lowther**

**Newton NH Safety Commission.**