



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

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**April 3, 2019 MEETING MINUTES**

**Committee Members in Attendance:**

**Bill Landry, JLMC Chairperson & Cemetery Trustee**  
**Nancy Wrigley, Town Administrator**  
**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 Gangon- Transfer Station Manager**  
**Mike Pivero- Road Agent**  
**Larry Foote- Selectmen, EMD**  
**Trisha McCarthy- Conservation Commission**  
**Pat Matterson- Recreation Commission**

Minutes were typed by Kimberly Lowther.

**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 to review the minutes and if there were any comments. Without issue, he asked for a motion.

Ms. Morin motioned to accept the minutes of January 2, 2019 as written. Second by Mrs. McCarthy. All in Favor.

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

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

**1. Page 2, Item 3.3**

Ms. Caswell, Gale Library- Contact Mr. Pivero to repair broken step and re-patch cement walkway. Ms. Caswell is looking for a time frame to make the repairs to a broken step. She discussed that Mr. Pivero had been extremely busy. Ms. Wrigley suggested hiring out to fix the broken step and repair a crack that had been previously repaired. Over time the repair became brittle and cracked again. Payment for the repair will be paid

from GGB fund. Mr. Landry asked if anyone would suggest a contractor. Whomever is hired will have to be insured. Mr. Kozec will approach a resident in town whom visits the Transfer Station to see if he is interested.

\*Action Item- Mr. Kozec will look into quotes for the concrete repair at the Gale Library.

## 2. Page 4 Item 7.1

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

Ms. Morin had not got to this action item yet. There are cameras installed at the Town Beach. However, after 24 hours the videos are no longer stored and re-record over themselves. Mrs. McCarthy discussed if there were to be an issue and we needed to look back, all footage would be taped over.

Ms. Morin discussed possibly getting a Digital Video Recorder. It was undecided if there is electricity at the town beach. A past incident showed a very blurry tape. Camera's should be running year-round. Mr. Landry will like to explore the cost. Mr. Foote suggested using the outdoor cameras from the old fire station. There is a possibility of turning on the electricity since there are electric lines in place. Mrs. McCarthy believes this is a safety issue.

\*Action Item- Mr. Zalenski will drive to the Town Beach post meeting to check on the cameras and electricity. Ms. Matterson will also discuss this issue with the Recreation Commission to come up with a resolution and cost, then will address the concern with the BOS.

## 3. Page 4 Item 7.2

McCarthy, Conservation Commission – possibility of new locks for the gate at the entrances of the Peanut Trail.

Locks are needed at the Whittier Street entrance of the Peanut Trail. Mrs. McCarthy reported that during a Conservation Commission meeting, it was discussed to purchase locks for the Peanut Trail and the Busch Farm. Keys will be distributed to Town hall, the Police Department and the Fire Department. In addition, if there was a Fire near the 108 entrance to the Peanut Trail, Mr. Zalenski was asked, how would the Fire Department open the gate. The Fire department would not be able to get through the gates as the support posts would be blocking access. Mrs. McCarthy would like to redesign the gate layout. A small pickup truck could fit, and maneuver through the trail. An upgraded gate could be purchased from the Conservation Fund. This topic will be discussed at the next Conservation Commission meeting. Mrs. McCarthy will also contact the Fire Department for further discussion on their input to renovate the pipe gates possibly expanding the width. Ms. Wrigley asked about the gates on Currierville Road that may need updating.

\*Action Item- 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.

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

5. **Review Near Misses (if applicable):** N/A

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

Safety Inspections will take place in November 2019.

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

1. Mrs. McCarthy discussed a certification for plow drivers. The cost of the certification is \$100 per driver. Certification grants employers and employees added liability protection against legal claims.

Mr. Pivero is certified. He explained, Ron and Mark are not certified. Ron sands and salts, Mark plows. They can apply under Mr. Pivero's license. This will be addressed when preparing next year's budget.

\*Action Item- Add \$100.00 on next year's budget for Ron's certification.

2. Mrs. Caswell discussed expiring batteries for the AED at the Gale Library. Mrs. Wrigley asked if it was the batteries or the pads that needed to be replaced. All departments pads may be expiring. All units are the same. It was determined that the batteries are fine, pads will need to be replaced.

\*Action Item- Chief Alcaldinho will address the AED pads or designate an employee of the Fire Department to handle this matter.

3. Mrs. Wrigley discussed the structure of Town Hall building. It appears to be sinking into the ground. She will consult with the Town Building Inspector. Mr. Doggett will bring this to the attention of the BOS.

\*Action Item- Mr. Doggett will discuss the structure of Town Hall with the BOS.

4. Mrs. Caswell asked Mr. Pivero if he'd have time to fix the walkway at the Gale Library. He explained that he would have time within 4-6 weeks. In the meantime, if another concrete company is available, certainly hire someone else. Mrs. Caswell praises Mr. Pivero's work.

5. Mrs. McCarthy squashed a rumor about Highway Department picking up earth day trash bags. Not bulky item day. She will also insert an announcement in the Newspaper and attend the Memorial School to discuss Earth Day.

**8. New Business: N/A**

9. **Other:** Mr. Doggett suggested moving the location of the meetings to the Police Station, Fire Station and Town Hall. Rotating the location each time. Mr. Landry motioned to have the July 10<sup>th</sup> meeting at the Fire Station once we receive permission from the Fire Chief Alcaldinho. Mr. Doggett second. All in Favor.

The October meeting location will be discussed in July, to be tentatively held at the Police Station.

10. **Next Meeting:** Wednesday July 10, 2019 at **5:00pm**- Location: **Fire Station**.

**11. Action Items:**

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

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.

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.

Page 3- 7.1 - Mr. Pivero to add \$100.00 on next year's budget for Ron's certification.

Page 3- 7.2 - Chief Alcaldinho will address the AED pads or designate an employee of the Fire Department to handle this matter.

**12. Adjourn:** Meeting Adjourn at 5:38.

**Respectfully Submitted,**

*Kimberly Lowther*

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