

Jt. Loss Management Committee

Minutes of Meeting July 14, 2009

Members Present: Dennis Desrochers, Lee Ann Chase, Steve Agrifiotis, Jodi Pinard, Rob Hebert, Diane Boyce, Mike Hoisington

Absent: Phil Arnone, Liz Dionne, Joe Hebert

Also Present: Kevin Flanagan and Wynette DeGroot from LGC

The meeting began at 1:30. Diane asked Kevin if he had checked into the nutritionalist. (several employees have inquired about this). Kevin said that he is in contact with Elliot Hospital in affiliation with Hannaford. There may be a cost that could be paid through health awareness. Diane will get a range of dates. Diane mentioned to Kevin and Wynette that the Town is thinking of having a health fair in the fall. They will contact Liz.

Wynette had the compensation reports and the Committee discussed the results. There was an accident regarding a post /vehicle at the Cawley School. This post has been hit before. Diane will talk to Carol to see if the school can remove the post or place a sign near it. The sewer department had an employee slip. Diane will check to see if the accident could have been avoided. Wynette also mentioned that the Dept. of Labor has been out checking municipalities. Just a heads up.

In regards to the meeting schedule, September's meeting will be changed to September 15th. October's meeting has been cancelled.

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**Town of Hooksett
Library Inspection
By
Joint Loss Management Committee**

Present for Self Inspection:

Dennis Desrochers, Mike Hoisington, Steve Agrafiotis, Lee Ann Chase, Jodi Pinard, Rob Hebert
Diane Boyce

Also Present: Kevin Flanagan and Wynette DeGroot from LGC

BOTTOM FLOOR

Large main meeting room/Hebert Media room

The library was recently issued an assembly permit. The only thing noted here was that emergency evacuation maps should be posted at the entrances.

Kitchen

Open wiring in wall where former microwave was should be covered

Hallway

Low voltage clock wires were exposed – needs cover
Recycle bin should be moved away from exit in hallway.

Temporary storage room –

Large amount of combustibles – out of fire code

GMILCS room

Emergency #'s should be posted on phone

Furnace Room-

All wall and ceiling penetrations should be sealed. Need outlet and switch covers
Threshold is loose.

Electrical Room

Storage in front of panels should be moved
Penetration holes should be sealed
Electrical panels blocked
Switch covers should be installed
Move ladder and secure it
Move oil base paint or put into fireproof cabinet
Electrical outlets should be GFI protected

Elevator

Holes should be sealed

Cleaning storage

Missing ceiling tiles
MSDS sheets needed

Large storage –

Switch covers needed
Back door – hard to open
Missing ceiling tiles
Notify alarm company – smoke detector too close to vent – needs to be 3' away

Computer/Comcast

Ceiling tiles missing
Needs outlet covers
Seal penetration holes

Downstairs lobby

Missing switch plate by bookcase

Electrical room

Label electrical panels
Missing breakers
Seal in between ceiling tiles
Exposed switches need to be covered

Main door-bottom of stairs (bottom lobby)

Remove lock, replace with close and latch panic hardware
Remove storage (chairs)

LIBRARY MAIN FLOOR

Kids computer lab

Each computer must have its own outlet strip. No piggy back

Media Room

Expired fire extinguisher

Blue room

Extension cord – trip hazard

Move top row storage – must be 2' from ceiling

Tech Services

Exit arrow

Media Area – main desk

Media needs outlets, presently all ganged together

Storage circulation desk

Storage too high

Penetration holes need to be sealed

Storage area near elevator

Storage too high

Toaster oven – not recommended

Should be mindful of microwave

EMERGENCY LIGHTING BATTERY DEAD

OUTSIDE

Main entrance

Loose metal strips on steps

Back entrance

Loose metal strip on steps

Safety railing rotted

Grate needs to be raised

Emergency exit side door

Paint yellow line on step rise

SUGGEST POSSIBLE FIRE DRILL