

JOINT LOSS MANAGEMENT COMMITTEE MEETING

August 12, 2021

9:00 pm

Town Council Chambers

I. Call to Order 9:15 am

II. Attendance

Chair Earl Labonte – DPW, Kim Blichmann – Tax Collector (arrived at 9:40 am), Lee Ann Chase – Library, Donna Fitzpatrick – Human Resource Coordinator, Shawn Dumont – Public Works, Leann Fuller – Community Development Administrative Assistant, Dana Pendergast – Code Enforcement, Ian Tewksbury – Fire Prevention Captain, Ken Conaty – Hooksett Wastewater Treatment Facility Superintendent

III. Approval of Minutes from June 08, 2021

Donna Fitzpatrick motioned to approve the minutes of June 08, 2021 as written. Leann Fuller seconded the motion.

Motion passed unanimously.

IV. DOL 2013 Audit Review

Donna Fitzpatrick: I remember from the 2013 DOL audit that they are particular and these reviews take a long time. None of the items were monetary, and we were given six months to remedy them.

V. Inspections

Donna Fitzpatrick: I will scan the inspection reports that we have so far. The DPW inspection remains to be completed.

Chair Earl Labonte: The inspections thus far have gone pretty well.

Donna Fitzpatrick: I would like to go over the review conducted by Kim Blichmann and myself. We have some questions. Regarding the Parks & Rec garage, should there be exit signs going from the garage into the breakroom?

Dana Pendergast: There should be an exit sign going from the garage into the breakroom and another going from the breakroom into the garage. Emergency lighting is needed as well, in the bathroom and the hall.

Donna Fitzpatrick: Shouldn't there be 36 inches of free space on either side of the electricity panel box and 36 inches in the front? There is a large table under the box.

Chair Earl Labonte: You are correct about the required 36 inches on either side and in front. That table should be removed.

Donna Fitzpatrick: There is a second-level mezzanine area, with an extension cord carrying light to that level. Is that allowed by code?

Dana Pendergast: That is only allowed on a 'use and remove' basis. Otherwise, that level should be wired.

Donna Fitzpatrick: We have a lot of concerns about the two concession areas – pans of grease, old French fries, and mice – for example.

Chair Earl Labonte: That has been an area of concern for a long time. The Town owns the buildings but HYAA owns the equipment. They may have insurance on it. When Chief Bouchard was the Acting Town Administrator, she shut them down because they had no State permit, without which they can only use that equipment four times per year to prepare and sell food. Town Administrator Garron and I tried without success to create an MOU with HYAA a couple of years ago. An upgrade for ADA compliance and Fire Code compliance at that facility is a current CIP item. In the meantime, Phil Arnone needs to straighten out the situation with HYAA. Although the cooking equipment is theirs, anything attached to the building becomes real property. A code inspection is needed, and they must be told to correct items not up to code.

Ken Conaty: A three-bay sink needs a grease trap.

Dana Pendergast: And a compression system is required for grease-laden vapors.

Chair Earl Labonte: There have been complaints about the condition of the bathrooms. DPW is responsible to keep them clean Monday through Friday, but it is the responsibility of HYAA on the weekends.

VI. Other

Donna Fitzpatrick: I sent out information on the Stevens Driver Training offered by Primex. Employees have to sign up on their own, not through their departments. Do we know yet about DPW people signing up for that?

Shawn Dumont: We know of four and possibly two more.

Captain Tewksbury: I will find out about Fire-Rescue attendees.

Donna Fitzpatrick: The revised Safety Manual, along with an acknowledgement form, will be going out next week. The Administrative Code revision of the Town Vehicles policy will also be going out soon, with an acknowledgement form.

VII. Workers Compensation Claims

Chair Earl Labonte: We have four claims to review. Two of these are because of DPW employees having contact with poison ivy. We have taken actions to reduce the likelihood of this reoccurring. A Safety Briefing was held. Employees were shown pictures of what poison ivy looks like. We also have pre and post wash to deter contagion. Those who might encounter poison ivy are instructed to wear long pants and long-sleeve shirts. Much of the poison ivy is along the roadside, and a State permit would be required to spray these areas. Furthermore, someone certified for this spraying would have to be hired because we have no one inhouse with that certification. It takes about 90 days to get this State permit.

Captain Tewksbury: During safety and survival training, which involved exiting from a second story window in a simulated IDHL (Immediately Dangerous to Life or Health) environment, a member failed to remove his left hand from the anchor point, injuring his wrist. Chief Colburn believes that the training benefits outweigh the risks involved with these exercises.

Chair Earl Labonte: The last incident occurred when a police officer was pursuing on foot a halfway house escapee. The officer slipped on wet pavement, bruising his left elbow and possibly tearing the meniscus in his right knee. Short of deciding not to pursue the wanted male on foot, we conclude that this incident could not have been avoided.

Chair Earl Labonte: This is a low number of events over two months. I think we should consider posting Hazardous Abatement Statements in places where there could be a tripping hazard.

VIII. Adjournment

Captain Tewksbury motioned to adjourn at 10:02 am. Kim Blichmann seconded the motion.

Motion passed unanimously.

Minutes respectfully submitted by Kathie Donnelly.

Please see subsequent meeting minutes for any amendments to these minutes.