

**APPROVED**  
**JOINT LOSS MANAGEMENT COMMITTEE MEETING**  
**November 12, 2019**  
**1:30 pm**  
**Town Council Chambers**  
**35 Main Street**

Meeting called to order at 1:37pm by Francine Swafford.

**Attendance:** Francine Swafford- Chair, Kim Blichmann- Tax Clerk, Earl Labonte- DPW, Lee Ann Chase- Library, Bruce Kudrick-Sewer, Matthew Lavoie-Code Enforcement Officer (arrived at 1:47pm, left at 2:25pm), Leann Fuller-Community Development

**Excused:** Donna Fitzpatrick– Administration, Philip St. Cyr-Primex, Travis Mannon-Police Department, Rob Hebert- Parks and Rec

*Approval of the Minutes from October 8<sup>th</sup>, 2019*

***Kim Blichmann motioned to approve the minutes from October 8<sup>th</sup>, 2019, seconded by Lee Ann Chase. Motion passed.***

Francine found out that there is \$196.67 of Wellness Dollars that should be spent. Previously, items have been purchased for the workout room and Fitbits for a raffle. Earl mentioned that he has seen it be used for purchasing small items like a blood pressure cuff machine or thermometers and employees fill out a questionnaire and get entered into the drawing to win that.

1. Inspections
  - discussion of inspections that need to be completed
  - assignment of inspection locations

Francine reviewed the list of occupied and unoccupied Town buildings. It was suggested from Primex that the best practice would be to inspect any facility that may have storage implications, recreational concession stands etc. Some of those facilities are occupied on occasion, it's a good idea to identify any particular hazards that could injure an employee or perhaps a "patron".

Kim reviewed the list and noticed that building 2 through 16 are all Sewer. Bruce mentioned that the pump stations do get checked every day. However, it would be smart to have someone

else look at them; it will just involve taking a ride around and looking down into the stations. Francine mentioned that the Police Department firing range would have to have someone accompany the person doing the inspection. However, once it snows, there is no access to the range.

Francine will clarify with Phil whether these inspections are to be done each Calendar year or Fiscal year. This will help the Committee verify whether they should wait until January.

#### Assigned Inspections:

Kim and Bruce: Chapel, Historical Building, Old Town Hall (It is being checked weekly by DPW), 14 Main Street, Merrimack Street, Martins Ferry, Kmart and Castle Drive Pump Stations.

Francine and Bruce (possibly Steve Colburn or Ian as well): Safety Center, Fire sheds, Police Department carports, one radio tower at Legends Drive.

Matt and Lee Ann: Library

Kim and Donna- Highway department, Solid Waste Officer and Highway Office

Rob Hebert and Steve Colburn-Sewer Plant (spring)

Bruce reviewed other items on the list and is unclear as to the generator listed at 37 Hooksett Road, seems to be an incorrect address.

#### Remaining Inspections:

Courthouse: Need the court schedule

Clothing Bank: Can be done the same time as the Courthouse

Firing Range: Spring

Tower and Shed in Bow: 9298 Bow Road (Review lease agreement with Landowner, may need to contact landowner)

#### 2. Workers Compensations Claims

One Workers Compensation Claim: Police Department incident where an officer received a cut above the right eye due to a suspect fleeing from the officer.

This item was tabled due to missing the first incident report.

#### 3. Safety Manual/Trainings

Francine said there are no updates. It is still being discussed with André and the Police department.

#### 4. Fall Training (updates on topics discussed)

- Fire safety and drills
- Active shooter
- Mental health awareness

Bruce did speak with Phil two meetings ago regarding a 6 hour Chainsaw Safety class but has not heard anything since then. Sewer does have a classroom available. This class would teach people how to drop trees. Francine will ask Phil about that as well.

The next meeting is December 10, 2019.

**Francine Swafford motioned to adjourn at 2:33pm, seconded by Bruce Kudrick. Motion passed.**

Minutes respectfully submitted by

Leann Fuller