

**Joint Loss Committee  
Meeting Minutes  
August 14, 2018**

**Call to Order:** Meeting was called to order at 1:30 pm.

**Present:** Kim Blichmann, Lee Ann Chase, Evelyn Horn, Bruce Kudrick, Matt Lavoie, Phil St. Cyr (Primex), Francine Swafford,

**Excused:** Steve Colburn, Dennis Desrochers, Donna Fitzpatrick, Rob Hebert, Brian Williams

**Approval of May 15, 2018 Minutes:** E. Horn motioned to approve, seconded by B. Kudrick. *Motion carried unanimously.*

E. Horn was appointed as minutes taker.

**Inspections**

DPW Building – Inspection was done on June 12, 2018 by Evelyn Horn and Rob Hebert (see attachment).

The following were noted:

1. The building does not have an assigned custodian unlike other Town buildings, i.e., Town Hall, Safety Center, etc. Custodian should be assigned to clean the building regularly. Rest Rooms should be kept sanitary and cleaned at least once a week.
2. Other deficiencies to be entered into Facility Dude and addressed. DOL requires a report to keep track of deficiencies, when buildings are inspected and when deficiencies are addressed. These reports will be generated from Facility Dude.

**Workers' Compensation Claims**

D. Fitzpatrick was excused from the meeting. Did not discuss claims.

**Safety Manual/Trainings**

None scheduled.

P. St. Cyr mentioned Primex will sponsor the upcoming NH Fire Symposium to be held on Thursday, November 1, 2018 at NH Fire Academy in Concord, NH. There is no cost to attend and snacks/meals will be provided.

Next meeting is Tuesday, September 18, 2018 at 1:30 pm.

Meeting adjourned at 2:10 pm.

Respectfully submitted by,

Evelyn Horn