

**Town of Deerfield  
Joint Loss Management Committee  
Meeting Minutes March 21, 2013**

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Location:

Emergency Management Room, upstairs at the George B. White Building,  
8 Raymond Rd, Deerfield, NH.

Time:

9:00 am

Present:

Name/Title	Department	Management or Staff?
Evelyn DeCota	Library	Management
Rick Pelletier	Building & Transfer Station	Management
Alex Cote	Highway	Management
Deb Treantefel	Parks & Recreation	Staff
Kelly A. Roberts	Town Clerk/Tax Collector	Staff

Minutes:

Alex Cote made a motion to approve the minutes from the JLMC December 13, 2012, meeting.  
2nd by Kelly A. Roberts.

1st Quarter Inspection:

A subcommittee consisting of Evelyn DeCota, Denny Greig, and Mark Tibbetts performed safety inspections on the Philbrick-James Library, Fire/Rescue, and the Town Hall on March 14, 2013. The subcommittee indicated the following concerns per their checklists:

Philbrick-James Library:

- Public counters have not been cleaned regularly due to the vacant maintenance person position. Evelyn is hopeful that a new person will be hired in the near future, and the issue will resolve itself.
- The outside lighting of the building could be improved. The solar lights that are currently in place only work when there has been a lot of sun. The solar lights do not work when they are covered with snow. They have blown around the yard during really windy days. Evelyn noted that an electrician suggested placing a hard-wired outside light affixed to the corner of the building. This would light all of the necessary areas.
- The main walkway to the front entrance of the Library tends to pool with water, snow, ice, and slush making it difficult and dangerous for patrons to walk through. There

have been times where boards have been placed across the puddles so that people can step through and pass. The road and parking lot also tend to ice up and cause safety concerns.

- It was noted that the Library needed outlet covers for their electrical outlets. Evelyn hopes to obtain newly designed spring loaded covers when the new maintenance person is hired.
- Alex Cote suggested railings for the library walkways. Discussion followed. Rick Pelletier and Deb Treantefel will research ADA requirements for the library and will report back at a future meeting.
- Evelyn stated that she would be addressing the Library's front steps at a future meeting.

Fire/Rescue (Church Street):

- It was noted that the parking lot and street around the fire station tends to get icy and dangerous during the winter months.

Town Hall:

- It was noted that the Town Hall needs two lighted exit signs. This will be revisited at a future meeting when Mark Tibbetts is back from vacation.
- The Town Hall needs an additional first aid kit.
- The Town Hall needs a latch for the cleaning supplies.

Training:

Kelly stated that safety training needs to be an ongoing thing, and suggested that a subcommittee be formed to explore training opportunities. She stated that it may be helpful for someone to send out a monthly email with training alerts, and that the Local Government Center and Primex offer a lot of free training. Deb Treantefel and Denny Greig volunteered to be on this subcommittee.

Next Meeting/Inspection:

Safety Inspection - April 18th, 2013

Regular Meeting – May 23, 2013

Adjournment:

Rick Pelletier moved to adjourn the meeting. 2nd by Alex Cote.