

**Joint Loss Management Committee  
Meeting Minutes  
December 9, 2021**

**Call to Order:** Meeting was called to order at 9:07 am.

**Present:** Kim Blichmann (came in at 9:21 am), Lee Ann Chase, Ken Conaty, Donna Fitzpatrick, Earl Labonte (Chair), Dana Pendergast, Brian Roche

**Approval of Minutes**

October 14, 2021 – **Approved unanimously.**

**Inspections**

Donna: The Town has a total of 21 buildings including unoccupied ones. Per Department of Labor, each building must be inspected annually within the calendar year (January – December). We have to have a typed up post inspection procedure, what happens after inspection. If not corrected, there should be an explanation why correction was not done.

DOL runs in calendar year (January-December) while Primex's fiscal year is July-June. DOL report is due by August, need to show at least a few buildings were inspected.

Earl: We have to follow up on those building that need correction after inspection and come up with inspection schedule for next year. Maybe schedule monthly meetings from January through April, then from May on meet every other month.

Complete list of buildings to be obtained from Francine Swafford (Police).

**Workers' Compensation Claims**

There was only one claim for the period.

DPW Holder sidewalk tractor was hit by a vehicle. No significant injuries. Employee was slightly hurt, claim is still open. The tractor was a complete loss. The Town Council just approved a replacement at their meeting on 12/8/2021. The Town is getting \$74,000 from the insurance company.

Suggested Corrective Actions:

1. Look into getting better impact bumpers.
2. Better work zone signage – ensure signage is placed and moved frequently along the work zone.
3. Look into having a truck available to follow the sidewalk tractor.

**Safety Manual/Trainings**

Donna just sent out Winter Storm Risk management bulletin from Primex.

DPW has provided snow removal materials at all buildings. All Town vehicles were also provided with snow brushes.

DPW will plow parking lots and make sure walkways are clear as best as they could. Building occupants should be responsible for ensuring walkways are clear and safe.

During the winter season, Town offices' delayed openings will be posted on the Town's website.

Sewer Department will schedule plow training for their staff, will coordinate with Primex.

DPW held Plow and Flagger training. Flagger certificate is no longer required except for federally funded projects.

The Town could get a 2.5% discount on insurance for Town employees attending training in person or online by June 30th. They specifically look at Slip, Trip and Fall training. This is available online 24/7.

Follow-up with Leann Fuller in Admin to provide e-mail accounts for all DPW staff so they can register with Primex and attend online training.

Donna will be sending out information on various training sessions being offered through Primex for staff and Managers/Supervisors.

Discussion regarding the Town Hall generator, need to identify areas running on generator. The generator does not turn on automatically when power goes out. Earl looking into adding a system to make it turn on automatically.

Dana: There are grants available through Homeland Security as part of infrastructure. This could be used for various building improvements i.e., key cards, cameras, radios, etc. He will provide information on this.

Next meeting is Thursday, February 10, 2022 at 9:00 am.

**Adjournment:** Meeting adjourned at 10:00 am.

Respectfully submitted by,

Evelyn Horn