

May 18, 2011

DRAFT

**Town of Sandown, NH
Joint Loss Management Committee**

Meeting Date: Wednesday, May 18, 2011

Type of Meeting: Regularly Scheduled

Method of Notification: Public Posting ~ Town Hall, Post Office and website

Meeting Location: Sandown Town Hall

Present: Michelle Short, Barbara Lachance, Ronald DuLong, Vice Chairman Paula Gulla and Selectwoman Liaison Brenda Copp.

Absent: Chairman Chief Gordon, Shaun Brooks

In the absence of Chairman Gordon, Vice Chairman Gulla called the meeting to order at 9:08 am.

Review of Minutes of March 23, 2011

MOTION by Michelle Short to accept the minutes as written; 2nd Barbara Lachance;

MOTION PASSED with ayes from Ms Short, Ms. Gulla, Mrs. Lachance and an abstention by Mr. DuLong.

New Business

Future Meeting times

Ms. Gulla polled the members to see if future meetings could begin at 9:15 to accommodate members' schedules. The committee was agreeable, therefore, all future meetings will begin at the later time.

Self-Inspection Check Lists

Ms. Gulla informed the committee members that responses were received from the five departments (Fire, Police, Highway, Recreation and the Historical Society for the Depot) who had not submitted their 2010 paperwork. Four of the five turned in updated data and the Historical Society is meeting this evening and updated information should be forthcoming.

Ms. Gulla asked for clarification of who should have been contacted and it was determined the Town Hall, Library and Transfer Station will still need to complete self-inspection checklists for this year. Requests to complete checklists will be sent to the above-mentioned departments.

Mrs. Lachance read an email received from Doug Martin, President of the Historical Society, which is attached for reference, that outlined the fact there was a meeting this evening and the checklist items were on their agenda. Mrs. Lachance may be able to attend the Historical Society meeting to address some of the JLMC concerns and to offer assistance. The Local Energy Commission is also looking at the Depot's propane usage since it is very high and it was suggested that maybe representatives from both the LEC and the JLMC could work with the

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Historical Society to determine and correct the causes. If certain artifacts need to be kept at a higher temperature, it was suggested that if they could be moved and possibly stored in the vault here at the town hall. Also, it was suggested that maybe a grant could be obtained dealing with weatherization issues and insulation of the building etc.

A question arose as to whether or not the train cars are insured by the Historical Society, since they are not insured by the town but do sit on town property.

Mr. DuLong spoke about the deficiencies at both Miller Field and at the Ed Garvey Recreation building. Fire extinguishers will be installed where noted and all extinguishers will be set up on an inspection schedule. Signage including 'not an exit' sign will be installed at the Recreation building on the door to the cellar stairs. Employees will be trained on the Right to Know law along with fire extinguisher instruction. A Material Data Safety Sheet and binder will be generated.

The JLMC members expressed interest in training on fire extinguisher use as well, so this may be discussed further with the Selectmen's Office Manager.

Mr. DuLong pointed out that in the checklist there is no direct reference to emergency lighting and he suggested that it may need to be added, since that is an important safety measure that should be considered.

Ms. Gulla spoke about the Highway Department submission, which indicated many areas of compliance, however, there were certain recommendations made with no indication of whether or not they have been rectified. A follow up conversation with the department head will verify those items.

In the absence of Chief Gordon, Ms. Gulla spoke about the Police and Fire Department checklists.

The Police Department noted compliance with all applicable areas with the exception of an eye wash station. It was noted that a shower exists in the building that would be used as an eye wash station if needed. After a brief discussion, the committee agreed that was sufficient. Several items still need to be purchased. Follow up will be done with Chief Gordon as to a time frame for these items.

The Fire Department noted compliance with all applicable areas with the exception of illuminated exit lights and ventilation for rest room. Ventilation would be a future budgetary item under government buildings and this will be brought to the attention of the Selectmen's Office Manager for Board consideration. Follow up will be done with Fire Chief Tapley regarding the illuminated exit lights.

Old Business

Status of Committee Members' Terms

It was confirmed that all current JLMC members have been sworn in and are not due for re-appointment until March 2012. All members have the same one year term and expiration date.

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100 **Recreation Building Site Visit**

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102 Committee members agreed that a site visit was not necessary this year at the Ed Garvey
103 Recreation Building.

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105 **Next Meeting Date**

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107 The Joint Loss Management Committee will meet on Wednesday, June 15, 2011 at 9:15 am.

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109 The meeting adjourned at 10:15 am

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112 Respectfully submitted,

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116 Paula M. Gulla

117 Recording Secretary

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