



**TOWN OF NEWTON, NH**  
**JOINT LOSS MANAGEMENT**  
**COMMITTEE**  
*P.O. Box 378*  
*2 Town Hall Road*  
*Newton, NH 03858*



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**October 2, 2019 MEETING MINUTES**

**Committee Members in Attendance:**

**Bill Landry, JLMC Chairperson & Cemetery Trustee**  
**Diane Morin, Selectmen's Secretary & Cable Committee**  
**Kimberly Lowther- JLMC Secretary**  
**James Doggett- Selectman**  
**Jack Kozec -Transfer Station**  
**Peter Gagnon- Transfer Station Manager**  
**Mike Pivero- Road Agent**  
**Trisha McCarthy- Conservation Commission**  
**Pat Masterson- Recreation Commission**  
**Chief Jewett- Newton Police Department**  
**Roger Hamal- JLMC Vice Chairperson & Planning Board**

Minutes were typed by Kimberly Lowther.

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

Mr. Landry called the meeting to order at 5:05pm 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. Doggett motioned to accept the minutes of July 10, 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)**

- 1) \*Page 2- 3.2: Chief Jewett will assist Captain Zalenski to explore estimated costs to increase the security at the Town Beach. Action item not yet completed.

**Action Item will remain open.**

- 2) \*Page 3- 3 Ms. McCarthy - looking 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. NOTE: Due to the absence of a Conservation Comm. rep. this was not addressed at the July meeting.

Ms. McCarthy apologized for not attending the July meeting.

She explained, Mr. Pivero is cutting off all the locks on the gates. Conservation Commission will have all the keys keyed alike.

The Peanut Trail gate to the right of the Central Fire Station is in tough shape. She mentioned that Capt. Zalenski previously suggested having the entrance widened. The width of the pipe gates is small (about 8 feet) however, Ms. McCarthy does not feel it is a necessary expense to spend money on a larger pipe gate and posts. The gate needs to be repaired. It appears as if it was struck by a vehicle.

Keys to the gates will be distributed to the Police Department, Fire Department, Town Hall, and Conservation Commission.

**Action Item. Mike Piero will assess the damaged gates and remove the locks.**

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

Mr. Landry announced that the amended policy was approved by Primex and the Board of Selectmen, and successfully added into the new manual.

**Action Item Complete**

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

Mr. Landry reported as part of performing the Primex required Self-Assessment, there were no near misses documented during the time frame indicated above.

**Action Item Completed.**

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

Ms. Morin reported that all Form O's have been submitted.

**Action Item Completed**

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

Mr. Gagnon would like a tick repellent treatment to be applied in the spring during prime tick season. He is estimating the cost will be in the thousands.

Ms. McCarthy suggested the employees apply Permethrin to their clothing for added protection. Mr. Doggett suggested Mr. Gagnon put a line item into his budget.

**Action Item- Look into the potential cost and add into the 2020 Budget as recommended by Selectman Doggett.**

7) \*Page 6- 7.4 Mr. Gagnon will look into "No Parking" signage at NH the Beautiful and inform Mr. Pivero as to what is available.

**Mr. Gagnon contacted NH the Beautiful. Unfortunately, they do not carry parking signage.**

Mr. Pivero ordered five No Parking signs. Recreation Commission will determine the location of the signs.

Ms. Masterson would like a sign posted at the entrance gate, and the remainder along the roadway.

Mr. Pivero will put the signs in place.

**\*Action Item opened**

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 took place in October 2019.

Mr. Landry discussed the Planning Board ramp listed as spongy on Form O. Ms. Morin explained that the building inspector did look at the ramp. A hanger had disintegrated. Town Custodian, Tony Romanoski has made the repair. Mr. Doggett is concerned about the ramp and recommends that it may need more attention. A new stringer and boards. The ramp bounces as people are walking. Possible deck replacement or additional screws may need to be installed.

**Action Item- Planning Board ramp repair completion.**

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

N/A

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

9. **Other:**

1) The annual Fire Extinguishers and CO2 inspections were done. Mr. Landry accompanied Mike Sullivan of Keene Fire & Safety last month as inspections were performed and went well. Several fire extinguishers and CO2 units were re-charged.

2) Mr. Landry completed the Primex Self- Assessment form and it was submitted to Primes along with the required Benchmarks form.

All paperwork was approved by Primex, and the Town will receive an approximate \$3,000.00 discount in the Primex annual insurance premium..

10. **Next Meeting:** Will be held at Town Hall on Wednesday January 8, 2020 at 5:00pm.

**11. Action Items:**

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

Page 2- 3.1 Chief Jewett will assist Captain Zalenski to explore estimated costs to increase the security at the Town Beach.

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.

Page 3-3.6 Mr. Gagnon to add a line item for 2020 Budget to cover the cost of tick repellent at the Transfer Station.

Page 3-7 Mr. Pivero to install No Parking signs the Town Beach.

Page 4-6 Building Inspector Dennis Nadeau will inspect the Planning Board ramp to determine if additional repairs are required.

**12. Adjourn:** Meeting Adjourn at 5:20pm.

**Respectively Submitted,**

**Kimberly Lowther**

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