

**TOWN OF PEMBROKE
JOINT LOSS MANAGEMENT COMMITTEE MEETING
PEMBROKE DEPARTMENT OF PUBLIC WORKS**

Tuesday, January 5, 2010

CALL TO ORDER at 1412 hours by Chairman Eric Alley.

Members Present: James Boisvert, Public Works Director, Scott Lane, Chief of Police, Eric Alley, Public Works Labor, Everett Hodge, Code Enforcement Officer, Mary Ann Ricciotti, Police Department, Paulette Malo, Sewer Department, Kevin Flanagan, Wynette DeGroot, Local Government Center, and David Jodoin, Town Administrator.

Members Absent: Water Works, Fire and Library representatives advised by email they would not be attending.

APPROVE MINUTES

Minutes of the November 3, 2009 JLMC Meeting reviewed by members.

Motion by Chief Lane to accept minutes and Seconded by Mary Ann Ricciotti . Minutes accepted.

OLD BUSINESS

- Library Building Assessment Update: Received email from Library Representative, Heather Titus with status updates. (Email not presented at the January 5 meeting, Secretary error, to be presented at March 2 meeting)

NEW BUSINESS

- Work Related Injuries Reported – Fire Department; Department Public Works
- Property Liability Reported – Sewer Back-Up; Auto Damage, Stop Sign, Struck Animal or Object (Auto Liability)
- New Training – Ideas forthcoming at next meeting

OTHER

- Building Assessment – Department of Public Works scheduled this date

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Tuesday, January 5, 2010 JLMC Meeting

NEXT MEETING

Scheduled for Tuesday, March 2, 2010 @ 2:00 PM. Location – Perry Eaton Building, 4 Union Street, Meet Me In Suncook Room, Main Floor (enter through the right side front door)

ADJOURNMENT

Motion to Adjourn by Eric Alley at 1446 hours and Seconded by David Jodoin.

Minutes Recorded & Prepared By:

Mary Ann Ricciotti, JLMC Secretary

**PEMBROKE DEPARTMENT OF PUBLIC WORKS
BUILDING – ASSESSMENT INSPECTION**

Tuesday, January 5, 2010

Concerns and Suggestions –

- Maintenance Bays
 - Electrical Room area –no storage 3 X 3 area in front of control panel
 - Fluorescent Light Fixtures – Add Guards or Shelves
 - Fire Extinguisher – Mount on east side of bay area, pole near exit door

- Public Works Confined Area – the PW Director to follow – up

- Eye Wash Station Area – Repaint (yellow) markings on floor

- Old portion of Public Works Building
 - Electrical Panel – Clear out area
 - Hot Water Tank – corroded, leaking, replacement needed

- Garage Bays Electrical conduit upgrading
 - Label – GFCI
 - Label area “NO STORAGE”

- Packer Bays
 - Replace conduit in ceiling areas
 - Work Bench area remove conduit
 - Make all outlets GFI