

## JOINT LOSS MANAGEMENT COMMITTEE

### MEETING MINUTES

October 11, 2016

#### **Official Minutes**

#### **Call to Order**

Meeting Called to order 1:35p

#### **Attendance**

Present: Lee Ann Chase – Library, Robert Hebert – Parks & Rec PW, Phil Arnone Parks & Rec PW, Donna Fitzpatrick – Admin/HR, Kimberly A Blichmann- Tax Collector & JLMC Chair, Matt Lavoie - CEO

Missed: Steve Colburn- Fire-Rescue, Diane Boyce- Public Works, Bruce Kudrick- Wastewater, Dennis Desrochers – Fire- Rescue (union Rep), Linda O’Keefe- Wastewater

#### **Approval of Minutes**

R. Hebert motioned to approve the JLMC minutes of 8-9-2016. Seconded by P. Arnone

Vote in Favor

#### **Inspections**

R. Hebert and P. Arnone inspected the Sewer Plant on September 9, 2016. They walked through the Wastewater Treatment Plant with Bruce Kudrick. They stated it was very clean and orderly. They passed in the general building check list.

The next inspection will be the court house, Happy Helpers, electrical room and the garage. This will be done by M. Lavoie and P. Arnone prior to the January 2017 JLMC meeting

#### **Workers’ Compensation (WC) Claims/Prevention Training**

D. Fitzpatrick went over claims and committee found no trends that would need training

#### **Safety Manual/Trainings**

Safety Manual will be reviewed by the JLMC by the next meeting on 11-3-2016. Review the changes recommended by Phil from Primex and add any additional changes the committee recommends. Then this will need to go to the Department Heads and then to the Town Council for final approval

#### **Other**

#### **Adjournment**

R. Hebert motioned to adjourn at 2:50pm, Seconded by P. Arnone. Vote unanimously in favor

Submitted by,

Kimberly A Blichmann