

**JOINT LOSS MANAGEMENT COMMITTEE**

**MEETING MINUTES**

**May 15, 2018**

**Call to Order**

Meeting Called to order 1:38pm

**Attendance:** Present: Kimberly Blichmann- Tax Collector & JLMC Chair Matt Lavoie Code Enforcement Officer, Lee Ann Chase Library, Donna Fitzpatrick – Admin/HR, Evelyn Horn DPW Admin, Bruce Kudrick-Sewer and Phil St. Cyr – Primex.

**Missed:** Brian William Hooksett PD Union, Dennis Desrochers Fire-Rescue, Francine Swafford Hooksett PD Admin and Steve Colburn-Fire Rescue,

**Approval of Minutes**

D. Fitzpatrick motioned to approve the JLMC minutes of 4-10-2018. Seconded by E. Horn

All in favor

**Inspections:**

D. Fitzpatrick and K. Blichmann will inspect Station 1. Was advised to call before going over to make sure they are not on a call.

E. Horn and R. Hebert will inspect Highway Department

E. Horn: DPW Director will write a memo with the status of any fixes that have been done or need to be done in regards to workers comp claims or the audit.

K. Blichmann: Will email the inspection checklist out to everyone

D. Fitzpatrick: Review of the 2013 Dept. of Labor Audit.

S. Colburn: Asked if the Town would pay for an online subscription service that would prevent the need for paper records?

P. St. Cyr: Advised that Liability (DOL) would require a hardcopy not electronic copy.

S. Colburn: said he would see what the prices were for the service.

There was also discussion about the SDS Sheets.

D. Fitzpatrick: DOL Labor Laws are 1403.61 for SDS records

E. Horn: per 277-A: 5 VII SDS sheets when replaced must be kept for 30 years. Will send Dept. heads that RSA.

### **Workers' Compensations Claims**

D. Fitzpatrick: Presented Workers' Compensations Claims.

Claim #1: S. Colburn: Let us know they had reviewed the claim filling for injuries. P. St. Cyr: Gave recommendations on ways to hold the hose to help prevent injury

Claim #2: P. St. Cyr: recommended smaller barrels. B. Kudrick recommend that a lift gate be installed on the truck so no one would have to pick up the barrels.

Claim #3: there was the recommendation of gloves, eye protection and training (not noted who stated this)

### **Other:**

M. Lavoie: Recommends tick spoons and education on the proper use of them.

L. Chase: the Library can print tick spooks with the 3d printer. She will get cost for the JLMC

P. St. Cyr: the liability associated with tick bites never goes away.

### **Adjournment:**

3:30pm Motion by E. Horn, 2<sup>nd</sup> by B. Kudrick

Next meeting June 12, 2018 @ 1:30pm in the Town Hall Council Chambers

Submitted by

Kimberly A Blichmann CTC & JLMC Chair