



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360  
Phone 603-673-8855 - FAX 603-673-8136**

**Draft Minutes  
Joint Loss Management Committee  
Wednesday April 12, 2023**

*Joint Loss Management Committee Inspections are done for all Town Buildings and recommendations are made for safety and improvements to prevent injury and liability to the Town of Brookline.*

**Management Members:**

Marilyn Simons, Library  
Scott Butcher, Town Administrator  
Mike Weinrich, DPW  
Charlie Corey, Fire Chief  
Jeffrey Stewart, Ambulance Chief \*  
Derek Martel, Primex Rep \*

**Employee Members:**

Michael Richard, Police Union Rep \*  
Jan Watt, Ambulance  
JP Royea, Fire Department  
Doug Barnett, Police  
Sharon Sturtevant, Town Hall Admin.  
Pat Flynn, Transfer Station \*

(An asterisk (\*) denotes a member absent from this meeting.)

**Call to Order**

The meeting was called to order at 9:00 AM at the DPW building to begin the inspections.

**Site Visits:**

**DPW Building**

No issues.

**Transfer Station**

The steps by the newspaper bin have been fixed.

**Grove**

Plastic is coming off the swing set; the BBQ unit needs to either be fixed or dumped.

**Ballfield**

No issues.

**Business Meeting:**

President Doug facilitated the meeting.

**Review and Approve Minutes**

Marilyn had Emailed the previous meeting's minutes. Mike moved to accept them and Jan seconded.

### **Review Workers Compensation/1<sup>st</sup> Report of Incidents Claims**

Derek Martel, our Primex rep, had Emailed the three month incident report to Marilyn, who forwarded it to everyone. We discussed the two DPW plowing incidents.

### **Review Inspection Tracking Spreadsheet**

There was an item that had been resolved and we updated the spreadsheet accordingly.

### **Discussions:**

Scott updated everyone on the needed renovations for Town Hall, which include the roof and portico, along with outside issues. The driveway must be resealed, there is a trip hazard in the sidewalk, and the parking places need re-stripping. Scott stated work will begin over the summer to address these issues.

### **Confirm Next Meeting**

The next meeting will be held Wednesday, July 12, 2023, starting at the Safety Complex for its inspection, then proceeding to the Town Hall for its inspection and the business meeting. There will be the annual election of officers. Charlie offered to bring snacks.

### **Adjournment**

The meeting was adjourned at 10:15 AM with Doug moving and JP seconding.

Respectfully submitted,  
Marilyn Simons,  
Secretary