

JOINT LOSS MANAGEMENT COMMITTEE MEETING

October 8, 2019

1:30 pm

Town Council Chambers

35 Main Street

Meeting called to order at by Francine Swafford at 1:38pm.

Attendance: Francine Swafford- Chair, Donna Fitzpatrick– Administration, Kim Blichmann- Tax Clerk, Earl Labonte- DPW, Lee Ann Chase- Library

Excused: Matthew Lavoie- Code Enforcement Officer, Travis Mannon-Police Department, Bruce Kudrick- Sewer, Philip St. Cyr- Primex

Approval of the Minutes from September 10, 2019

Donna Fitzpatrick motioned to approve the minutes from September 10, 2019 as amended, seconded by Kim Blichmann.

AMENDMENT: On the 2nd to last page it states, "Phil St. Cyr, Primex recommended to the Wastewater Department that they should check with town legal counsel regarding personnel file requirements and whether or not those files should be with Human Resource." The minutes should reflect that the Wastewater Department should check with their own legal counsel not Town legal counsel.

Motion passed.

1. Inspections

Kim Blichmann mentioned that Fire and Police can probably be done in one visit, so can with the Court house and the surrounding storage buildings. Francine mentioned getting people to do these inspections prior to the Joint Loss meetings. Donna mentioned that there are 21 buildings.

Earl Labonte mentioned that Head Cemetery School should be on the list as well as the historic building in front of the old town hall. Earl recommended contacting Finance as they should have a list of all of the Town buildings. The Recycling center may be listed as three or four different buildings.

Francine Swafford asked if the fields get inspected. Earl said that the playground equipment is inspected daily.

Kim Blichmann recommended getting the list of properties from Finance and sending them out to the committee members ahead of time so they can come to the next meeting prepared. Francine plans on reaching out to Finance.

Francine Swafford stated that it may be a good idea to have two people inspect prior to the meetings. Earl said that whoever has a master key to the Town Hall can unlock the buildings that are by the court house.

Donna Fitzpatrick did state that Station 1 and Wastewater have been completed this year. Francine asked who the report is supposed to go to. Donna said that it should go to Francine and be in the binder. Donna then needs the reports to complete Primex's annual report to get 2 ½% off. At Station 1, Phil recommended an AED apparatus and CPR equipment be left at the Station in case someone needs access to it and an ambulance is not there. Phil also mentioned to lock where the supplies are even though it is not a public access.

Kim Blichmann mentioned that maybe Francine and Ian can complete the Fire and Police inspection. The remaining locations will be assigned at the next meeting.

2. Workers Compensations Claims

The committee reviewed a single Workers Compensation Claim from DPW. Earl stated that the worker wanted to put it on record that he has some soreness from reaching overhead. Donna stated that Evelyn did call her regarding this as it was about 5 days after the incident. Donna clarified that soft tissue injuries may not show up quickly. Earl is recommending the use of a ladder or stool and avoid overhead reaching. The Committee concurred.

Donna did ask Earl if DPW would be making sure the buildings will have sand buckets to self-treat the entrance areas for snow and ice. Earl said that he will make sure the buildings have those.

3. Safety Manual/Trainings

Donna Fitzpatrick send the updating safety manual out to all employees, the sign off sheet was included and had a deadline of last Friday to get them back to Donna.

4. Fall Training (updates on topics discussed)

- * Fire Safety and Drills
- * Active Shooter
- * Mental Health Awareness

No updates per Donna. Fire Chief and Police Chief are working directly with André. Donna can put together a Mental Health Awareness flyer. The thought is to try to do something more interactive for the active shooter training. Kim mentioned that there are no fire drills either. Donna will touch base and bring that up to management again.

5. Other

6. Adjournment

**Francine Swafford motioned to adjourn at 2:00pm, seconded by Donna Fitzpatrick.
Motion passed.**

Minutes respectfully submitted by

Leann Fuller