

DRAFT

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

Meeting Date: Wednesday, May 13, 2015

Type of Meeting: Regularly Scheduled

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

Meeting Location: Sandown Town Hall

Present: Chairman Joseph Gordon, Mike Devine, Paula Gulla, Kirsten Rundquist Corbett and Ronald DuLong

Absent: Michelle Short and Selectman Liaison Jim Devine

Chairman Gordon opened the meeting at 2:27 pm

Approval of Minutes

MOTION by Ron DuLong to approve the minutes of 04/15/15 as written

SECOND by Kirsten Corbett

MOTION PASSED (4-0-2)

Old Business

Self Inspection Checklists to Department Heads

The following departments were given their self-inspection checklists today: Library, Town Hall, Recreation for Miller Field only (since a site visit was just performed on 12/14/14 on the Recreation building), Highway, Transfer Station, and Fire for both Central and Angle Pond Stations. The committee will hold off on the new Police Station for this year since it will be going through extensive building, electrical, plumbing inspections as well as an occupancy permit. The committee discussed whether to send a checklist to the Depot since it is uncertain what the future of the Historical Society is as this point. However, after a brief discussion, the committee felt that it would be beneficial to have a checklist completed this year anyway. A checklist will be sent to the Historical Society for completion by the June 30th deadline.

Status of Outside Lighting at Library and Town Hall

Library - Ron DuLong gave an update of what is happening with the lighting at the Library. The light at the roof peak will be replaced on Friday, 5/15 with the assistance of the electrical inspector. The current 400 watt light will be replaced with two 39 watt LED lights. There is a light over the side door and that will not be replaced at this time until it is determined if the replacement lights will be sufficient to light up the parking lot. There are also lights at Seeley Park which may assist with the Library parking lot lighting.

Town Hall – Town Administrator, Lynne Blaisdell passed along information there are no lighting costs allocated in this year’s budget, however, closer to the end of the year, she will

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review the budget to see if there may be funds available to be used for lighting items.

Ron also stated the lobby lights by the Town Clerk's Office have been flickering and the timer, which stays on for a 15 minute span, has not been working properly. The issue may have been solved by replacing the spiral CFL light bulb with an LED bulb. A suggestion was made, however, to change the timer to a dusk-to-dawn timer for better lighting coverage later into the evening.

A suggestion was made that replacement lights should be changed to LED whenever possible. This could include lights that are used for flagpoles, signs etc.

A brief discussion began regarding erecting light poles in the Town Hall parking lot to better illuminate the lot nearest the Fire Station which tends to be very dark and poorly lit. A suggestion was made to take the poles that were taken down from the new Police Station and repurpose them here at the Town Hall. Chief Gordon noted that the base was broken on one pole, however, the other seemed to be in okay condition. The electric company could also be contacted to replace the existing pole lights with LED lights and one of the pole lights could be repositioned to better light up that parking lot.

Energy Saving Lighting in Government Buildings

Lynne Blaisdell attended a recent Eversource lighting workshop on May 6th and found there are definitely programs the Town could participate in, however, the programs are only good through the end of 2015 and there is no funding in this year's budget. Funding was a concern for other area towns and was mentioned at the workshop by others. Eversource will take this into consideration for future offerings.

MSDS Update

Paula spoke to Department of Labor Inspector Diane Roy about the Town's responsibilities regarding MSDS. We are responsible to keep on file any MSDS for any chemicals and cleaning products that are used by employees in their daily tasks. New MSDS should be obtained for any new product or replacement product. Old MSDS must be kept on file for 30 years. If employees are using something voluntarily that is available, such as Tylenol, Advil etc., no MDSD is required.

New Business

Site Visit for 2015

The committee reviewed the government building site visit log and decided to set up a site visit for the Highway Garage. This will be done at a future meeting.

Review of Draft New Safety Policy

This item was tabled due to a time constraint and the fact that Michelle was absent from the meeting. It will be discussed at a future meeting.

May 13, 2105 Joint Loss Management Committee

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100 MOTION by Ron DuLong to adjourn the meeting

101 SECOND by Kirsten Corbett

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103 MOTION PASSED UNANIMOUSLY

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105 The meeting adjourned at 3:08 pm

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107 Respectfully submitted,

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110 Paula M. Gulla

111 Recording Secretary