TOWN OF PEMBROKE
JOINT LOSS MANAGEMENT COMMITTEE MEETING
PERRY EATON BUILDING, 4 Union Street

Tuesday, March 2, 2010

CALL TO ORDER at 1400 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

APPROVE MINUTES

Minutes of the January 5, 2010 JLMC Meeting reviewed by members.
Motion by Paulette Malo, to accept minutes and Seconded by David Jodoin

OLD BUSINESS

- Library Assessment – Update at the May 4 meeting
- Department of Public Works Assessment – Update at the May 4 meeting
- 2008-2009 Training List of completed training
- Chief Lane advised that an Employee Labor representative position remains open

NEW BUSINESS

- Work Related Injuries Reported
  2/1/10 Police Dept. reported Slip Fall Incident.
  Police Department purchased YAKS Trac for prevention.
  2/26/10 Dept of Public Works reported Employee Injured by garage door (during power outage) Hard Hats and Eye Protection will be worn

- Property Liability Reported
  1/19/10 Department of Public Works - General
  01/03/10 Police Department – Ice v. Cruiser

- Training
  Emergency Responder Traffic Control Class; Discussion, more to follow regarding Police and Fire personnel

Police Department reported training completed –

One officer completed Stevens Driving Control Course; all officers qualified cold weather firearms training. Sgt. Gaskell certified TASER Instructor, training to be provided to all officers.

- Accreditation

OTHER

- Building Assessment – Perry Eaton Building

NEXT MEETING

Scheduled for Tuesday, May 4, 2010 @ 2:00 PM. Location – Pembroke Library
David will request to hold meeting at the Library.

ADJOURNMENT

Motion to Adjourn @ 1446 hours by Eric Alley, Seconded by Paulette Malo.

Minutes Recorded & Prepared By:

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Mary Ann Ricciotti, JLMC Secretary

PERRY EATON BUILDING
4 UNION STREET, PEMBROKE
BUILDING – ASSESSMENT INSPECTION

Tuesday, March 2, 2010

Concerns and Suggestions –

- Reflective Warning Tape
- GFI required in Bathroom
- Blank Cover required (live wire-cap off) –Office area beside bathroom
- Stair Case 2nd handrail
- Fireproof caulking in the garage area
- 4 legged rolling office chairs –remove all
- Mold –Common Area, bottom of stairs in corner wall and floor
- On / Off "kill" Switch on outside wall to furnace
- Ceiling near furnace room- seal off holes
- Furnace Room –Ad Spring to door
- Ceiling in down stairs bathroom- seal off holes
- Junction Boxes – Oil tank area
- Third Floor
  -Secure Switch in upstairs entry area foyer
  -Ceiling leak, damage (hallway area)
  -Emergency Lighting
  -Second Egress
  -Electrical Panel issues
- Garage –Flammable Cabinet needed or remove gas cans
- Hazard Area –concrete ledge repair –side of building above Sewer Offices
- Knox Box on front of building
- Landing –front of building needs repair